



## **VIRGINIA GRID RELIABILITY IMPROVEMENT PROGRAM (VGRIP) APPLICATION**

### **Sub-Award Proposal Instructions**

*Carefully review the program guidelines, objectives and example terms and conditions. All proposals should align with the goals. Requirement proposals will be evaluated on a competitive basis and will be awarded based on the perceived highest merit, priorities identified in the guidelines and scoring indicated on the required application.*

Proposals for the initial round of funding will be accepted until **11:59pm on March 29, 2024**. Only timely-filed, complete applications will be considered.

**Use the Provided Format:** Applicants must use the format provided and respond using a font size of no less than 12.

**Application Length:** Applications must be limited to a maximum of 10 pages. Certain questions may require attachments. Such attachments, as applicable, must be placed at the end of the application and listed in order.

**Application Submittal:** All applications and supporting materials should be submitted electronically to:

Vince Maiden, PG | Program Manager  
State Energy Office  
Virginia Department of Energy  
[evcap@energy.virginia.gov](mailto:evcap@energy.virginia.gov)

Please submit large documents (over 10MB) via a [file transfer protocol \(FTP\) site](#) or other digital file transfer services.

### **Application (REQUIRED)**

#### **1. Applicant:**

State the name of applicant and describe how you qualify for this funding opportunity.

#### **2. Primary Contact:**

Provide the name and all relevant contact information, including physical and email addresses and phone numbers, of the primary contact for purposes of application and administration of the subaward. A secondary contact may also be provided.

**3. Project Title, Summary and Location:**

Provide a project title, short summary of the project and proposed location(s).

**4. Prior Related Work:**

Please describe your experience with similar projects. Provide information on your experience working with state and/or federal grants programs.

**5. Funding Request:**

State the amount of the funding requested and proposed cost share.

**6. Certification:**

To the best of my knowledge and belief, the information contained in this application is true and correct and the application has been duly authorized by the governing body of the applicant.


Name:

Title: Date:

**Part I – Project Area and Site Selection (30 points)**

**1. Project Area:**

Provide a detailed description of the proposed project area and a list of sites. The site’s tax parcel identification and a latitude and longitude should be included. Provide the name of the property owners impacted by the project. Indicate whether the property is publicly or privately owned. If privately owned, indicate whether there is or will be an option agreement or some other documentation between the applicant and the private owner demonstrating involvement by both parties. Attach such documentation or an example agreement. If these activities will happen later, provide a description of your process.

**2. Community Need and Justice 40 Analysis:**

Describe the size of the project areas and/or community where the project will focus. Briefly describe the community need for assistance. Provide a Justice 40 analysis that demonstrates how this project will meet the requirements outlined by Presidential [Executive Order 14008](#) Section 223. A map of the project area is required and should include geospatial analysis of alignment with identified Justice 40 areas.

**Part II – Project Scope of Work and Budget (40 points)**

**1. Project Description:**

Describe the overall proposal and how it aligns with the program guidelines, and objectives.

**2. Scope of Work Description:**

Detail the work to be performed as part of this project and how reporting requirements will be met. Include detail about site acquisition and contracting, site design and permitting, installation including supplies and equipment and any additional maintenance and administrative costs identified as applicable to the proposal.

**3. Budget Detail:**

Provide the total budget for the project or phase of work, broken down by major categories of expense. Include sources of funding as an attachment to this application. Summarize budget and cost share in the table provided.

Federal Funding Share	Project Cost Match (100% or 1/3)	State Cost Match provided by Applicant (15%)	Total Project

**4. Cost Share:**

Describe the type, amount, source and timing of all proposed cost share. Does the project deliver more than the required cost share?

**5. Timeframe:**

Provide the expected time schedule for the scope of work and for the entire project.

**6. Experience:**

Please describe past experiences of your organization and any subcontractors that will carry out the proposed project.

**Part III – Community Impact and Leveraged Funding (20 points)**

**1. Community Impact:**

Briefly describe how the project will benefit the community.

**2. Community Engagement Process:**

Describe your process for identifying proposed projects, including facilitating input from the public, local governments and community-based organizations. Detail how the project team will gather input, requests or recommendations from the community.

**3. Leveraged Funding:**

Briefly describe how this funding will be leveraged against other grant and/or private funding resources to expand the benefits of the project.

**Part IV– Local Hiring (10 points)**

If applicable, please describe how the project will utilize local or J40 community workers and pay prevailing wages for areas of Virginia. Detail how workers from certain communities which may include women, people of color, veterans, formerly incarcerated, dislocated workers, indigenous

people, low-wealth communities, environmental justice communities, energy communities or communities impacted by fossil plant closures will benefit from this project.

### **Other Documents Required Prior to Award and Final Contract Execution**

1. Completed Commonwealth of [VA W-9](#)
2. Completed [Financial Capabilities](#) Questionnaire
3. Completed appropriate [SF-424](#) Form
4. Completed Audit Certification form and copy of two most recent audits
5. Verification of other sources of funding that will support the project