

**APPLICATION – FUNDING SUPPORT FOR ELECTRIC VEHICLES AND CHARGING**

See Instructions, application page 3 (below). For further information visit <https://metroenergy.org/procurement>.  
 Submit completed Application by email to [ffa@metroenergy.org](mailto:ffa@metroenergy.org).

**A. APPLICANT INFORMATION**

1. TYPE OF APPLICANT (Check one)  Private Entity  Government Organization  Other (Explain)

LEGAL NAME OF ORGANIZATION	UEI:	FEIN:	
MAILING ADDRESS	CITY	STATE	ZIP CODE

RESPONSIBLE DIVISION, DEPARTMENT OR D/B/A APPLYING FOR FUNDING

2. AUTHORIZED OFFICIAL	TITLE	EMAIL ADDRESS
------------------------	-------	---------------

3. PROJECT MANAGER	TITLE	EMAIL ADDRESS
--------------------	-------	---------------

DIRECT PHONE NUMBER WITH AREA CODE	OTHER PHONE NUMBER (if applicable)
------------------------------------	------------------------------------

**B. PROJECT SUMMARY**

4. TOTAL PROJECT BUDGET (Provide full budget details in Budget Workbook. Includes all project costs, including subaward and other local cost share, as well as federal share.) \$	5. REQUESTED FEDERAL FUNDING \$
--	------------------------------------

6. PLANNED MONTH AND YEAR OF PROJECT COMPLETION	7. NUMBER OF VEHICLES and NUMBER OF EVSE PLANNED
---	--

8. BRIEF PROJECT DESCRIPTION

**C. APPLICANT AGREEMENT**

I hereby certify that:

- The information in this application is true and correct.
- The organization that I represent has sufficient resources to conduct this project while awaiting reimbursement from MEC.
- I agree to MEC's terms and conditions, which include reporting and outreach during the project period.
  - o Reporting will include participating in occasional informational interviews by MEC staff.
  - o Outreach may include peer-to-peer information sharing at conferences and/or presentations to local business leaders in deployment area.
- I agree to accept the U.S. Dept of Energy's Terms and Conditions upon award.

9. SIGNATURE	DATE
--------------	------

D. PROJECT DETAILS	
Enter details of your project. Additional narrative information is welcome and may be attached in PDF format.	
<b>10. Type of Project (check all that apply)</b>	<input type="checkbox"/> Vehicles <input type="checkbox"/> Charging Stations (private fleet access only) <input type="checkbox"/> Charging Stations (public access) <input type="checkbox"/> Outreach and Public Engagement
<b>11. Briefly describe operations and operating conditions.</b>  Also specify if and how your project positively impacts underserved communities.	
<b>12. Location of Operation. Environmental Justice Impact</b>	
This information will be used by project staff to help determine impact to environmental justice goals. Deployment markets are Kansas and Missouri. List the percent of operating time the vehicle spends in each county/area listed in this table (add rows if necessary). Operating time should total 100 percent.	
<b>County (STATE)/Area</b>	<b>Percent of Operating Time</b>
<b>13. Outreach</b>  State public engagement activities as well as availability for peer networking and panel presentations to peers and industry in the region and/or nationally.	
<b>14. Project Sustainability Beyond Project Period</b>  Please briefly discuss ways you plan to maintain or grow your electrification program after the project period ends.	
<b>15. Additional Assistance for Cost Sharing (Optional)</b>  Check box A and provide details to justify your request for higher percentage of federal assistance. Check box B if you would like to sponsor an organization in need.	<input type="checkbox"/> A. Our organization's participation depends on greater than a 40% federal share for all project costs. <input type="checkbox"/> B. Our organization would like to provide cash sponsorship, over and above our cost-sharing match, to ensure support for organizations in need. We will coordinate with MEC's Joy Ellsworth, who will reach out to accept our gift.
<b>16. Attach Required and Optional supplemental forms</b>	REQUIRED: 1. Budget Workbook; 2. Letter of Cost Sharing Commitment; 3. Key Personnel Qualifications OPTIONAL: 1. Other Support (quotes, specifications); 2. Additional Narrative; 3. Letters of Support; 4. Confidential Information

**I. Application Form Instructions**

Further information about this application can be found online at <https://metroenergy.org/procurement>, including the RFA Guidance Document.

Please review the Guidance Document for this application to ensure you understand the background and priorities prior to undertaking a project application.

Metropolitan Energy Center (MEC) intends to select one or more projects, together totaling \$320,000 in federal dollars, for inclusion in an ongoing grant project. All funding is through the U.S. Department of Energy.

**Applications must be submitted through email to [rfa@metroenergy.org](mailto:rfa@metroenergy.org).** Please include in the subject line of the email, ‘Application for DOE-EV RFA’. Applicants may direct all questions pertaining to this application to [jeff@metroenergy.org](mailto:jeff@metroenergy.org); please include in the subject line of the email, ‘Query for DOE-EV RFA’.

**Application Deadline.** October 5, 2023, at 2:00pm CT

**Section A. Applicant Information**

Applicant Information	Legal name and location. Provide entity’s Unique Entity ID (UEI) and federal EIN numbers. See SAM.gov for UEI.
1. Type of Applicant	Select appropriate checkbox to describe your organization. Identify the company division or department intended to implement project.
2. Authorized Official	Enter the contact information for the person authorized to enter into an agreement with MEC.
3. Project Manager	Enter the contact information for the main point of contact for the project (this could be the same person as authorized official).

**Section B. Project Summary**

4. Total Project Budget	Total Project Budget should equal the sum of the cost share and the requested federal funding for all projects. Copy from Budget Form Summary Sheet.
5. Requested Funding	Enter the sum of federal funds requested. Copy from Budget Form Summary Sheet.
6. Planned Month Project will be Completed	Enter the anticipated month and year when EV charging station(s) and vehicle deployment will be completed. (Completion means, for instance, that the new vehicles are purchased and in service)
7. Number of Vehicles and EVSE Planned	Enter total number of vehicles and EV charging stations you are budgeting for in the application.
8. Brief Project Description	Enter a brief summary of your proposed project. Include any relevant information about your proposed project that is not provided in the other application fields.

**Section C. Applicant Agreement**

9. Signature and Date	Sign and date in the signature field to certify that the statements and information provided in this application are true and accurate. By signing and dating, the applicant agrees to provide the required documentation and assurance necessary for funding.
-----------------------	--

Section D. Project Details

10. Type of Project	Check all that apply.
11. Briefly describe operations and operating conditions	Enter a short description of the job the planned vehicles and/or charging stations do (examples: Class 8 trucks used for off-road port drayage and goods movement in suburban setting; or urban transit fleet on short routes; rural school bus fleet running 2 daily routes). Describe impact to environmental justice or underserved areas.
12. Location of Operation	Enter percent of operating time the vehicle you want to replace or remanufacture spends in each county/area listed. Operating time should total 100 percent.
13. Outreach	State public engagement activities you intend to undertake, as well as availability for peer networking and panel presentations to peers and industry in the region and/or nationally; also state limitations on availability.
14. Project Sustainability	Briefly discuss ways in which you plan to enhance project sustainability. Priority will be given to projects where applicants can explain and demonstrate their ability to keep cutting emissions after the project ends. Possible approaches: the project’s inclusion in a broader-based environmental or air quality plan; the implementation of idle-reduction policies; plans for additional deployments of cleaner fuels and vehicles, or a documented commitment to continue to identify and address air quality issues in the affected community.
15. Additional Assistance for Cost Sharing	Check Box A to indicate you need to request more than 40% federal share. Check Box B to indicate that you are offering a cash gift to other organizations who need assistance meeting their cost sharing requirements. Use the comment box to explain your checkmark. Or leave this box blank if neither applies.
16. Attach Required and Optional supplemental forms	No action required. This box lists all Required and Optional supplemental forms for attachment to your application email.

II. Attachment Instructions

*Where discrepancies exist between this document and the associated RFA Guidance Document, the Guidance Document will prevail.*

A. Budget Workbook (Required)

Review the RFA Guidance document for allowable project purchases and activities, to ensure your budget includes eligible costs only.

Download the excel workbook form at the RFA web page: <https://metroenergy.org/procurement/>.

Detailed instructions for filling in the Budget Workbook are included as an Instructions tab in that Excel workbook. General notes regarding use of the form:

- It is a self-calculating form, so do not change field formulas throughout the form. NOTE: if your organization is requesting consideration for greater than 36% cost share, please contact [rfa@metroenergy.org](mailto:rfa@metroenergy.org) for assistance with completing the budget workbook.
- Fill in your org information in the Summary tab.

- Each budget detail tab contains example line items; *these are not calculated* and should be left as is (i.e. do not delete and overwrite).
- Use only the excel tabs that are necessary to capture your planned expenditures and leave the others blank. For example, for a simple vehicle procurement project, you may use only the equipment-vehicles tab, leaving all others blank.
- For each line item, include the entire cost, not just the federal reimbursement amount. Fill in your proposed cost share percentage in the indicated field in each tab.
- Subtotal and overall federal and applicant cost sharing splits will be reflected on the Summary tab.

Your request may include up to \$320,000 in federal funding for cost-shared projects. Your total budget should include all costs associated with purchase and installation, necessary training, and anticipated outreach costs.

Applicants must provide line-item detail that describes how the budgeted costs are determined (e.g. by quote or cost estimate if based on prior experience) and how they relate to the project. Include quotes, if obtained, within Other Support documents attachment.

Cost share split is maximum 36% Federal share and minimum 64% Applicant share for most projects. Voluntarily proposing a lower Federal share (for instance, 30% instead of 36%) is encouraged. For the Equip\_Vehicles tab, Fed Share is capped at Incremental Cost. The formula is set so that incremental cost will supersede requested federal share, where federal request is higher.

The Budget Summary tab will indicate total project costs, as well as show the calculated Federal request and Applicant share; these should add up to total project budget. E.g. \$36,000 Federal and \$64,000 Applicant equal a \$100,000 Total project.

Contact [RFA@metroenergy.org](mailto:RFA@metroenergy.org) for help with the Budget Workbook, if needed.

Save with file name “ApplicantName\_Budget”

When you have finished filling out your Budget Form and are satisfied with its accuracy, use the data in the Budget Summary tab to populate the Budget fields in this Application Form.

#### **B. Letter of Commitment (Required)**

In a separate attachment, provide a signed and dated letter from a person in your organization authorized to make financial commitments. This letter must state the amount of funding your organization will commit as cost-sharing to the project if this application is successful, along with the number of electric charging stations to be installed (if any) and the number of electric vehicles to be purchased (if any). Your application cannot move forward without this letter.

See Letters of Support, below.

Combine all letters into a single pdf and name the file “ApplicantName\_Letters”.

#### **C. Applicant Experience and Qualifications (Required)**

Limit to 2 pages.

Describe the project staff responsibilities and qualifications. This should include specific roles and responsibilities of each team member and a brief summary of qualifications and accomplishments for similar projects. Prior alternative fuel experience, and/or station development experience (i.e. number of years, number of stations developed, duties, locations, etc.) should be clearly indicated. This may include, but is not limited to, references from customers (particularly local or state governments), locations and descriptions of other active stations, safety and reliability records, and other unique qualifications.

Describe the internal resources available by project team or partners, including facilities, manufacturing capabilities, major equipment and other technical aspects, permits, and administrative resources that will be required for the project.

This information can be provided in the form of a resume if your application relies heavily on the experience of one or more persons moreso than organizational capacity.

Combine into a single PDF and save as “ApplicantName\_Qualifications”.

**D. Other Support Documents (Optional)**

Please provide copies of Vehicle and Infrastructure quotes in an Other Support attachment. Other optional materials that may be provided include maps, charts or graphs that help make your case. The omission of Other Support materials will not affect your candidacy for selection.

Combine all documents into a single pdf and name the file “ApplicantName\_OtherAttachments”.

**E. Additional Narrative (Optional)**

Limited to 3 pages. If the spaces provided in the application form are inadequate, Applicants are welcome to state “See Additional Narrative” in the form fields and provide a longer narrative as an attachment. More information is always welcome; however, the omission of Additional Narrative will not affect your candidacy for selection.

Save as a pdf and name the file “ApplicantName\_Narrative.”

**F. Letters of Support (Optional)**

Letters of support do not pledge cost sharing but rather show community support for the activities proposed by the Applicant. Letters of support are not required, except in the case of a fueling station partnership, and the omission of letters of support typically will not affect your candidacy for selection.

Combine with Letter of Commitment into a single pdf and name the file “ApplicantName\_Letters.”

**G. Confidential Information (Optional)**

Any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the Application.

Save as a pdf and name the file “ApplicantName\_Confidential”.

**III. Criteria for Evaluation**

All Applications will be reviewed by a Review Committee consisting of MEC staff and other members offering technical evaluations and assistance, as necessary.

Applicants will be notified if additional information or documentation is required. All information required to complete the Application for funding is provided in this RFA. Any additional information pertaining to submissions, including email and phone calls, will not be considered once the review process is under way.

When evaluating projects for funding, the Review Committee will consider the following criteria listed below. The overall quality of the Application, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right for each category.

Complete and eligible applications will be ranked in each of the following categories, weighted by rank, and given a final score.

<b>Category</b>	<b>Weight</b>
PROJECT MERIT (how well the project objectives align with the Program Goals)	<b>25</b>
IMPACT AND OUTCOMES: Environmental Justice (20 pts) Diesel and Gasoline displacement (5 pts) Health Impacts (5 pts)	<b>30</b>
PUBLIC ENGAGEMENT and PROJECT SUSTAINABILITY Extent to which project contributes to outreach and engagement (10) Extent of planning for future electrification work (5)	<b>15</b>
COST EFFECTIVENESS and BUDGET Completeness and accuracy of budget (10) Extent to which applicant provides voluntary cost share (15)	<b>25</b>

APPLICANT EXPERIENCE AND QUALIFICATIONS	5
TOTAL	100

IV. Summary of Application Documents

- Required
  - Application Form
  - Budget Workbook
  - Letter of Commitment (for Applicant and any cost-sharing partners)
  - Applicant Experience and Qualifications
- Optional
  - Other Support Documents (i.e., copies of Vehicle and Infrastructure quotes; maps, charts or graphs; etc.)
  - Additional Narrative
  - Letters of Support (for non-cost-sharing community partners or supporters)
  - Confidential Information attachment (only if needed)