

**REQUEST FOR PROPOSALS (RFP)**  
**COMMUNITY ENGAGEMENT FOR**  
**ELECTRIC VEHICLES IN UNDERSERVED MARKETS**



**300 E. 39<sup>th</sup> Street**  
**Kansas City, Missouri 64111**  
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**<https://metroenergy.org>**

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**Due: February 27, 2024, at 2:00PM CST**

<b>RFP Issue Date:</b>	1/11/2024
<b>Pre-Proposal Meeting:</b>	1/30/2024 10:00am CDT
<b>RFP Questions Deadline:</b>	2/22/2024
<b>RFP Submission Deadline:</b>	2/27/2024 2:00PM CST
<b>Expected Date for MEC Selection Notification:</b>	3/5/2024
<b>Expected Timeframe for Award Negotiations:</b>	March 2024
<b>Updates, Q&amp;A, etc.:</b>	<a href="https://metroenergy.org/procurement">https://metroenergy.org/procurement</a>

**RFP Information Web Page:**

<https://metroenergy.org/procurement/>

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## I. Project Overview

### A. Objectives

This Request for Proposals is issued to contract with community-based organizations to achieve a common understanding of and develop plans for the Plug-in Electrical Vehicle (PEV) market within Disadvantaged Communities (DACs) in Missouri and Kansas through community listening sessions. Community listening sessions are expected to identify and improve community level understanding of PEVs and charging stations, key challenges in siting and installing charging stations and other community considerations, and, further, to identify key partners and site owners who may be interested in installing charging stations.

Emissions from heavy vehicles and off-road machinery contribute to asthma rates and family illness, keeping people away from jobs and school; early deaths; and other health and social impacts. Many residents of divested communities reside in multi-dwelling units or rent single family homes, where parking lots of multi-unit residential complexes, as well as curbside and local businesses, are prime candidates for public charging for zero-emission plug-in electric vehicles.

A secondary objective is to develop community leaders in 2 – 4 different communities with the knowledge and experience to assist the continued development of electric vehicles in their areas and to advocate on behalf of their communities at the regional and state levels.

As such the RFP is limited to Community Based and Non-Profit Organizations (CBOs) located in, directly adjacent to, or primarily serving Disadvantaged Communities (DACs) in Missouri and Kansas as identified using the U.S. Department of Energy's Energy Justice Mapping Tool – Disadvantaged Communities Reporter (available at: <https://energyjustice.egs.anl.gov/>) or the supplemental resources described below.

Successful Proposers will become subawardees in MEC's Electric Vehicles in Underserved Markets (EVUM) grant. Subawardees will hold community listening sessions and follow-on activities. This community input will inform a site selection process, along with siting criteria determined in conjunction with project staff and the community, and using traffic data provided by regional or state planning offices. This work is in preparation for later small grants to install EV charging stations. Within 12 months, MEC will offer small grants to community members for the purpose of installing EVSE, including at public curbside charging, multi-unit dwelling, and workplace locations. The CBOs selected in this RFP may assist members of their target DACs in their application to those installation funds.

### B. Geographic Scope

The geographic scope is limited to Disadvantaged Communities (DACs) in Missouri and Kansas as identified using the U.S. Department of Energy's Energy Justice Mapping Tool - Disadvantaged Communities Reporter (available at: <https://energyjustice.egs.anl.gov/>) or the supplemental resources described below.

### C. Funding Allocations and Cost Sharing

Two to four (2-4) Proposers will be selected to conduct community listening sessions and related activities identified in the Proposer's negotiated work scope. Total funding available is \$80,000. Grant funding available requests should range from \$10,000 to 40,000, depending on the proposed geographic scope.

### D. Period of Performance

Work for this project should be scheduled for a 12- to 16-month term, to begin upon contract award and notice to proceed.

## E. Eligibility

Eligible Proposers are limited to Community Based and Non-Profit Organizations located in or serving urban and rural Disadvantaged Communities (DACs) in Missouri and Kansas, as identified using resources such as the U.S. Department of Energy's Energy Justice Mapping Tool - Disadvantaged Communities Reporter (available at: <https://energyjustice.egs.anl.gov/>). We will also recognize DACs as defined and identified by the White House Council of Environmental Quality's Climate and Economic Justice Screening Tool (CEJST), which is available at <https://screeningtool.geoplatform.gov/>. Areas designated by the IRS as Qualified Opportunity Zones are also a particular focus (available at: <https://opportunityzones.hud.gov/resources/map>).

We are primarily seeking organizations operating within environmental justice areas and other underserved areas where there is a lack of public charging infrastructure.

Joint Proposals will be considered with justification.

## II. Background

This project is funded through the U.S. DOE's Vehicle Technology Office, a covered program under the Justice40 initiative, which directs 40% of the overall benefits of certain Federal investments – including investments in clean energy and energy efficiency; clean transit; affordable and sustainable housing; training and workforce development; the remediation and reduction of legacy pollution; and the development of clean water infrastructure – to flow to disadvantaged communities (DACs). For more information on DOE's Justice40 initiative, visit <https://www.energy.gov/diversity/justice40-initiative>.

As advancements in clean transportation technologies progress, a slim affluent market share is reaping the benefits of clean charging networks and clean air in the neighborhoods where they live and work, while an untapped much larger market is falling behind in terms of opportunity and health.

The EVUM project leverages emerging and mature EVSE technology in innovative ways to make deployments within a broad and equitable market. This will be achieved by innovative community engagement that centers community leaders as decision-makers and provision of community charging stations in communities heavily impacted by transportation emissions.

A 40-year-old nonprofit based in Kansas City, Metropolitan Energy Center has been working in alternative fuels and vehicle electrification since 1998, under the umbrella of the U.S. Department of Energy Clean Cities program. Our experienced staff will oversee and serve as guides for the work awarded under this RFP.

This program is funded under the project titled Electric Vehicles in Underserved Markets, award number DE-EE0009863, in cooperation with the U.S. Department of Energy project. The program leverages investments by industry and municipal agencies to put to work the emerging and mature Electric Vehicle Service Equipment (EVSE) technology within a broad and equitable market in Kansas and Missouri.

*Environmental justice is the fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys the same degree of protection from environmental and health hazards, and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.*

### III. Criteria for Evaluation

All Proposals will be reviewed by a Review Committee consisting of MEC staff and other members offering technical evaluations.

All information required to complete a proposal for funding is provided in this RFP. Proposers will be notified if additional information or documentation is required. All information to be considered for evaluation must be made in writing and provided with the proposal or in response to specific information requests by the review committee. No additional information pertaining to submissions, including email and phone calls, will be considered once the review process is under way.

When evaluating projects for funding, the Review Committee will consider the criteria below. The overall quality of the Proposal, 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 of each category.

Complete and eligible Proposals 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 proposed project aligns with the Objectives)	<b>25</b>
IMPACT AND OUTCOMES: - Extent to which project identifies methods to meaningfully involve environmental justice communities (15) - Extent to which project identifies metrics to track benefits to environmental justice communities (5)	<b>20</b>
PUBLIC ENGAGEMENT AND PROJECT SUSTAINABILITY - Extent to which project identifies methods for outreach and engagement (10) - Extent to which project incorporates novel concepts (10) - Extent to which project creates replicable model (10) - Extent to which project identifies strategy for identification of site hosts and assistance with follow-on activities and proposals (5)	<b>35</b>
COST EFFECTIVENESS AND BUDGET - Reasonableness and cost effectiveness (5) - Completeness and accuracy of budget (5)	<b>10</b>
PROPOSER CAPACITY AND QUALIFICATIONS	<b>10</b>
<b>TOTAL</b>	<b>100</b>

### IV. Response Format and Proposal Requirements

#### A. General Instructions

To be considered, each Proposer must submit a response to this RFP using the format provided below. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

Proposals, including cover page and table of contents if provided, should not exceed ten (10) consecutively numbered, 8.5 x 11 pages of single-spaced, standard 11-point type with 1-inch margins and black text and

consist of the Proposal, Budget, Resumes, and optional Supplemental and/or Confidential files. See Document Checklist and instructions below.

No hard copy Proposals will be accepted. Proposal documents in the formats specified below must be sent to Jeff Windsor at [RFP@metroenergy.org](mailto:RFP@metroenergy.org).

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

## B. Document Checklist

<b>Mandatory Files</b>		
PDF	Proposal with Cover Page and Authorization	“ProposerName Proposal”
Excel	Budget Form	“ProposerName Budget”
PDF	Resumes	“ProposerName Resumes”
<b>Optional Files</b>		
PDF	Supplemental Materials (optional)	“ProposerName Supplemental”
PDF	Confidential Information (optional)	“ProposerName Confidential”

## C. Proposal Documents

Templates and forms can be found on the RFP web page [https://metroenergy.org/procurement/Proposal Narrative Format](https://metroenergy.org/procurement/ProposalNarrativeFormat)

The Proposal Narrative should consist of the following sections, connecting the proposed work to the Objectives and Evaluation Criteria. Pictures, maps, and other attachments may be included within the Proposal narrative, if within the 10-page limit, or attached in ONE (1) additional document, “Supplemental Materials” (see description of optional files below).

See Attachment A for a standalone outline of the Proposal Narrative.

### 1. Cover page and authorization

List the proposing organization, the DAC(s) targeted to benefit from your work, identify partners in the proposed work, and provide a signature from a representative or officer of the Proposer organization legally authorized to execute contracts and agreements.

### 2. Work Summary

Provide a brief description of the proposed work for which funding is being requested, and clearly state the anticipated benefits and how the work will help meet the program goals. The summary should be no more than half a page.

The summary should indicate what makes your proposal unique or innovative.

### 3. Work Narrative and Outcomes

Provide a narrative that demonstrates, with specificity, an explanation of how the work will contribute to the program goals.

- **Benefits and Outcomes:** Describe the intended outcomes of the proposed work, including any quantitative and qualitative results you anticipate from the listening sessions and community development activities.

Explain the benefits of the work, including the suitability of the selected DAC(s) for siting of electric vehicle charging stations.

State the size of the target audience pool, and anticipated participation rates. Include other data- and human-driven outcomes.

- **Environmental Justice:** Competitive Proposals must ensure that the proposed work benefits one or more DACs identified by resources provided by the Justice40 initiative and in sections I-B and I-D above.

Provide details about the DAC(s) targeted with your proposal. This may include maps and photos, an explanation of the ways in which the target community is under-resourced and underserved, a description of the types and volume of criteria pollutants and greenhouse gases the community is subject to, and more.

Required Documentation: Please provide a map or other graphic depiction of the DACs.

- **Demonstrated Engagement:** Proposers are encouraged to provide (1) documented engagement with local government, community members, and other entities involved in community betterment; and (2) express an interest in the benefits of vehicle electrification within the target community.

- Additional information discussing the merits of your proposal is welcome.

#### 4. Detailed Work Plan:

In a bulleted list, describe the activities and tasks that need to be completed for your proposal to be successful. The work plan should identify a reasonable and timely schedule for activity completion.

A sample work plan has been provided in Attachment B below. You may wish to use it, modify it, or create your own.

Issues or conditions that need to be resolved before the project can begin, and what barriers might be foreseeable, shall be clearly stated.

#### 5. Budget Summary and Budget Narrative

Your budget must include an amount necessary to complete the proposed work, between \$10,000 and \$40,000 in federal dollars. Cost sharing by the Proposer is not required but may be proposed. Cost shared proposals will receive minimal benefit during evaluation.

Indicate the total Grant request and total Proposer Share, if any; these should add up to a total Project Budget. For example, a \$25,000 Grant share and \$5,000 Proposer share for a \$30,000 total Project Budget. If Cost sharing is proposed, describe all other funding sources that will be used as cost sharing for this project and detail any plans to attract additional funding.

In this section, provide a narrative description of cost items, explain why they are necessary to complete the proposed work, and provide a total anticipated cost. Full details and basis of cost are to be provided in the Budget Form. (The attached Budget Form will include line-item detail, and an explanation of how unit costs were determined.)

*For planning purposes, please note that all costs incurred after award, provided they are identified in your budget and are allowable and allocable to the work plan, will be reimbursable and cannot be advanced prior to expenditure.*

#### 6. Capacity and Qualifications

Describe the organizational qualifications, project staff roles and responsibilities, and their capacity to carry out the proposed work. This should include the specific roles and responsibilities of each team member and consist of a brief summary of organizational qualifications and previous accomplishments for similar projects. Prior experience may include community development activities, community listening sessions, organizing for advocacy, alternative fuel and electric

vehicle implementation and more. This section may also include references from customers (particularly local or state governments), and other unique qualifications.

Describe the internal resources available by the project team and partners, including work and meeting facilities, and administrative resources that will be required for the project.

### Budget Form

In the attached Budget Form (Excel file format), Proposers must provide an itemized listing of all project costs including personnel costs, negotiated fringe rates, travel costs, supplies, contractual costs and negotiated indirect rates, as applicable. See Instructions tab of Workbook for detailed use instruction.

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

General notes regarding use of the form:

- It is a self-calculating form, so do not change field formulas throughout the form.
- Each 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 each line item, include the entire cost, not just the federal reimbursement amount; cost sharing (if any) is calculated in the subtotals area.
- Federal and Proposer cost sharing splits will be reflected on the Summary tab.

Your request may include up to \$40,000 in DOE funding for cost-shared projects. Your total budget should include all costs associated with necessary training, and anticipated outreach costs. Fill in your proposed cost share (if any) in each tab.

Proposers must provide line-item detail that describes how the budgeted costs are determined (i.e. the basis of cost)—include quotes if obtained, attached in pdf with Other documents; cost estimates are ok if based on prior experience—and how they relate to the project (i.e. the justification).

Contact Jeff Windsor at [RFP@metroenergy.org](mailto:RFP@metroenergy.org) for help with the Budget Workbook if needed.

Save with file name “ProposerName\_Budget”

### Resumes

Provide a resume of one to three key personnel who will provide material support to your proposed work. Resumes should be limited to 1 or 2 pages each.

Combine into a single PDF and save as “ProposerName\_Resumes”.

### Supplemental Materials (optional)

If charts, graphs and images that support your proposal do not fit within the 10-page Proposal, they may be included in this optional document, containing an index that includes the title and page number of each item and denotes the related section of the Proposal narrative. Name this file “ProposerName\_Supplemental.”

### 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 Proposal. Name the file “ProposerName\_Confidential”.



## V. Pre-Proposal Webinar and Information

A Pre-Proposal meeting will be held on January 30, 2024, at 10:00AM CST. During the meeting, MEC staff will conduct a walk-through of the RFP document. The meeting will be conducted online only; attendees should register for this meeting to receive join credentials or to receive a recording after the event:

### **GoToWebinar Registration URL**

Visit the RFP web page to register:

<https://attendee.gotowebinar.com/register/1455054542235097175>

Proposers will have the opportunity to ask questions about the program and Proposal process. A recording of the meeting will be made for prospective Proposers who cannot participate at this time, and it will be posted on the RFP web page.

Proposers are also encouraged to submit questions in writing to Jeff Windsor at Metropolitan Energy Center at [RFP@metroenergy.org](mailto:RFP@metroenergy.org) by February 22, 2024. MEC will respond to all questions publicly via an FAQ on its website, <https://metroenergy.org/procurement/>. Emails should use the subject line: "Query for DOE RFP".

## VI. Proposal Submission

Proposals must be received by **February 27, 2024**. MEC is not responsible for technical or transmittal issues when submitting a grant Proposal. All Proposals with a MEC inbox timestamp of **2:00 PM CST** or after will automatically be disqualified from the current funding round with no exceptions. Only electronic Proposals will be accepted. Hard copy Proposals will not be accepted. Please e-mail your Proposal to [RFP@metroenergy.org](mailto:RFP@metroenergy.org) subject: "**EVUM-CBO Engage <Proposer Name>**". Proposers will receive an e-mail response notification of the receipt of their Proposal within two business days upon submission.

### **Summary of Proposal Documents**

- Required
  - Proposal Narrative
  - Budget Form
  - Resumes
- Optional
  - Supplemental Materials
  - Confidential Information attachment (only if needed)

## VII. Administrative Information

### **A. Proprietary/Confidential Information**

Any restrictions of the use of or inspection of material contained within the Proposal shall be clearly stated in the Proposal itself. Written requests by the Proposer for confidentiality shall be submitted to MEC in advance of the Proposal submission deadline, along with the Proposal material. The Proposer must state specifically what elements of the Proposal are to be considered confidential/proprietary.

Confidential/Proprietary information must be clearly identified, marked, and separated/ packaged from the rest of the Proposal. Co-mingling of confidential/proprietary and other information is not acceptable. Neither a Proposal in its entirety, nor Proposal price information will be considered confidential and proprietary. Any information that will be included in any resulting Agreement cannot be considered confidential.

### B. Organizational Conflict of Interest: Requirements of Proposal and Subsequent Agreement

Any business entity or person is prohibited from being awarded an Agreement, if the business entity or person has an “Organizational Conflict of Interest”, as described below, with regard to this solicitation and the resulting Agreement. Proposers should provide a brief written statement noting any conflict of interest.

No person or business entity engaged by MEC to prepare the original grant Proposal, or who has access prior to the solicitation to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of a Proposal for this grant solicitation. MEC considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If MEC determines that an Organizational Conflict of Interest exists, MEC has discretionary power to cancel the Agreement award. In the event the Awarded Proposer was aware of an Organizational Conflict of Interest prior to the award of the Agreement and did not disclose the conflict to the procuring agency, MEC may terminate the Agreement for default.

### C. RFP Response Material Ownership

MEC has the right to retain Proposers’ original Proposals and other RFP response materials for its files. As such, MEC may retain or dispose of all copies as is lawfully deemed appropriate. MEC has the right to use any or all information/material presented in reply to the RFP, subject to limitations outlined in the section, Proprietary/Confidential Information. Proposer expressly agrees that MEC may use the materials for all lawful purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available as required by law or regulation.

### D. Binding Offer

A Proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Proposal of the Proposer or an officer of the Proposer legally authorized to execute contractual obligations and shall bind the Proposer to the Proposal. By submitting a Proposal, the Proposer affirms its acceptance of the terms and requirements of this RFP, including its attachments and appendices, without exception, deletion, or qualification - and does so without making its offer contingent. The Proposer further agrees to cooperate with MEC and expedite the contracting process. MEC reserves the right to select partial projects or make no selections.

### E. Debarment and Suspension

By submitting a Proposal in response to this RFP the Proposer certifies that it, its principals, and proposed sub-contractors (if any):

- Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
- Have not within a three-year period preceding the Due Date of this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and

- Have not within a three-year period preceding the Due Date of this Proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, an explanation must be provided as an attachment to the Proposal. This explanation is exempt from page limitations on the Proposal, if any apply. The inability of the Proposer to provide the certification will not necessarily result in disqualification of the Proposer. The explanation will be considered in connection with MEC's determination whether to select a Proposer.

#### F. Disclaimer

All statistical and fiscal information contained within this RFP, and any amendments and modifications thereto, reflect the best and most accurate information available to MEC at the time of RFP preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by MEC.

#### G. IRS Form W-9

Proposer is required to provide an IRS Form W-9 to MEC if selected for award.

#### H. Unique Entity Identifier (UEI) Number

Registration with the U.S. federal government's agency authentication mechanism, System for Award Management ("SAM"), is required to participate in this federal grant and other programs. The Unique Entity Identifier, or UEI, must be provided as part of the Proposal. Organizations registered with the System for Award Management ("SAM") have already been provided a UEI and can simply visit <https://sam.gov/content/home> to retrieve their UEI. To apply for a UEI, please visit <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update> for detailed information and instructions.

#### I. Incurred Cost

MEC is not liable for any cost incurred by the Proposer prior to issuance of a legally executed Agreement, purchase order or other authorized acquisition document.

#### J. Compliance with all Federal, State and Municipal Laws and Regulations

Successful Proposers (Subawardee) shall comply with applicable Federal, State, and local laws and regulations in the performance of all work under resulting Agreement. Subawardee shall obtain all Federal, State, and local permits, authorizations, and approvals of all work performed under the Agreement. This includes the governing grant agreement between MEC and DOE.

#### K. Subawardee

Successful Proposers, who complete a contract agreement upon selection, will be considered a Subawardee of MEC's grant award DE-EE0009863 from the U.S. Dept of Energy. Subawardee will manage and expend funding to maximize the funding, including commencing expenditures and activities as quickly as possible, consistent with prudent management.

## VIII. Selection Process

MEC reserves the right to vary from the evaluation criteria listed within this document during the Proposal solicitation period as necessary or appropriate. Any modifications to evaluation criteria will be posted to MEC's website. It is the responsibility of the Proposer to check for these changes.

Additional information may be requested from Proposers by MEC prior to final selection. MEC is under no obligation to select or fund any Proposal and reserves the right to deny Proposals for any reason. Funding is limited. Proposals meeting all the program's general policy guidelines may not necessarily be selected. MEC reserves the right to delay any decision due to budgetary constraints.

Proposer selection is final. Selections are based on a competitive process where Proposals are weighed against other Proposals and overall program goals. Changes unapproved by MEC to a selected Proposer's scope of work after selection will not be allowed and may result in MEC rescinding the selection.

The Selection Notices are anticipated to be made in **early March 2024**, and Proposers will be notified of the Review Committee's determinations via email. Awardees are expected to sign and return the Agreement to MEC within 4 weeks of receiving the document unless otherwise noted in writing by the MEC Contract Specialist.

**For more information, please contact:**

**Jeff Windsor, Contract Specialist**  
**Metropolitan Energy Center**  
**300 East 39<sup>th</sup> Street**  
**Kansas City, MO 64111**  
**RFP@metroenergy.org**

## Attachment A: OUTLINE Proposal Narrative

The Proposal Narrative should consist of the following sections, connecting the proposed work to the Objectives and Evaluation Criteria. Pictures, maps, and other attachments may be included within the Proposal narrative, if within the 10-page limit.

### Cover page

Project Title:

Proposing Organization:

Principal Contact: (name, title, email address, phone)

Disadvantaged Communities targeted:

Partner Organizations:

Authorization:

By submitting this Proposal, [ProposerName] affirms acceptance of the terms and conditions and other requirements of this RFP, including its attachments and appendices, without exception, deletion, or qualification, and without making its offer contingent.

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Work Summary

Provide a brief description of the proposed work for which funding is being requested, and clearly state the anticipated benefits and how the work will help meet the program goals. The summary should be no more than half a page.

Indicate what makes your proposal unique or innovative.

### Work Narrative and Outcomes

Provide an explanation, with specificity, of how the work will contribute to the program goals.

- Benefits and Outcomes:

Describe the intended outcomes of the proposed work.

- Environmental Justice:

Provide details about the DAC(s) targeted with your proposal.

Required Documentation: Map or link to map of DAC(s)

- **Demonstrated Engagement:**

Provide documented engagement with local government, community members, and other entities involved in community betterment; describe the interest in vehicle electrification within the target community.

- Additional information discussing the merits of your proposal is welcome.

**Detailed Work Plan:**

In a bulleted list, describe the activities and tasks that need to be completed for your proposal to be successful. The work plan should identify a reasonable and timely schedule for activity completion.

Issues or conditions that need to be resolved before the project can begin, and what barriers might be foreseeable, shall be clearly stated.

*A sample work plan has been provided in Attachment B below. You may wish to use it, modify it, or create your own.*

**Budget Summary and Budget Narrative**

Indicate the total Grant request and total Proposer Share, if any; these should add up to a total Project Budget.

If Cost sharing is proposed (it is not required), describe all other funding sources that will be used as cost sharing for this project and detail any plans to attract additional funding.

Provide a narrative description of cost items, explain why they are necessary to complete the proposed work, and provide a total anticipated cost.

**Capacity and Qualifications**

Describe the organizational qualifications, project staff roles and responsibilities, and their capacity to carry out the proposed work. This should include the specific roles and responsibilities of each team member and consist of a brief summary of organizational qualifications and previous accomplishments for similar projects.

This section may also include references from customers (particularly local or state governments), and other unique qualifications.

Describe the internal resources available by the project team and partners, including work and meeting facilities, and administrative resources that will be required for the project.

## Attachment B: EXAMPLE Detailed Work Plan

Fill in missing information and use substantially as is, modify, or provide custom Detailed Work Plan with similar outcomes

### **EXAMPLE TASK ONE: PREPARE ENGAGEMENT MATERIALS AND FORMAT FOR COMMUNITY LISTENING SESSIONS**

<b>Date Due</b>	<b>Task Description</b>
<i>Fill in</i>	Prepare information for community listening sessions to include: <ul style="list-style-type: none"> <li>• Transportation impacts on climate, human health, and quality of life in disadvantaged communities (DACs).</li> <li>• Impacts from transportation emissions in DACs.</li> <li>• Impacts from workplace emissions on DACs.</li> <li>• Energy cost burdens in DACs.</li> <li>• Benefits of EVs; EV ownership considerations.</li> <li>• EVSE siting considerations.</li> <li>• OPTIONAL: Provide translation services based on community need.</li> </ul>
<i>Fill in</i>	Develop Community Listening Session Format: <ul style="list-style-type: none"> <li>• Prepare Community Listening Session Format questions to help determine community needs and siting preferences.</li> <li>• Prepare Community Listening Session Feedback Questionnaire.</li> <li>• Provide Proposal assistance to identified site hosts.</li> </ul>

### **EXAMPLE TASK TWO: COMMUNITY LISTENING SESSIONS FOR LOCAL COMMUNITIES**

<b>Date Due</b>	<b>Task Description</b>
<i>Fill in</i>	<ul style="list-style-type: none"> <li>• Conduct outreach to CBO service area constituents to include members of public.</li> </ul>
<i>Fill in</i>	<ul style="list-style-type: none"> <li>• Conduct Community Listening Session to service area constituents to include members of public (hybrid virtual/in-person based on need).</li> </ul>
<i>Fill in</i>	<ul style="list-style-type: none"> <li>• Administer provided feedback questionnaire.</li> </ul>
<i>Fill in</i>	<ul style="list-style-type: none"> <li>• Provide summary reporting of Community Listening Session narrative, themes, transcripts, metrics, site recommendations, contact details, etc.</li> </ul>
<i>Fill in</i>	<ul style="list-style-type: none"> <li>• Provide participation incentives to community members</li> </ul>
<i>Fill in</i>	<ul style="list-style-type: none"> <li>• OPTIONAL: Provide translation services based on community need.</li> </ul>

### **EXAMPLE TASK THREE: SITE HOST FOLLOW-ON ACTIVITIES**

<b>Date Due</b>	<b>Task Description</b>
<i>Fill in</i>	<ul style="list-style-type: none"> <li>• Develop plan to use site recommendations to identify potential site hosts</li> </ul>
<i>Fill in</i>	<ul style="list-style-type: none"> <li>• Assist community-identified site hosts with application for installation funds</li> </ul>

### **ISSUES OR CONDITIONS TO BE ADDRESSED OR OVERCOME**

Your description of the unique situation and possible solutions goes here