

Energy Commission Agreement Management System (ECAMS)

Applying for a Solicitation



Table of Contents



Title	Slide Number
Navigating to the Solicitation Dashboard	3
Locating a Solicitation	4
Apply for Solicitation	5-9
Draft Application Dashboard	10
Draft Attachments	11
Budget Categories	12-19
Pilot testing/Demonstration/Deployment Site	20
Submit Application	21-23
Review Submission	24
Recall Submission	25-26

Navigating to the Solicitation Dashboard



Note: Please ensure you are registered in ECAMS before attempting to apply for a solicitation. Additional information on registration can be found at User Registration (<https://www.energy.ca.gov/media/7893>)

- Navigate to the ECAMS Login page (<https://ecams.energy.ca.gov/s/login>) and log in to view the ECAMS Home Page.
- Click on the **Solicitations** tab on the top of the ECAMS Home Page to go to the Solicitation Dashboard.



Home

Solicitations

My Proposals

Agreements

Invoices

Welcome CEC!

Funding Opportunities

Browse Solicitations

Locating a Solicitation



- The list of the solicitations currently open to public are listed under Open Solicitations (Portal).
- Locate the solicitation to which you wish to apply.
- Click on the solicitation's title to begin the application process.

The screenshot shows the California Energy Commission website. The navigation bar includes Home, Solicitations, My Proposals, Agreements, and Invoices. The main content area displays a list of open solicitations. The first solicitation is highlighted with an orange box, showing its title "Natural Gas Infrastructure Safety and Integrity".

Solicitation # ↑	Solicitation Title	Solicitation Release Date	Application Due Date	Primary Program	Status
1	Natural Gas Infrastructure Safety and Integrity	2/15/2023	2/17/2023	Nat Gas	Open to Public

Apply for Solicitation



- The details for the selected solicitation are displayed on this page.
- Templates for solicitation documents can be downloaded by clicking the **Download** icon in the Solicitation Attachments area. Please Note: Additional templates may not show at this first view. Please use the **Page** drop down menu to see more.
- Click on **Apply for Solicitation** to begin creating a draft application.



user11
CEC DEMO

Home Solicitations My Proposals Agreements Invoices

Apply for Solicitation

Details

Solicitation #	GFO-22-502	Method	One Phase
Solicitation Title	Natural Gas Infrastructure Safety and Integrity	Solicitation Release Amount	\$6,700,000.00
Type	GFO (Grants Competitive)	Status	Open to Public
Primary Program	Nat Gas	Solicitation Release Date	2/15/2023
Fiscal Year	2022	Application Due Date	2/17/2023

Solicitation Attachments (18)

TITLE	DOCUMENT TYPE	FILE SIZE	DOWNLOAD TEMPLATE
0-Solicitation Manual	Solicitation Manual	223.42 KB	
1-Applicant Form	Applicant Form/ Contractor Status Form	31.19 KB	
10-Contact List	Contact List	24.52 KB	
11-Commitment and Support Letters	Commitment and Support Letters Form	27.97 KB	
12-California Based Entity Form	California Based Entity Form	25.04 KB	
2-Executive Summary Form	Executive Summary Form	21.61 KB	
3-Other Document	Other Document	642.05 KB	
31-Yang's Misc Doc	Other Document	11.71 KB	
4-Project Narrative	Project Narrative	41.43 KB	
5-Project Team Form	Project Team Form	23.65 KB	

Page 1 Page Size 10

Note :
Please refer to the Solicitation Manual for the Solicitation Contact Information.

Apply for Solicitation (continued)



Note: As explained in the box, applicants have the choice of submitting budget information by either entering the totals directly into ECAMS (see Slides 12 through 19) or by uploading a completed Excel budget template (see Slide 22) Major subrecipient budgets must be uploaded using the Excel budget templates, regardless of budget submission choice selected by Prime Applicant.

In the transition to the ECAMS Salesforce system, the CEC is piloting a new electronic budget submittal process. During this pilot, applicants have the choice of submitting a budget into the new ECAMS Salesforce System OR continuing to submit a budget using the Microsoft Excel templates provided in the Solicitation package. If you choose to use the ECAMS Salesforce System to build your budget, you can receive technical assistance in budget data entry and submittal by reaching out to ecams.salesforcesupport@energy.ca.gov. Please note that the evaluation team will be able to assess budgets for application scoring with either submittal process.

Continue

- Click on **Continue** to proceed to creation of your draft application after reading the pop-up notice.

Apply for Solicitation (continued)



- Solicitation related information is displayed at the top.
- Key in application information.
- Please Note: The project manager listed here will be the primary contact person for any questions about the application.
- Proposal Term Start Date and End Date fields must be completed before clicking on the **Continue** button.

A screenshot of the California Energy Commission's application portal. The page has a dark blue header with navigation links: Home, Solicitations, My Proposals, Agreement, and Invoice. A search bar is located in the top right. The main content area is a white form with a grey border. The form is divided into several sections. The top section contains pre-filled information: Solicitation Name: Training Solicitation; Solicitation Code: GFO-22-604; Solicitation Budget Amount: 125,000; Applicant Name: OAK OAK; Legal Business Name: QAtestingxxx; Federal Tax ID: 34242; Type of Business: Private Company. Below this is the Project Manager section with fields for Project Title, Amount Requested, Project Manager, Email, Phone, and Fax. To the right of these fields is the Project Manager Address section, including a checkbox for "Same As Primary Address", a Country dropdown (set to "United States"), a Street field, a City field, a State/Province dropdown (set to "California"), and a Zip/Postal Code field. The Project Description section is a large text area. Below that are two date pickers for "Proposed Term Start Date" and "Proposed Term End Date". At the bottom left is a dropdown for "Select the Group for which you are applying" (set to "--None--"). At the bottom right is a "Select Match Funding Category" section with a list of categories and checkboxes: Cash in hand, Equipment, Materials, Information technology services, Travel, Subcontractor costs, Contractor/ project partner in-kind labor costs, Advanced practice costs, and N/A. A blue "Continue" button is located in the bottom right corner of the form area.

Apply for Solicitation (continued)



- Project Location Address fields must be completed, and the **Confirm Project Location Address** box must be checked before clicking on the **Save & Continue** button to proceed further.
- Pilot Testing/Demonstration/Deployment site address not a mandatory field if not applicable to the solicitation

Project Location Address

Country:

Street:

City: State/Province:

Zip/Postal Code:

Confirm Project Location Address

Pilot Testing/Demonstration/Deployment Site

Country:

Street:

City: State/Province:

Zip/Postal Code:

Natural Gas IOU:

Apply for Solicitation (continued)



- Answer the **Yes/No** question about the proposed activities in your application in regards to the California Environmental Quality Act (CEQA) box. The system will generate different responses based on your answer.
- Answering **Yes** will bring up a second question to answer plus additional directions regarding completing the CEQA Compliance Form Attachment.
- Answering **No** will require you to enter an explanation in a text box.
- You must answer all the questions before clicking on the **Save** button to proceeding further.

California Environmental Quality Act (CEQA) Compliance

1. Are the proposed activities considered a "project" under CEQA (i.e., do they have the potential to cause a direct or a reasonably foreseeable indirect physical change in the environment)?

Yes
 No

2. If the proposed activities are considered a "project" under CEQA and are not exempt, has the required environmental review been completed?

Yes (Please provide the documentation required in CEQA Compliance Form Attachment)
 No (Explain why no documentation has been prepared where indicated on Attachment)

Cancel Save

California Environmental Quality Act (CEQA) Compliance

1. Are the proposed activities considered a "project" under CEQA (i.e., do they have the potential to cause a direct or a reasonably foreseeable indirect physical change in the environment)?

Yes
 No

*The activities funded by the agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because :

Cancel Save

Draft Application Dashboard



1: Details- To view details entered during applying for solicitation.

2: Attachments- To attach files as required for the application to the solicitation and any other supplementing documents. (see Slide 11)

3: Past Agreements- To view any past agreements filed for recipient.

4: Budget Summary (optional)- To view a summary of the budget information entered in categories under links 5 through 12.

5-12: Budget Categories (optional)- To add line item totals for each category. (see Slides 12 through 19)

13: Pilot Testing/Demonstration/Deployment Site- To view or edit site details. (see Slide 20)

14: Edit Application- To edit details entered during applying for solicitation.

15: Submit Application-To submit application after verification. (see Slide 21)

The screenshot shows the 'Draft Application Dashboard' for the California Energy Commission. At the top, there is a navigation bar with links for Home, Solicitations, My Proposals, Agreement, and Invoice. A search bar and notification icons are also present. Below the navigation bar, there are three main action buttons: '13 Pilot Testing/Demonstration/Deployment Site', '14 Edit Application', and '15 Submit Application'. A horizontal menu below these buttons contains 12 numbered tabs: 1 Details, 2 Attachments, 3 Past Agreements, 4 Budget Summary, 5 Direct Labor, 6 Fringe Benefits, 7 Travel, 8 Equipment, 9 Materials & Miscellaneous, 10 Subrecipients & Vendors, 11 Indirect Cost, and 12 Profit. The 'Details' tab is selected, showing a 'Funding Proposal' section with fields for Proposal ID (BLA-0000000171), Project Title (testmanual proposal), Match Funding Category, Project Manager (Manager123), Proposed Term Start Date (2/2/2023), CEQA Proposed Project? (No), and Project Description (test description). Below this is an 'Address Information' section with fields for Pilot Testing Address (California, United States) and Project Manager Address (La, California 23423, United States). A map of Little Tokyo is shown at the bottom right.

Draft Attachments



- This screen allows you to view and upload attachments to your draft application.
- The Solicitation Files table lists the files associated with the solicitation. **Please note that not all attachments may show up on Page 1, so be sure to check Page 2.**
- The NAME column lists the name of the attachment.
- The SUBMISSION column identifies which attachments are required for the application, and which are for your information.
- Templates for solicitation documents can be downloaded by clicking the **Download** icon in the DOWNLOAD TEMPLATE column.
- Upload your completed attachment by clicking the **Upload File** button in that attachment's row.

Note: All required attachments must be uploaded via the Upload File button in the Solicitation Files table.

- You may also upload non-required documents by clicking the **Upload New File** button in the Uploaded Files table.
- All of your uploaded attachments will appear in the Uploaded Files table.

The screenshot displays the 'Draft Attachments' interface. At the top, there are navigation tabs: Details, Attachments (selected), Past Agreements, Budget Summary, Direct Labor, Fringe Benefits, Travel, Equipment, Materials & Miscellaneous, and More. Below the tabs is a section for 'Solicitation Files (18)'. This section contains a table with the following columns: NAME ↑, FILE EXTENSION, SUBMISSION, and DOWNLOAD TEMPLATE. The table lists 12 rows of files, each with a 'Download' icon and an 'Upload File' button. The 'Download' icon and 'Upload File' button for the first row are highlighted with an orange box. Below the table, there are 'Page' and 'Page Size' dropdown menus. At the bottom, there is a section for 'Uploaded Files (0)' with an 'Upload New File' button highlighted by an orange box. The table below this section is empty, showing 'No data returned'.

NAME ↑	FILE EXTENSION	SUBMISSION	DOWNLOAD TEMPLATE
3-Other Document	docx	Required	Download
0-Solicitation Manual	docx	No response needed	Download
1-Applicant Form	docx	Required	Download
10-Contact List	docx	Required	Download
2-Executive Summary Form	docx	No response needed	Download
4-Project Narrative	docx	Required	Download
6-Project Schedule	xlsx	Required	Download
6-Scope of Work	docx	Required	Download
11-Commitment and Support Letters	docx	Required	Download
8-CEQA Compliance	docx	Required	Download

NAME	FILE EXTENSION	SUBMISSION	SIZE	DOWNLOAD
No data returned				

Budget Category - Direct Labor (optional)



- This screen allows you to enter direct labor rates.
- Clicking the New button will bring up fields to enter hourly or monthly direct labor information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

Details Attachments Past Agreements Budget Summary **Direct Labor** Fringe Benefits Travel Equipment Materials & Miscellaneous More

Direct Labor Hourly (0)						
JOB CLASSIFICATION	LABOR RATE (\$ PER HOUR)	# OF HOURS	RATE X HOURS	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned						

Direct Labor Monthly (0)

JOB CLASSIFICATION	LABOR RATE (\$ PER MONTH)	# OF MONTHS	RATE X MONTHS	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned						

Direct Labor - Hourly

Job Classification: Highest Estimated Labor Rate (\$ per hour): # of Hours:

*CEC Share Value: *Match Share Value:

Include Indirect Cost ⓘ Include Profit ⓘ

Add more Direct Labor

Cancel Save

Budget Category – Fringe Benefits (optional)



- This screen allows you to enter fringe benefit rates.
- Clicking the New button will bring up fields to enter fringe benefits information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Details, Attachments, Past Agreements, Budget Summary, Direct Labor, Fringe Benefits (selected), Travel, Equipment, Materials & Miscellaneous, and More. Below the navigation bar, there is a header for "Fringe Benefits (0)" with a "New" button highlighted in an orange box. Below this is a table with the following columns: JOB CLASSIFICATION, HIGHEST ESTIMATED FRINGEBENEFITRATE (%), DIRECT LABOUR COST, RATE X COSTS, CEC SHARE VALUE, MATCH SHARE VALUE, and TOTAL. The table currently contains the text "No data returned".

The screenshot shows a form titled "Fringe Benefits" with the following fields and options:

- Job Classification:
- Highest Estimated Fringe Benefit Rate (%):
- Direct Labor Costs (\$):
- *CEC Share Value:
- *Match Share Value:
- Include Indirect Cost ⓘ
- Include Profit ⓘ
- Add more Fringe Benefits

At the bottom right, there are "Cancel" and "Save" buttons.

Budget Category – Travel (optional)



- This screen allows you to enter travel expenses.
- Clicking the New button will bring up fields to enter travel information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

A screenshot of a web application interface showing the "Travel" tab. The top navigation bar includes "Details", "Attachments", "Past Agreements", "Budget Summary", "Direct Labor", "Fringe Benefits", "Travel", "Equipment", "Materials & Miscellaneous", and "More". The "Travel" tab is active, displaying a table with columns: "REFERENCE ID", "TASK #", "TRAVELER NAME AND JOB CLASSIFICATION", "DEPARTURE AND DESTINATION", "DEPARTURE AND DESTINATION", "TRIP PURPOSE", "CEC SHARE VALUE", and "MATCH SH". The table is currently empty, showing "No data returned". A "New" button is highlighted with an orange box in the top right corner of the table area.

A screenshot of the "Travel" entry form. The form is titled "Travel" and contains the following fields and options:

- Task #
- Traveler Name and Job Classification
- Date From (with a calendar icon)
- Date To (with a calendar icon)
- Departure and Destination
- Trip Purpose
- * CEC Share Value
- * Match Share Value
- Include Indirect Cost ⓘ
- Include Profit ⓘ
- Add more Travel

At the bottom right, there are "Cancel" and "Save" buttons.

Budget Category – Equipment (optional)



- This screen allows you to enter equipment expenses.
- Clicking the New button will bring up fields to enter equipment expense information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

The screenshot shows a web interface for the "Equipment" budget category. At the top, there are navigation tabs: Details, Attachments, Past Agreements, Budget Summary, Direct Labor, Fringe Benefits, Travel, **Equipment**, Materials & Miscellaneous, and More. Below the tabs, there is a header "Equipment (0)" with a "New" button highlighted in an orange box. Below the header is a table with the following columns: REFERENCE ID, TASK #, SELLER OF ITEMS, DESCRIPTION, PURPOSE, # OF UNITS, UNIT COST, TOTAL # OF UNITS X UNIT COST, CEC SHARE VALUE, MATCH SHARE VALUE, and TOTAL. The table currently displays "No data returned".

The screenshot shows the "Equipment" entry form. The form has the following fields and options:

- Task #
- Seller of item(s)
- Description
- Purpose
- # of Units
- Unit Cost
- *CEC Share Value
- *Match Share Value
- Include Indirect Cost ⓘ
- Include Profit ⓘ
- Add more Equipment
- Buttons: Cancel, Save

Budget Category – Materials & Misc. (optional)



- This screen allows you to enter material and miscellaneous expenses.
- Clicking the New button will bring up fields to enter material and miscellaneous expense information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

Details Attachments Past Agreements Budget Summary Direct Labor Fringe Benefits Travel Equipment **Materials & Miscellaneous** More

Materials / Miscellaneous (0)

REFERENCE ID	TASK #	SELLER OF ITEM	DESCRIPTION	PURPOSE	# OF UNITS	UNIT COST	TOTAL # OF UNITS X UNIT COST	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned										

Materials/Miscellaneous

Task # Seller of item(s) Description

Purpose # of Units Unit Cost

* CEC Share Value * Match Share Value

Include Indirect Cost ⓘ Include Profit ⓘ

Add more Materials/Miscellaneous

Budget Category – Subrecipients & Vendors (optional)



- This screen allows you to enter subrecipients and vendor expenses.
- Clicking the New button will bring up fields to enter Subrecipients or Vendor expense information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

The screenshot shows the 'Subrecipients & Vendors' section of a software interface. It features two tables, one for 'Subrecipients (0)' and one for 'Vendors (0)'. Both tables have columns for 'REFERENCE ID', 'TASK #', 'SUBRECIPIENT (PLEASE USE LEGAL NAME)', 'ENTITY NUMBER (CA SECRETARY OF STATE)', 'PURPOSE', 'CA BUSINESS CERTIFICATIONS', 'CEC SHARE VALUE', and 'MATCH'. The 'New' buttons for both tables are highlighted with orange boxes.

The screenshot shows the 'Subrecipients' form with the following fields and options:

- Task #
- Subrecipient (Please Use Legal Name)
- Entity Number (CA Secretary of State)
- Purpose
- CA Business Certifications DVBE/SB/MB/None (dropdown menu)
- *CEC Share Value
- *Match Share Value
- Include Indirect Cost
- Include Profit
- Add more Subrecipients
- Buttons: Cancel, Save

Budget Category – Indirect Costs (optional)



- This screen allows you to enter indirect cost expenses.
- Clicking the New button will bring up fields to enter indirect cost expense information.
- You must enter values in the Name of Indirect Cost, IDC Rate, CEC Share Value, and Match Share Value fields in order to save the entry.

Indirect Costs (0)

NAME OF INDIRECT COST	INDIRECT COST CATEGORY	TOTAL IDC BASE SHARE (CEC)	TOTAL IDC BASE SHARE (MATCH)	TOTAL IDC BASE	IDC RATE (%)	RATE X BASE	CEC SHARE VALL
No data returned							

Indirect Costs

* Name of Indirect Cost:
 * IDC Rate (%):
 * CEC Share Value:
 * Match Share Value:

Indirect Cost Base Category	Individual Percentage	IDC Base CEC Share(\$)	IDC Base Match Shar...	Total IDC B... CEC Share(\$)	Total IDC B... Match Base...	Total IDC Base(\$)	IDC Rate(%)	Rate X Bas...	Total
Direct Labour	<input type="text" value="100"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Fringe Benefits	<input type="text" value="100"/>	\$0.00	\$0.00						
Travel	<input type="text" value="100"/>	\$0.00	\$0.00						
Equipm...	<input type="text" value="100"/>	\$0.00	\$0.00						
Materials/Misc	<input type="text" value="100"/>	\$0.00	\$0.00						
Subrec... Vendors	<input type="text" value="100"/>	\$0.00	\$0.00						

Budget Category – Profit (optional)



- This screen allows you to enter profit expenses.
- Clicking the New button will bring up fields to enter profit expense information.
- You must enter values in the Profit Rate, CEC Share Value, and Match Share Value fields in order to save the entry.

Details Attachments Past Agreements Budget Summary Direct Labor Fringe Benefits Travel Equipment Materials & Miscellaneous **Profit** More

Profit (0) ▼ ⌂ New

PROFIT BASE SHARE (CEC)	PROFIT BASE SHARE (MATCH)	TOTAL PROFIT BASE	PROFIT RATE (%)	RATE X BASE	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned							

Profit

* Profit Rate (%) * CEC Share Value

* Match Share Value

Profit Ba... Category	Individual Percentage	Profit Base CEC Share(\$)	Profit Base Match Shar...	Total Profit ... CEC Share(\$)	Total Profit ... Match Base...	Total Profit Base(\$)	Profit Rate...	Rate X Bas...	Total
Direct Labour	<input type="text" value="100"/>	\$0.00	\$0.00						
Fringe Benefits	<input type="text" value="100"/>	\$0.00	\$0.00						
Travel	<input type="text" value="100"/>	\$0.00	\$0.00						
Equipm...	<input type="text" value="100"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Materials/ Misc.	<input type="text" value="100"/>	\$0.00	\$0.00						
Subreci. Vendors	<input type="text" value="100"/>	\$0.00	\$0.00						
Indirect Costs	<input type="text" value="100"/>	\$0.00	\$0.00						

Cancel Save

Pilot testing/Demonstration/Deployment Site



- Clicking on the **Pilot Testing/Demonstration/Deployment Site** button allows you to enter site address information.
- Clicking the New button opens a box to enter a site's address. All fields are mandatory, and the **Confirm Pilot Testing Address** box must be checked before clicking on the Save button.
- Repeat the process to enter multiple site locations. Each new site will be listed in the Pilot Testing table.

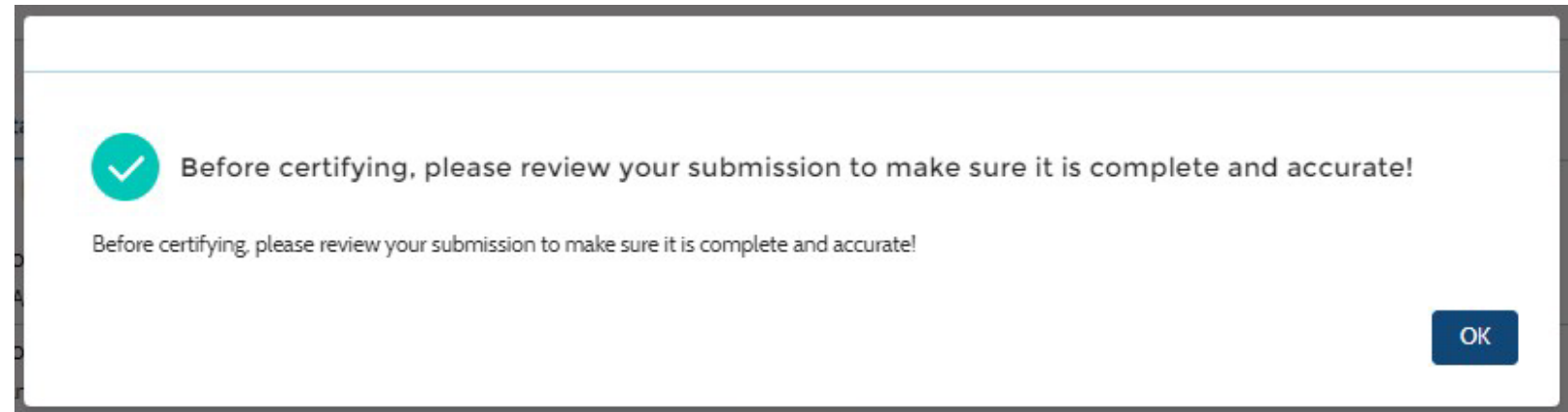
A screenshot of a web application interface showing a table titled "Pilot Testing (0)". The table has columns for "LINE ITEM NUMBER", "STREET", "CITY", "STATE", "COUNTRY", and "ZIP/POSTAL CODE". Below the table, it says "No data returned". In the top right corner, there is a "New" button highlighted with an orange box. A "Finish" button is located at the bottom right of the table area.

A screenshot of a form titled "Pilot Testing Address". The form contains several fields: "Country" (a dropdown menu with "--None--" selected), "Street" (a text input field), "City" (a text input field), "State/Province" (a dropdown menu with "--None--" selected), and "Zip/Postal Code" (a text input field). At the bottom of the form, there is a checkbox labeled "Confirm Pilot Testing Address" which is highlighted with an orange box. "Cancel" and "Save" buttons are located at the bottom right of the form.

Submit Application - Review Your Submission



- Clicking on the **Submit Application** starts the process of certifying and submitting your completed application.
- A reminder message to review your submission will appear. Click on the **OK** button to proceed.



Submit Application - Budget Worksheet Upload



- If you have not already done so at the Attachments screen, you can upload completed Excel Proposal Budget Work Sheets (for Prime Applicant if not entered into ECAMS, and for all Major Subs) using the **Upload Files** or **drop files** options
- The Budget Work Sheet file will be listed after uploading. You may delete the file by clicking on the **X**.

Add Budget Work Sheet

Upload Files Or drop files

- I am authorized to complete and sign this form on behalf of the applicant. OR I am authorized to submit this application on behalf of the applicant.
- I authorize the California Energy Commission to make any inquiries necessary to verify the information presented in this application.
- I authorize the California Energy Commission to obtain business credit reports and make any inquiries necessary to verify and evaluate the financial condition of the applicant.
- I have read and understand the terms and conditions contained in this solicitation. I accept the terms and conditions contained in this solicitation on behalf of the applicant, and the applicant is willing to enter into an agreement with the Energy Commission to conduct the proposed project according to the terms and conditions without negotiation.
- To the best of my knowledge, and under penalty of perjury, the information contained in this application is correct and complete.
- I certify that (1) this application does not contain any confidential or proprietary information, or (2) if confidential information is allowed under the solicitation, it has been properly identified.

I Agree to the Certifications

Cancel Continue

Add Budget Work Sheet

Upload Files Or drop files

7-GFO-18-502 Test Budget.xls X

- I am authorized to submit this application on behalf of the applicant.
- I authorize the California Energy Commission to make any inquiries necessary to verify the information presented in this application.
- I authorize the California Energy Commission to obtain business credit reports and make any inquiries necessary to verify and evaluate the financial condition of the applicant.
- I have read and understand the terms and conditions contained in this solicitation. I accept the terms and conditions contained in this solicitation on behalf of the applicant and the applicant is willing to enter into an agreement with the Energy Commission to conduct the proposed project according to the terms and conditions without negotiation.
- I certify that (1) this application does not contain any confidential or proprietary information, or (2) if confidential information is allowed under the solicitation it has been properly identified.
- I certify under penalty of perjury under the laws of the State of California that, to the best of my knowledge, the information contained in this application is correct and complete.
- I am authorized to agree to the above certifications on behalf of the applicant.

I Agree to the Certifications

Cancel Continue


Submit Application - Certifications



- Carefully review the Certifications. These are the Certifications required to submit an application. They cannot be modified.
- The **I Agree to the Certifications** box must be checked before proceeding.
- Clicking on the **Continue** button will submit your final application.
- A box will appear confirming your successful submission of the application.

Add Budget Work Sheet

Or drop files

 7-GFO-18-502 Test Budget.xls

- I am authorized to submit this application on behalf of the applicant.
- I authorize the California Energy Commission to make any inquiries necessary to verify the information presented in this application.
- I authorize the California Energy Commission to obtain business credit reports and make any inquiries necessary to verify and evaluate the financial condition of the applicant.
- I have read and understand the terms and conditions contained in this solicitation. I accept the terms and conditions contained in this solicitation on behalf of the applicant and the applicant is willing to enter into an agreement with the Energy Commission to conduct the proposed project according to the terms and conditions without negotiation.
- I certify that (1) this application does not contain any confidential or proprietary information, or (2) if confidential information is allowed under the solicitation it has been properly identified.
- I certify under penalty of perjury under the laws of the State of California that, to the best of my knowledge, the information contained in this application is correct and complete.
- I am authorized to agree to the above certifications on behalf of the applicant.

I Agree to the Certifications

Your application has been submitted.

You can recall this application prior to the application deadline.

Review Submission



The Energy Commission **STRONGLY RECOMMENDS** that each Applicant carefully review their application both before and after submission.

- Verify that all necessary documents have been uploaded.
- Verify that all documents uploaded are the accurate version you intend to submit as your final.
- Verify that your documents are not marked "confidential" unless the solicitation allows specific material to be confidential. Most solicitations do not allow submission of confidential information.
- Verify that your match commitment letters accurately reflect the match amounts included in your budgets, including the match provided by the prime applicant.
- Verify that support and commitment letters are included, if required.
- Verify that amounts entered within the system's budget (if any) concur with information included on uploaded budget worksheets.

Recall After Submission



- After submission, ECAMS will display the Details screen of the submitted application.
- The submitted application can be recalled to make any edits by clicking on the **Recall** button.

Note: Recalling the submitted application does not delete the application's information. Recall does remove the application from consideration for this solicitation until it is resubmitted. Resubmission must happen by the solicitation's submission deadline.

A screenshot of the ECAMS web application interface. At the top, there is a blue navigation bar with the following tabs: Home, Solicitations, My Proposals, Agreement, and Invoice. Below this bar is a large white rectangular area containing a dark blue button labeled "Recall". Underneath the "Recall" button is a horizontal menu with the following options: Details (selected), Attachments, Past Agreements, Budget Summary, Direct Labor, Fringe Benefits, Travel, Equipment, Profit, and More. Below the menu, there is a section titled "Funding Proposal" with a dropdown arrow. This section contains two fields: "Proposal ID" with the value "014-0000000100" and "Solicitation Number" with the value "050-22-500".

Recall After Submission (continued)



- A Comments box will open. Enter your reason for recalling the submitted application. This is a mandatory step.
- The submitted application will be recalled after the **Submit** button is clicked.

Note: After the Submit button is clicked, the application is recalled and is removed from consideration for this solicitation until it is resubmitted. Resubmission must happen by the solicitation's submission deadline.

A screenshot of a web form for recalling an application. The form has a title bar at the top. Below the title bar, there is a label "* Comments" followed by a large text input field. At the bottom right of the form, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted in blue. The form is set against a light gray background.

ECAMS Support



If you run into any challenges using this system, please first reach out to ECAMS.SalesforceSupport@energy.ca.gov

For additional assistance, please contact the Commission Agreement Officer listed in the solicitation, or the Contract, Grants & Loans Office Main Line (916) 931-9587