

# Intent to Participate Electric Vehicle Fleet Grant Program Application Guidelines

Please follow the guidelines below in preparing the required *Intent to Participate* in the Alaska Energy Authority's (AEA) Electric Vehicle (EV) Fleet Grant Program. The sections described below are required in the Office of Energy Efficiency and Renewable Energy (EERE) grant application which AEA will submit to EERE. Please provide the requested information below to AEA by 1 p.m. on April 24, 2020.

## I. CONTACT INFORMATION

- Name and type of organization (e.g., government, tribe, non-profit, etc.)
- Name and title of authorized representative of the organization; address, email, phone number and fax number
- Name and title of project manager; address, email, phone number and fax number

## II. TECHNICAL INFORMATION

### 1. Project Overview

The Project Overview should contain the following information:

- **Background of the organization:** Including the history, successes, and current research and development status (i.e. the technical baseline) relevant to the proposal.
- **Project Goal:** Explicitly identify the goal of the project and the critical success factors in achieving that goal.
- **Impact:** Discuss the impact that 50 percent grant funding would have on the proposed project. Specifically explain how grant funding, relative to prior, current, or anticipated funding from other public and private sources, is necessary to achieve the project objectives.

### 2. Technical Description, Innovation, and Impact

The Technical Description should contain the following information:

- **Relevance and Outcomes:** Provide a detailed description of the technology that will be pursued during the project and clearly specify the expected outcomes of the project.
- **Feasibility:** Demonstrate the technical feasibility of the proposed technology and capability of achieving the anticipated performance targets, including a description of previous work done and prior results.

- **Innovation and Impacts:** Describe the current state of the art in the applicable field, the specific innovation of the proposed technology, the advantages of proposed technology over current and emerging technologies, and the overall impact on advancing the state of the art/technical baseline if the project is successful.

### 3. Workplan and Market Transformation Plan

This section should include the following subsections.

- **Project Objectives:** Provide a clear and concise (high-level) statement of the goals and objectives of the project as well as the expected outcomes.
- **Technical Scope Summary:** Provide a summary description of the overall work scope and approach to achieve the objective(s). The overall work scope is to be divided by performance periods that are separated by discrete, approximately annual decision points. Describe the specific expected end result of each performance period.
- **WBS and Task Description Summary:** The Workplan should describe the work to be accomplished and how the applicant will achieve the milestones, accomplish the final project goal(s), and produce all deliverables. The Workplan is to be structured with a hierarchy of performance period (approximately annual), task and subtasks. These task numbers should be consistent with the task numbers used in the budget section. The Workplan shall contain a concise description of the specific activities to be conducted over the life of the project. The description shall be a full explanation and disclosure of the project being proposed.
- **Milestone Summary:** Provide a summary of appropriate milestones throughout the project to demonstrate success. A milestone may be either a progress measure (which can be activity based) or a SMART technical milestone. SMART milestones should be Specific, Measurable, Achievable, Relevant, and Timely, and must demonstrate a technical achievement rather than simply completing a task. The minimum requirement is that each project must have at least one milestone per quarter for the duration of the project with at least one SMART technical milestone per year. Provide the means by which the milestone will be verified.
- **End of Project Goal:** Provide a summary of the end of project goal(s). The minimum requirement is that each project must have one SMART end of project goal.
- **Project Schedule:** Provide a schedule for the entire project, including task and subtask durations, and milestones, and if applicable Go/No-Go decision points.
- **Project Management:** Discuss the proposed management plan, including the following:
  - The overall approach to and organization for managing the work
  - The roles of each Project Team member
  - Any critical handoffs/interdependencies among Project Team members

- The technical and management aspects of the management plan, including systems and practices, such as financial and project management practices
- The approach to project risk management
- A description of how project changes will be handled
- If applicable, the approach to Quality Assurance/Control
- How communications will be maintained among Project Team members
- **Technology Transfer Plan:** Provide a technology transfer plan, including the following:
  - Identification of target market, competitors, and distribution channels
  - Identification of a product development and/or service plan, commercialization timeline, financing, product marketing, legal/regulatory considerations including intellectual property, infrastructure requirements, data dissemination, U.S. manufacturing plan and product distribution.

#### 4. Technical Qualifications and Resources

The Technical Qualifications and Resources should contain the following information for the proposed fleet:

- Describe the Project Team’s unique qualifications and expertise.
- Describe the Project Team’s existing equipment and facilities that will facilitate the successful completion of the proposed project; include a justification of any new equipment or facilities requested as part of the project.
- This section should also include relevant, previous work efforts, demonstrated innovations, and how these enable the applicant to achieve the project objectives.
- Describe the time commitment of the key team members to support the project.

### III. BUDGET

Complete only the “f. Contractual” worksheet and the “j. Cost Share” worksheet in the Budget Justification Form EERE\_T\_540 and submit to AEA in Excel format. The file can be found at the link below.

<https://eere-exchange.energy.gov/FileContent.aspx?FileID=2e7d66e9-85e0-4612-8d33-10616665be0c>

### IV. DISCLOSURE OF LOBBYING ACTIVITIES

Eligible entities are required to complete and submit SF-LLL, “Disclosure of Lobbying Activities” (see <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html>) to ensure that no

federal funds have not been paid and will not be paid to any person for influencing or attempting to influence any of the following in connection with the application:

- An officer or employee of any federal agency;
- A Member of Congress;
- An officer or employee of Congress; or
- An employee of a Member of Congress.

## **V. COST SHARE COMMITMENT**

Eligible entities must provide a letter stating the party's commitment to contribution of the cost share (50 percent) of the total project cost proposed by the party. The statement of commitment can be included in the Letter of Intent to Participate. The statement of commitment must identify the following information: (1) the name of the organization; (2) the proposed dollar amount to be provided; (3) the amount as a percentage of the total project cost; and (4) the proposed type of cost share – cash, services, or property. Complete the "j. Cost Share" worksheet in the Budget Justification Form EERE\_T\_540 noted above.

## **VI. RESUMES**

Eligible entities are required to submit one-page resumes for key participating team members. Multi-page resumes are not allowed. Save the resumes in a single PDF file.

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