

APPLICATION – CLEAN DIESEL FUNDING PROGRAMS

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

A. APPLICANT INFORMATION

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

LEGAL NAME OF ORGANIZATION	UEI:	FEIN:
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MAILING ADDRESS	CITY	STATE	ZIP CODE
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RESPONSIBLE DIVISION, DEPARTMENT OR D/B/A APPLYING FOR FUNDING

2. AUTHORIZED OFFICIAL	TITLE	EMAIL ADDRESS
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3. PROJECT MANAGER	TITLE	EMAIL ADDRESS
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DIRECT PHONE NUMBER WITH AREA CODE	OTHER PHONE NUMBER (if applicable)	
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B. PROJECT SUMMARY

4. TOTAL PROJECT BUDGET (Provide full budget details in Budget Workbook. Includes all project costs, both subaward and federal share, including equipment, installation, and other costs.)
\$

5. REQUESTED FEDERAL FUNDING
\$

6. PLANNED MONTH AND YEAR OF PROJECT COMPLETION

7. NUMBER OF VEHICLES and NUMBER OF EV CHARGING or POWERED STALLS 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.		
10. Type of Project (check all that apply)	<input type="checkbox"/> Vehicle Replacement <input type="checkbox"/> Engine Replacement <input type="checkbox"/> Vehicle/Fuel Conversion <input type="checkbox"/> Electrified Parking Spaces	
11. Duty Cycle	<input type="checkbox"/> Terminal Truck <input type="checkbox"/> Bus (School or Transit) <input type="checkbox"/> Long Haul Freight <input type="checkbox"/> Other	
12. Location of Operation. Environmental Justice Impact		
This information will be used by project staff to help determine impact to environmental justice goals. Preferred deployment markets are Kansas and Missouri. Locations in Iowa and Nebraska are also allowed. 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.		
County (STATE)/Area		Percent of Operating Time
13. Environmental Justice and Air Quality Zones		
Describe impact to environmental justice areas or disadvantaged communities. <i>Attach map of nonattainment or maintenance zones, or concentration of PM2.5.</i>		
14. Outreach		
Describe public engagement activities, as well as availability for peer networking and panel presentations to peers and industry in the region and/or nationally.		
15. Workforce Readiness		
Describe plans for workforce readiness and worker training for clean fuels deployments involving drivers, technicians, mechanics and other essential personnel		
16. Climate Change Mitigation		
Describe plans to protect grant-funded investments from negative climate impacts, such as floods, storm damage, etc.		
17. Project Sustainability Beyond Project Period		
Please briefly discuss ways you plan to maintain or grow your electrification program after the project period ends.		
18. Attach Required and Optional supplemental forms		REQUIRED: 1. Budget Workbook; OPTIONAL: 1. Other Support (quotes, maps); 2. Additional Narrative

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 up to \$3.5 million in federal dollars, for inclusion in an aggregated proposal to a competitive opportunity. Funding is contingent on a successful proposal to the US Environmental Protection Agency.

Applications must be submitted through email to rfa@metroenergy.org. Please include in the subject line of the email, “Clean Diesel FY23 Funding <Applicant Name>”.

Applicants may direct all questions pertaining to this application to rfa@metroenergy.org; please include in the subject line of the email, ‘Query for DERA RFA’.

Application Deadline. November 2, 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, EV Charging and/or Powered Stalls 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. Briefly describe operations and operating conditions, such as a short description of the job the planned vehicles 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).

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.
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Section D. Project Details

10. Type of Project	Check all that apply.
11. Duty Cycle	Check all that apply. Indicate what duty cycle your project operates. If none of the options applies, enter a short description (example: Class 8 utility/work truck)
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. Environmental Justice and Air Quality Zones	Describe impact to environmental justice areas or disadvantaged communities. Attach a map to indicate location in relation to nonattainment or maintenance zones, or areas of heavy concentration of PM2.5.
14. Outreach	Describe 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.
15. Workforce Readiness	Describe plans for workforce readiness and worker training for clean fuels deployments involving drivers, technicians, mechanics and other essential personnel
16. Climate Change Mitigation	Describe plans to protect grant-funded investments from negative climate impacts, such as floods, storm damage, etc.
17. 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.
18. 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/>.

Instructions for filling in the Budget Workbook are included on the Fleet Data 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.

- If claiming costs associated with Workforce Readiness or Climate Change Planning, use a column in the Fleet Data tab.
- Summary tab: Fill in your org name in the Summary tab.
- Fleet Data tab:
 - Fill in your proposed rebate percentage (i.e. Federal Share) in the indicated field. Follow instructions to calculate a blended cost sharing rate if planning more than one category of replacement or upfit.
 - For each fleet group include the entire cost, not just the federal amount.
 - Add columns as needed to fully describe the units or fleet groups included in your application.
 - Optional: add or rename a column to claim costs associated with Workforce Readiness or Climate Change Planning. On Row 16, *Quantity*, type 1. Type estimated costs in Row 41, *Upgrade Labor Cost*.
- Subtotal and overall federal and applicant cost sharing splits will be reflected on the Summary tab.

Your request may include up to \$840,000 in federal funding for cost-shared projects. Your total budget should include all costs associated with purchase and installation, necessary training, planning and anticipated outreach costs.

Cost-sharing requirements apply to all deployment project types and depend on technologies selected and deployed. Please see tables in RFA section 3.C for cost-sharing requirements.

Applicants willing to forgo some funding (for instance, asking for a 20% reimbursement instead of the 25% maximum on a vehicle replacement) will improve their chances of success, though doing so cannot guarantee selection.

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 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. Other Support Documents (Recommended)

In a combined pdf, provide other support documents, including vehicle and infrastructure quotes. Use links from RFA Guidance, section 3.B., to generate maps that show your project location in relation to environmental justice areas, disadvantaged communities, nonattainment or maintenance zones, or areas of heavy PM2.5 concentrations.

Combine all documents into a single pdf and name the file “ApplicantName_OtherAttachments”.

C. 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.”

III. Summary of Application Documents

Required	Application Form
Required	Budget Table/Fleet Worksheet
Optional (recommended)	Other Support (quotes, maps)
Optional	Additional Narrative