Energy Commission Agreement Management System (ECAMS)

Applying for a Solicitation

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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)

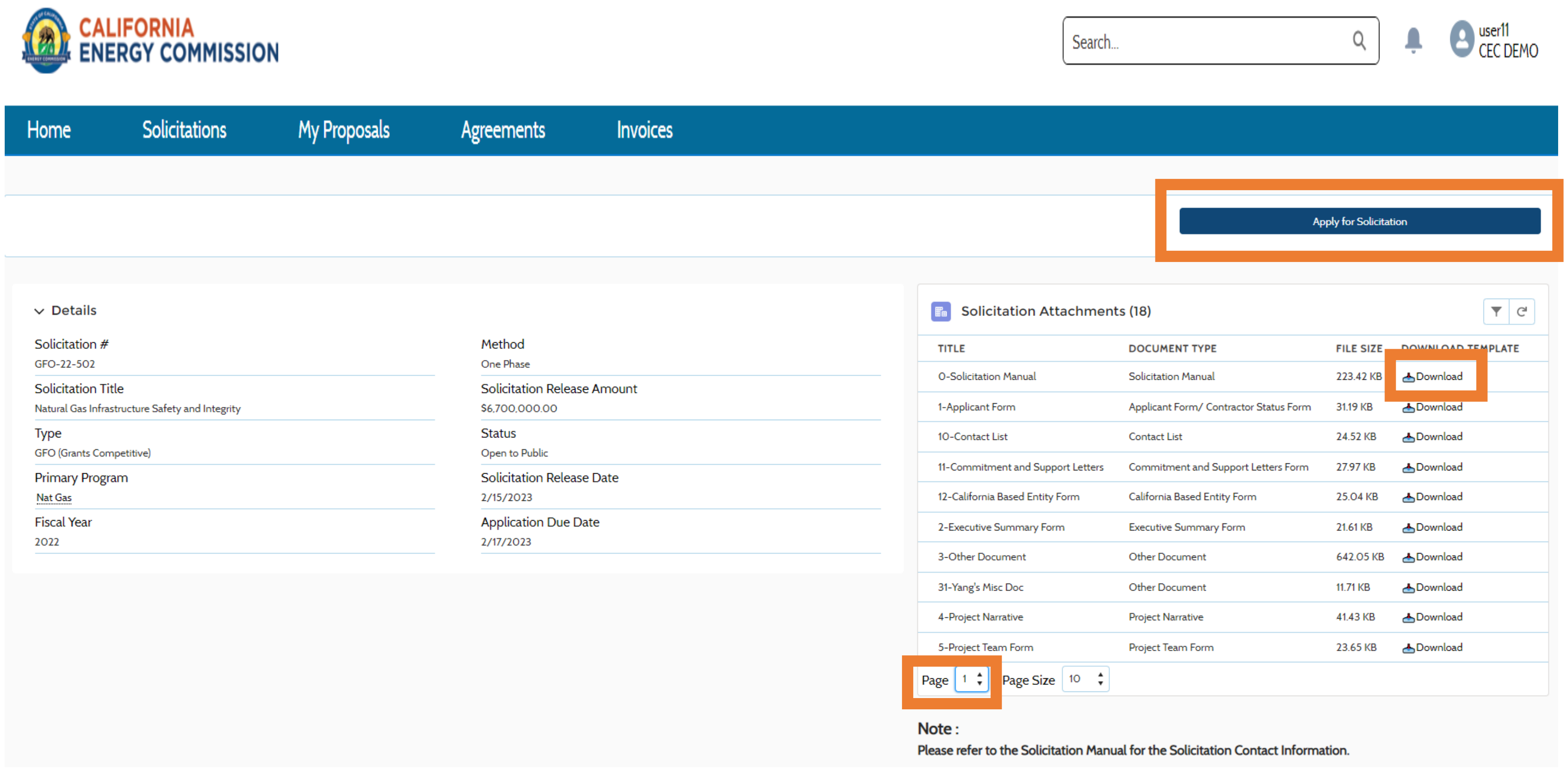
- Navigate to the ECAMS Login page (https://ecams.energy.ca.gov/s/login) and log in to view the ECAMS Home Page.
- Click on the **Solicitations** tab on the top of the ECAMS Home Page to go to the Solicitation Dashboard.

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.

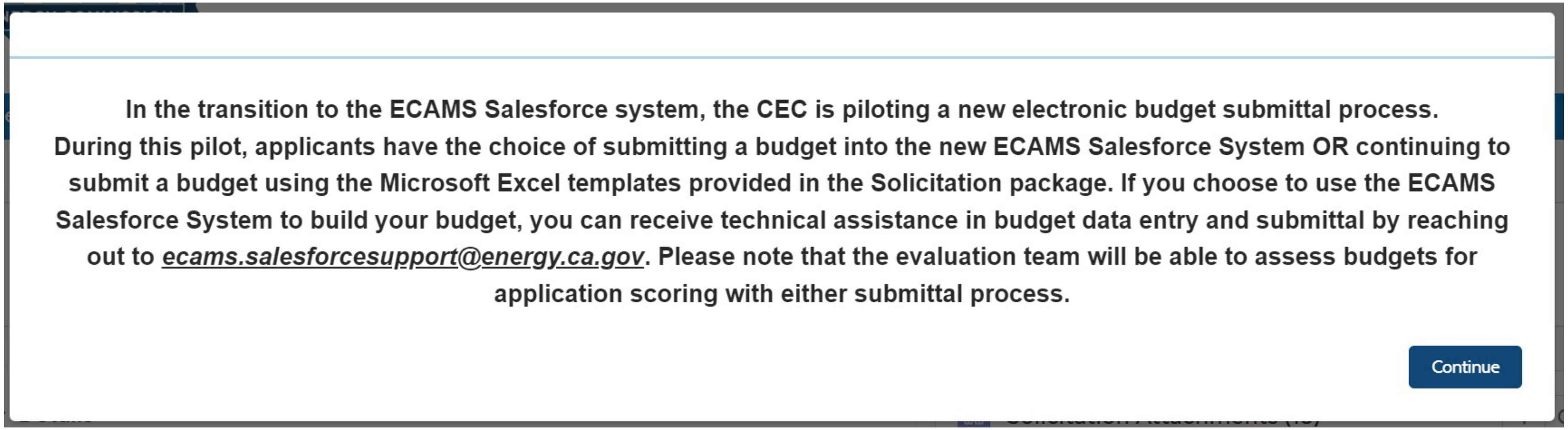
Apply for Solicitation

- 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.



Apply for Solicitation (continued)

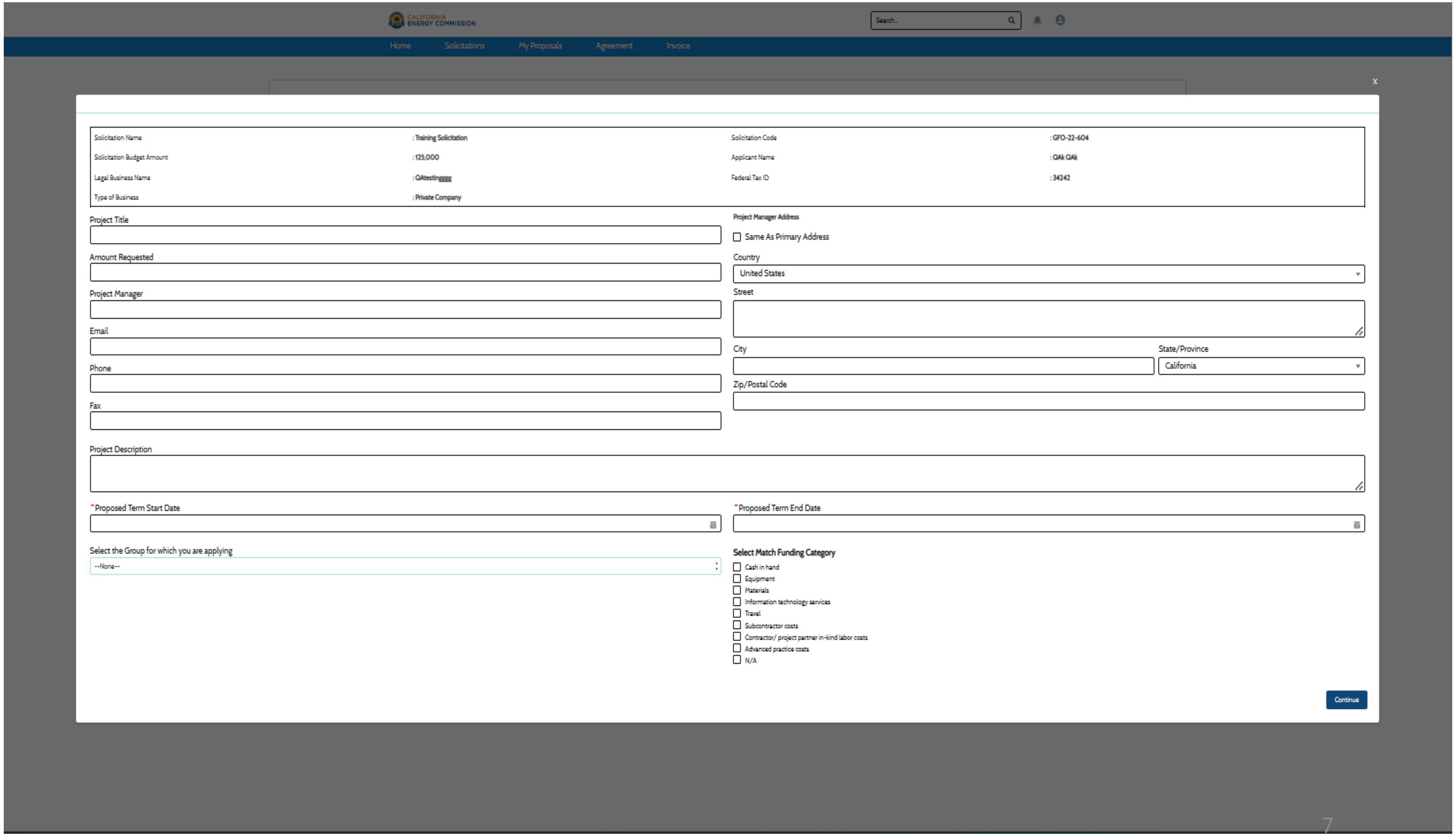
Note: As explained in the box, applicants have the choice of submitting budget information by either entering the totals directly into ECAMS (see Slides 12 through 19) or by uploading a completed Excel budget template (see Slide 22) Major subrecipient budgets must be uploaded using the Excel budget templates,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



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

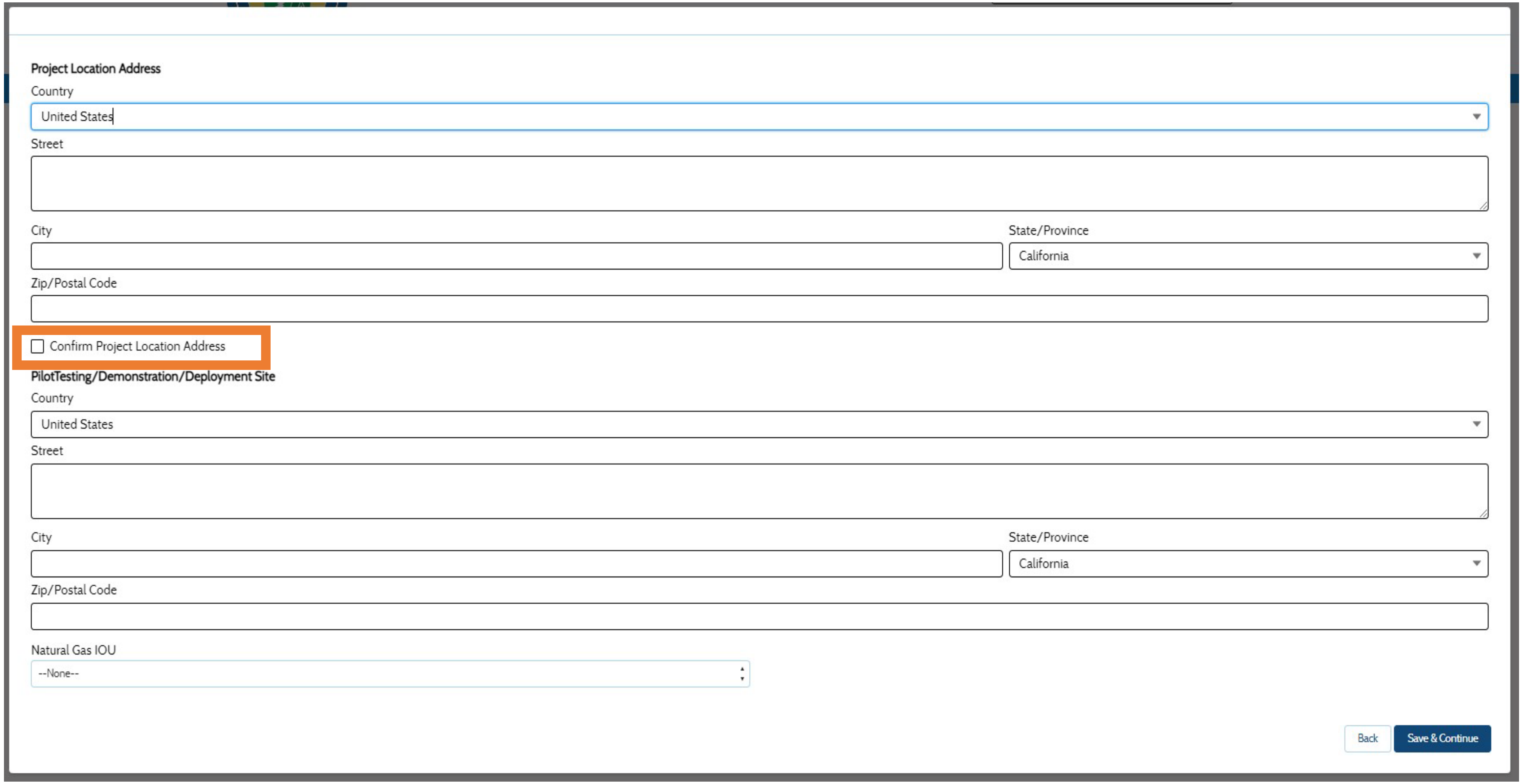
Apply for Solicitation (continued)

- 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.



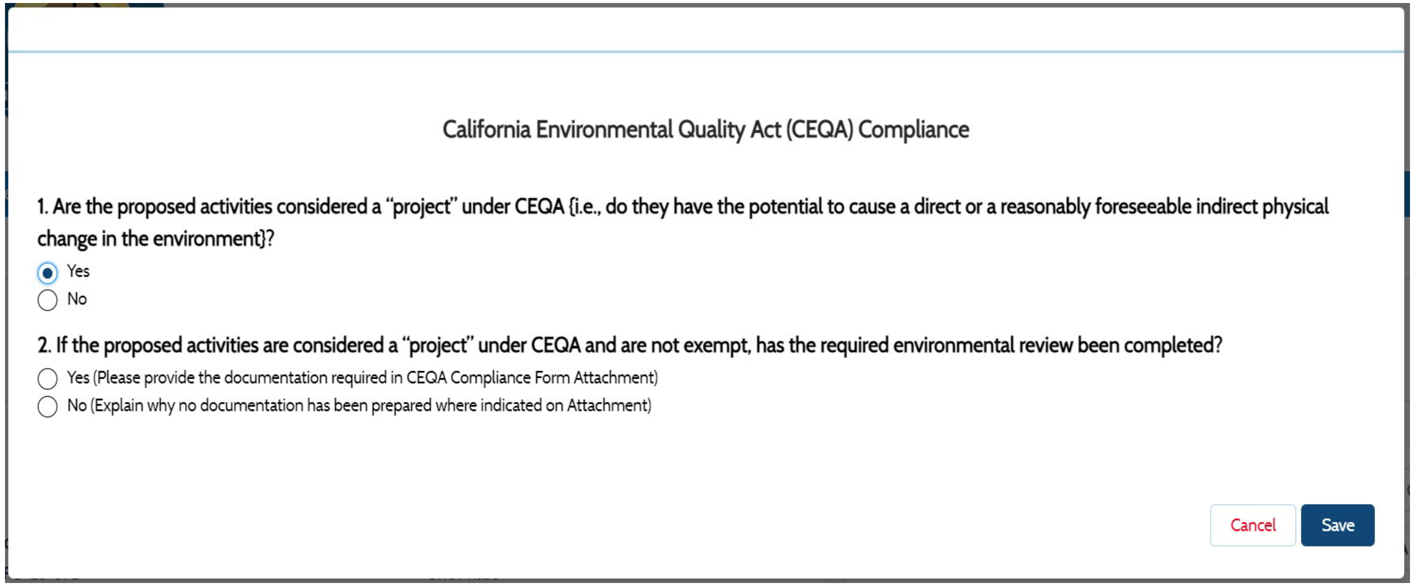
Apply for Solicitation (continued)

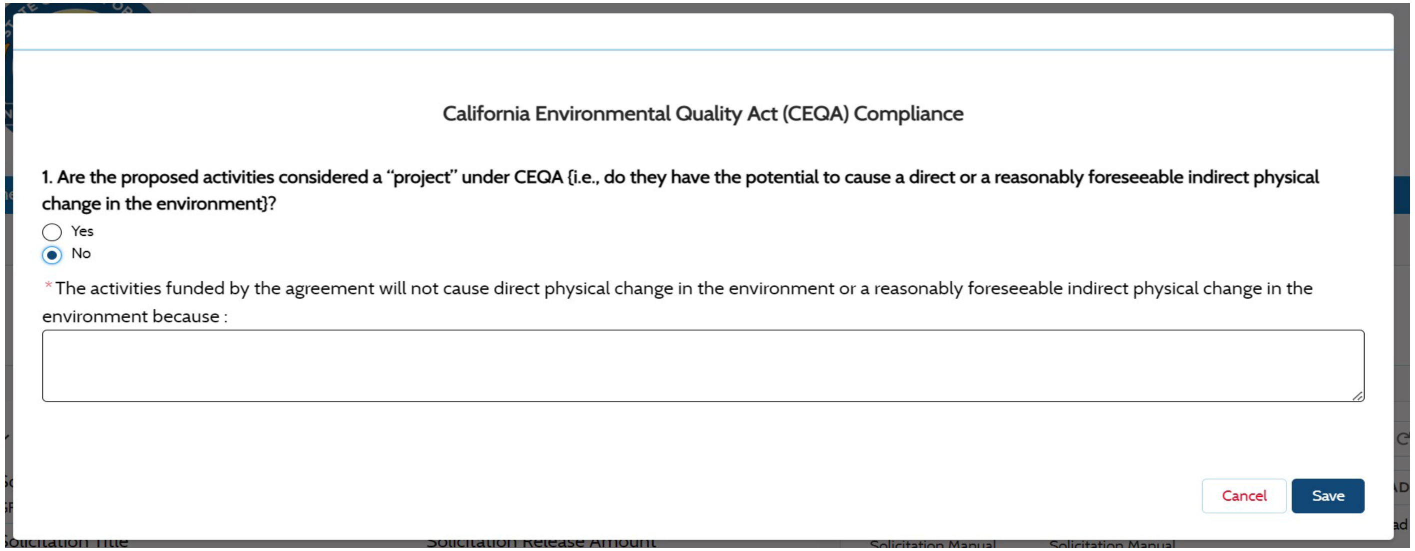
- Project Location Address fields must be completed, and the **Confirm Project Location Address** box must be checked before clicking on the **Save & Continue** button to proceed further.
- Pilot Testing/Demonstration/ Deployment site address not a mandatory field if not applicable to the solicitation



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.





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.

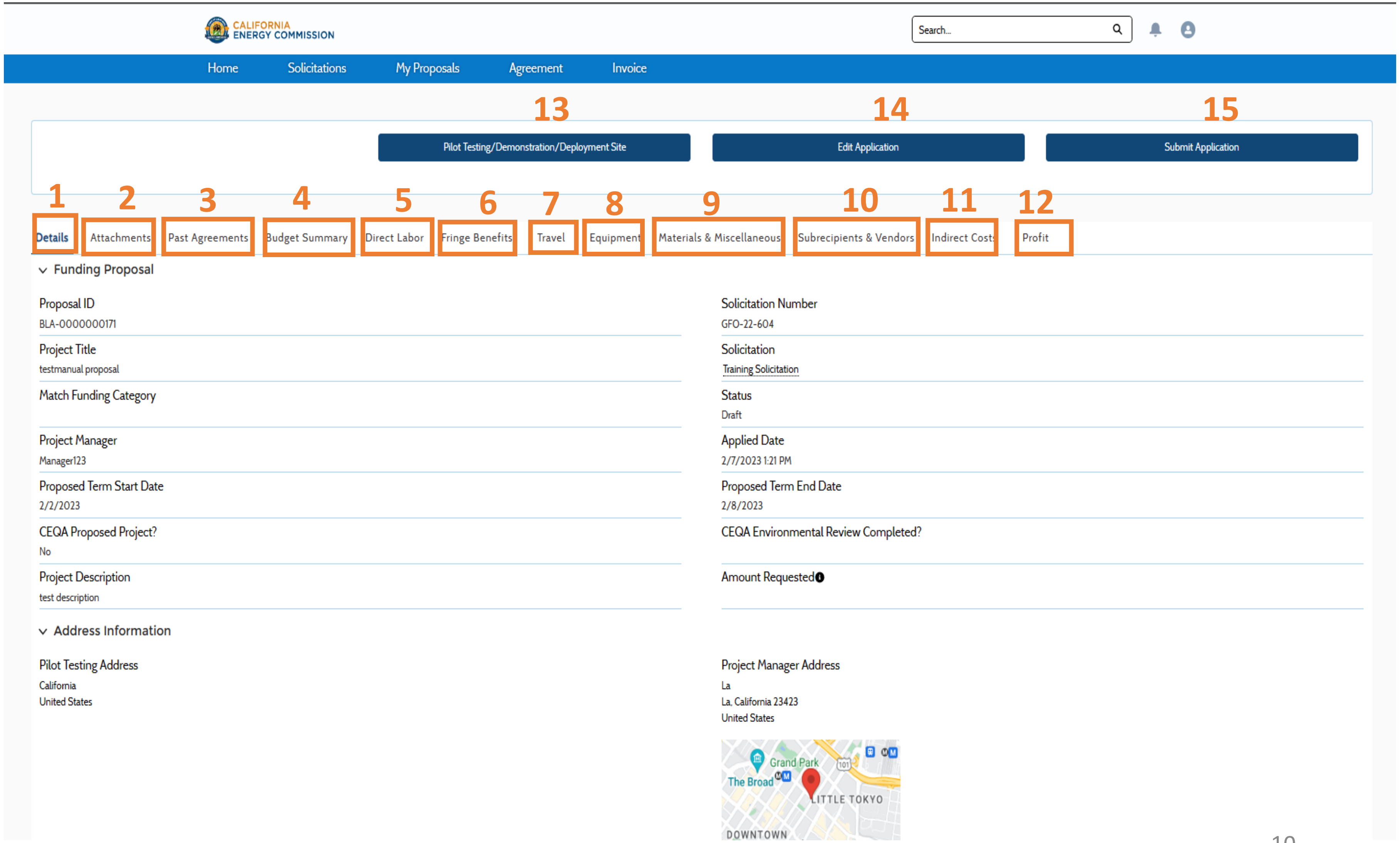
4: Budget Summary (optional)- To view a summary of the budget information entered in categories under links 5 though 12.

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)

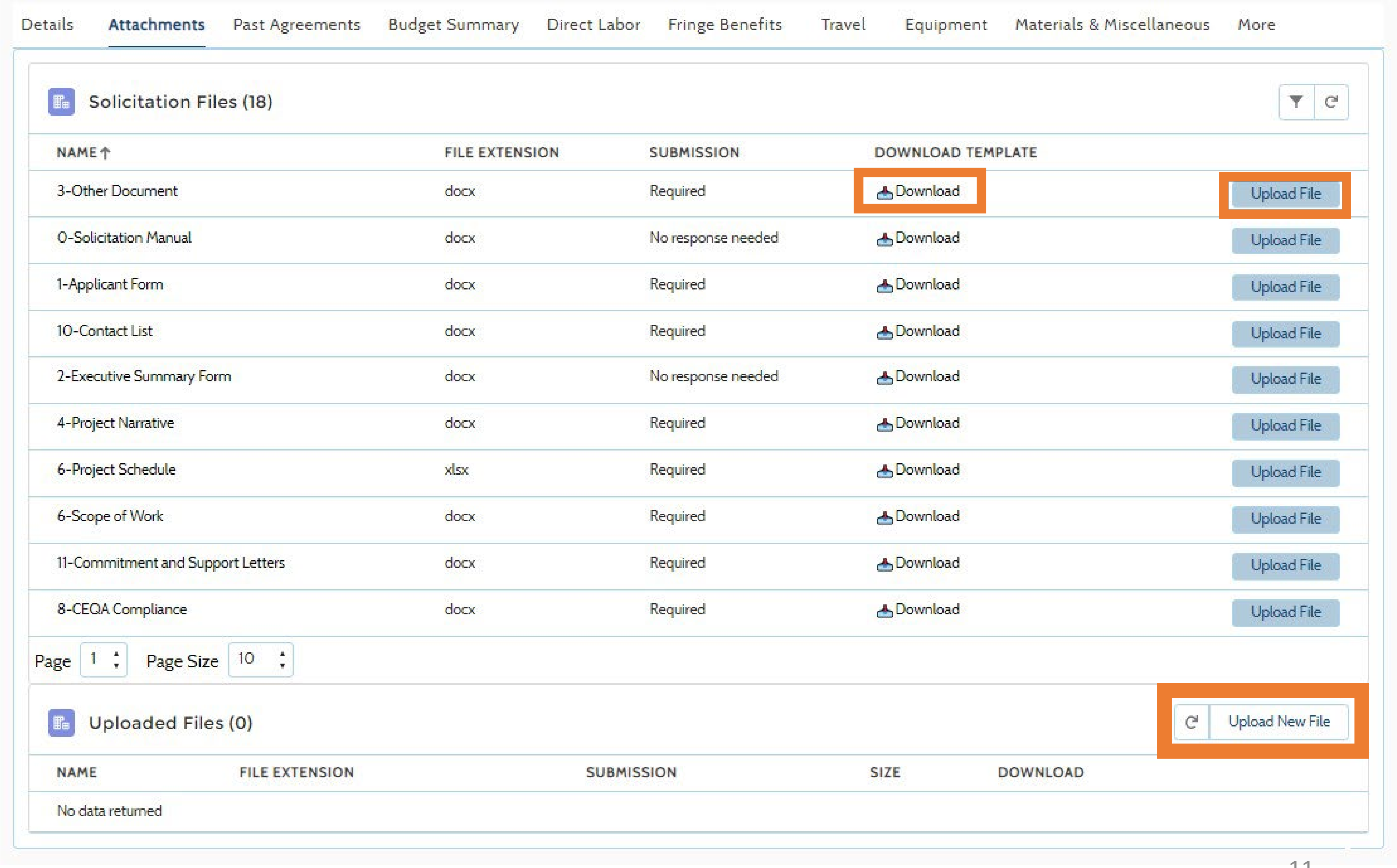


Draft Attachments

- 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.



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

Solicitation Files (18)

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

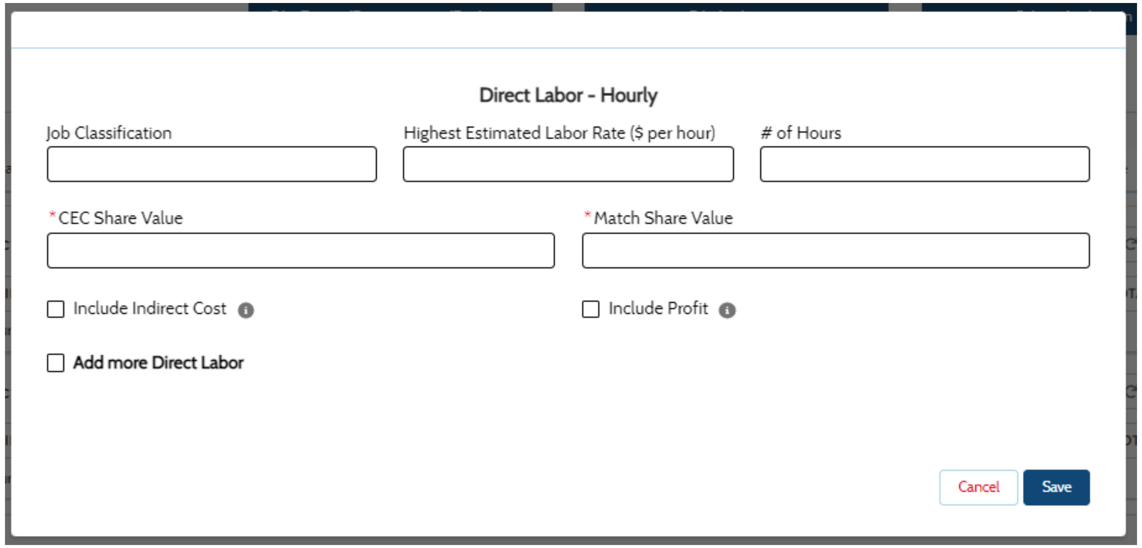
Page 1 Page Size 10

Uploaded Files (0) Upload New File

NAME	FILE EXTENSION	SUBMISSION	SIZE	DOWNLOAD
No data returned				

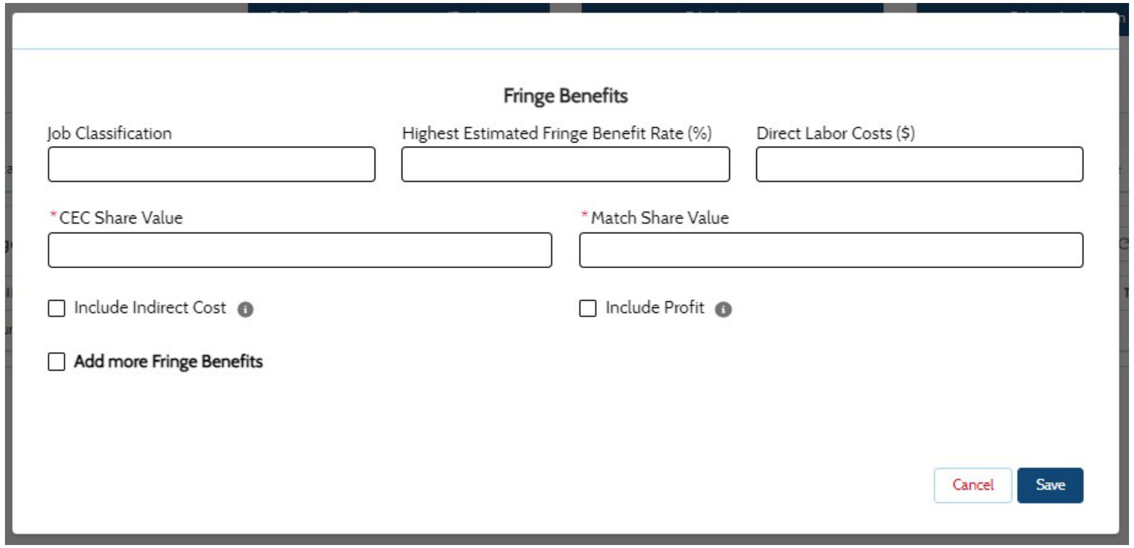
Budget Category - Direct Labor (optional)

- 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.



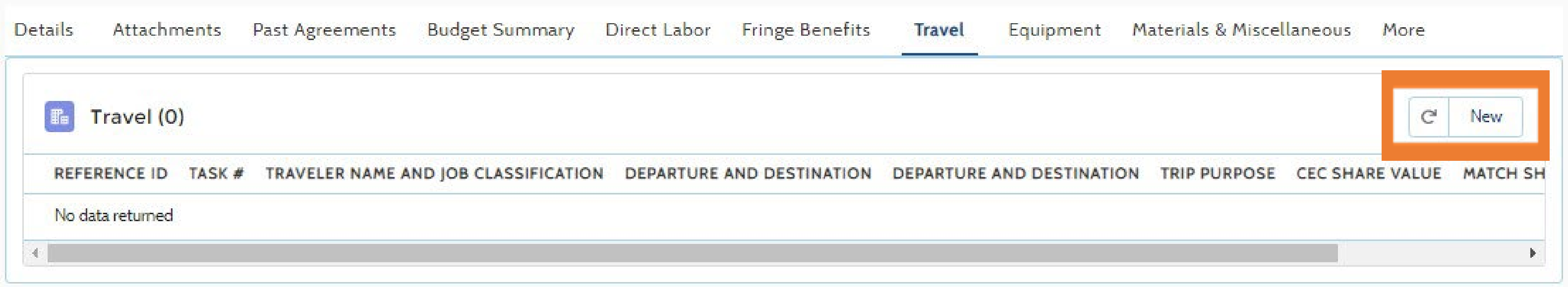
Budget Category – Fringe Benefits (optional)

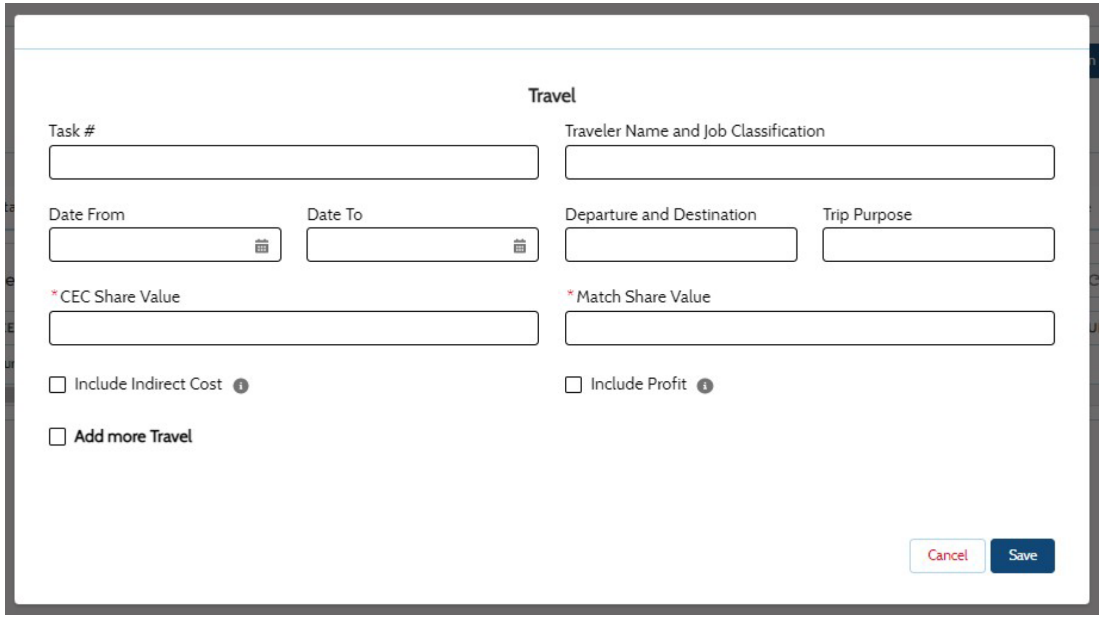
- This screen allows you to enter fringe benefit rates.
- Clicking the New button will bring up fields to enter fringe benefits information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.



Budget Category – Travel (optional)

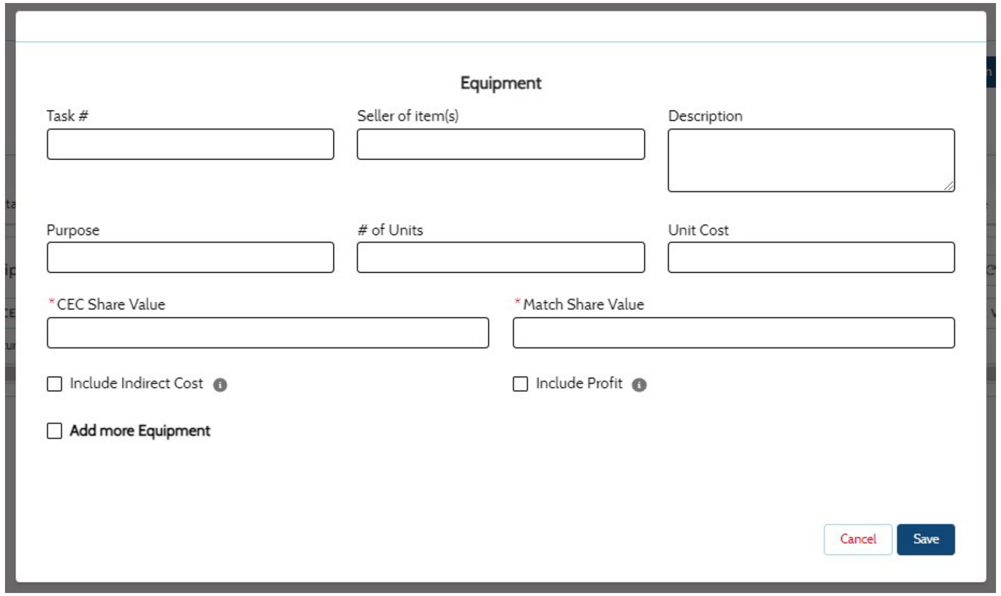
- This screen allows you to enter travel expenses.
- Clicking the New button will bring up fields to enter travel information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.





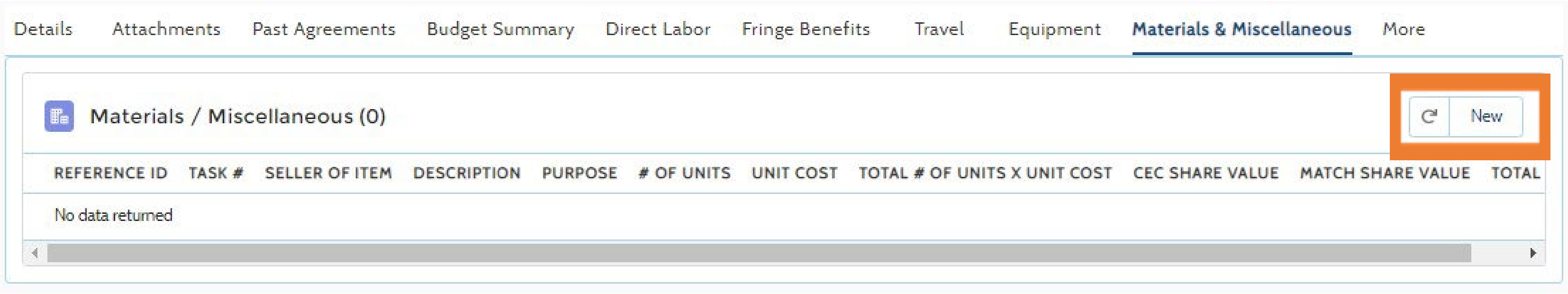
Budget Category – Equipment (optional)

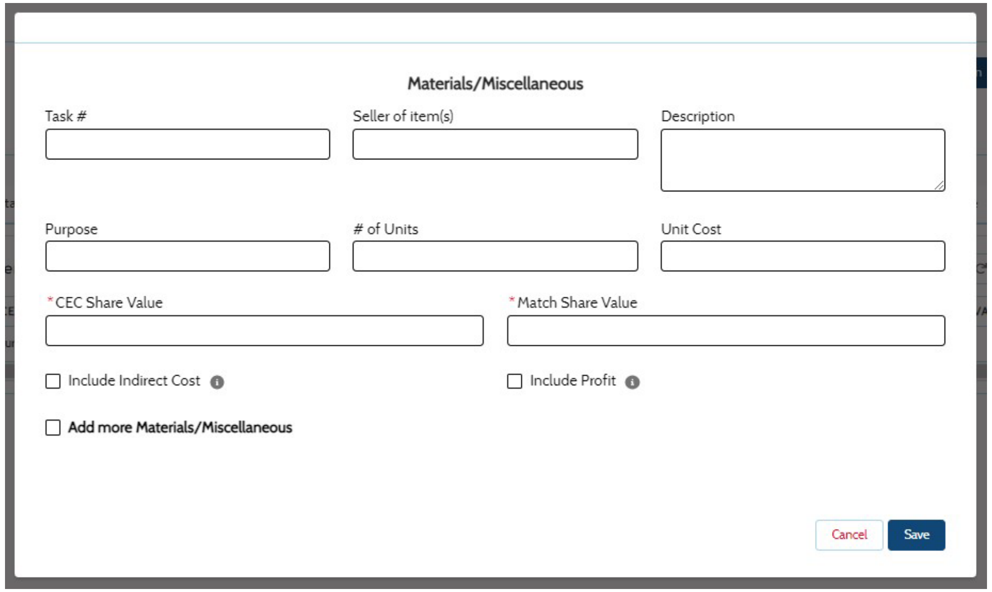
- This screen allows you to enter equipment expenses.
- Clicking the New button will bring up fields to enter equipment expense information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.



Budget Category – Materials & Misc. (optional)

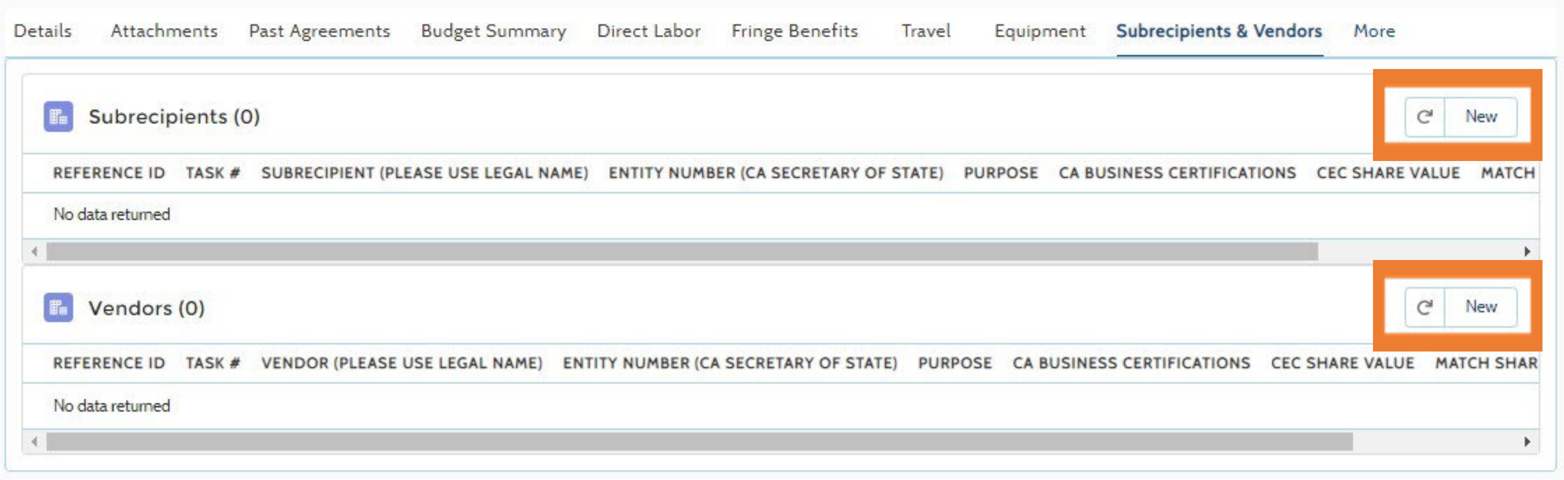
- This screen allows you to enter material and miscellaneous expenses.
- Clicking the New button will bring up fields to enter material and miscellaneous expense information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

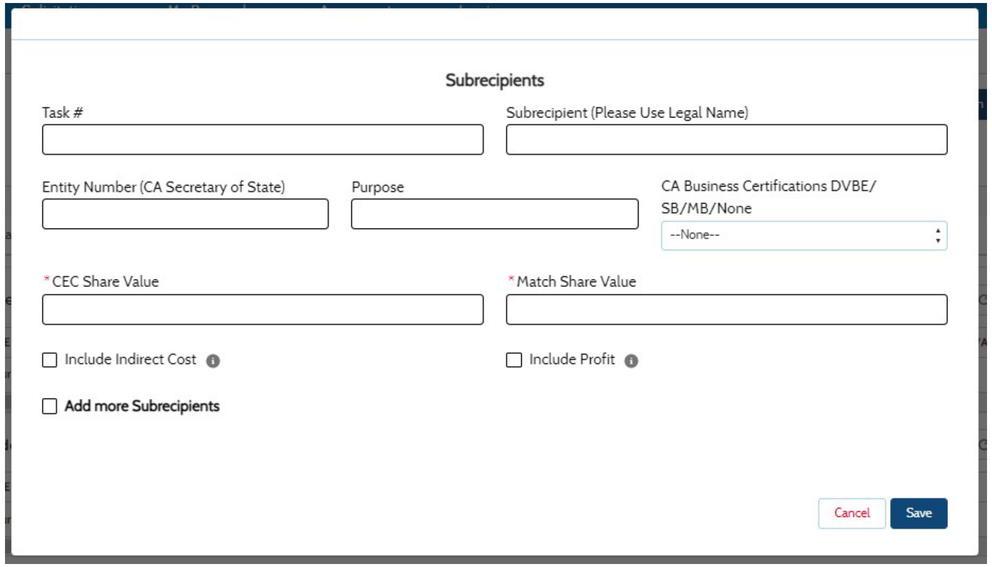




Budget Category – Subrecipients & Vendors (optional)

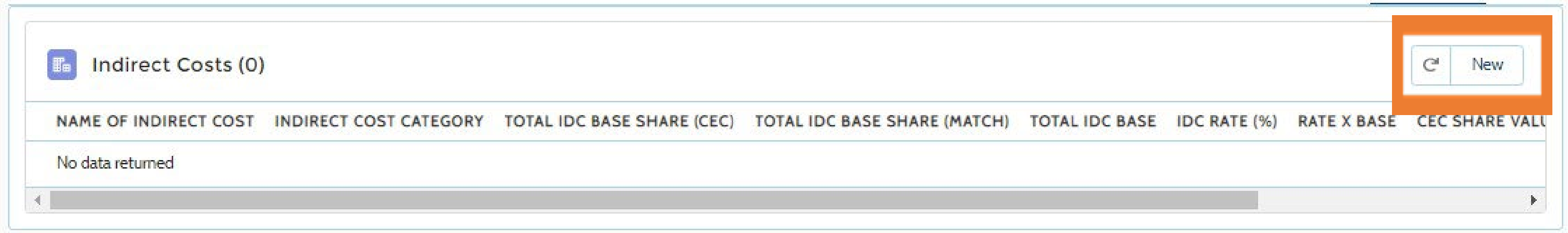
- This screen allows you to enter subrecipients and vendor expenses.
- Clicking the New button will bring up fields to enter Subrecipients or Vendor expense information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

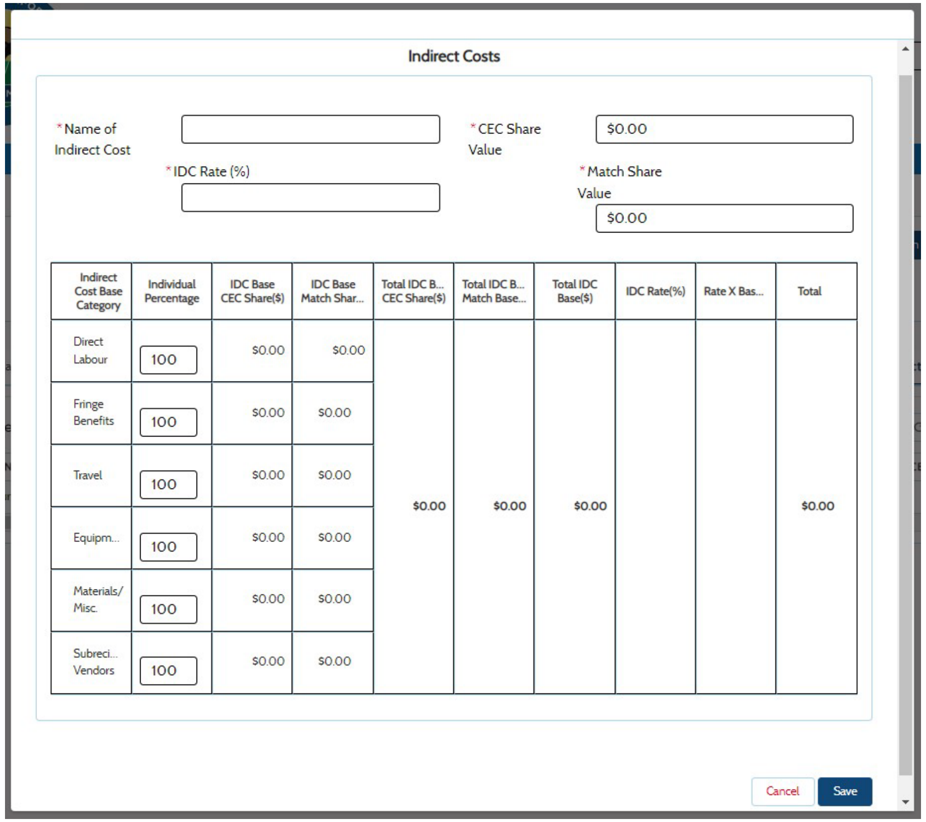




Budget Category – Indirect Costs (optional)

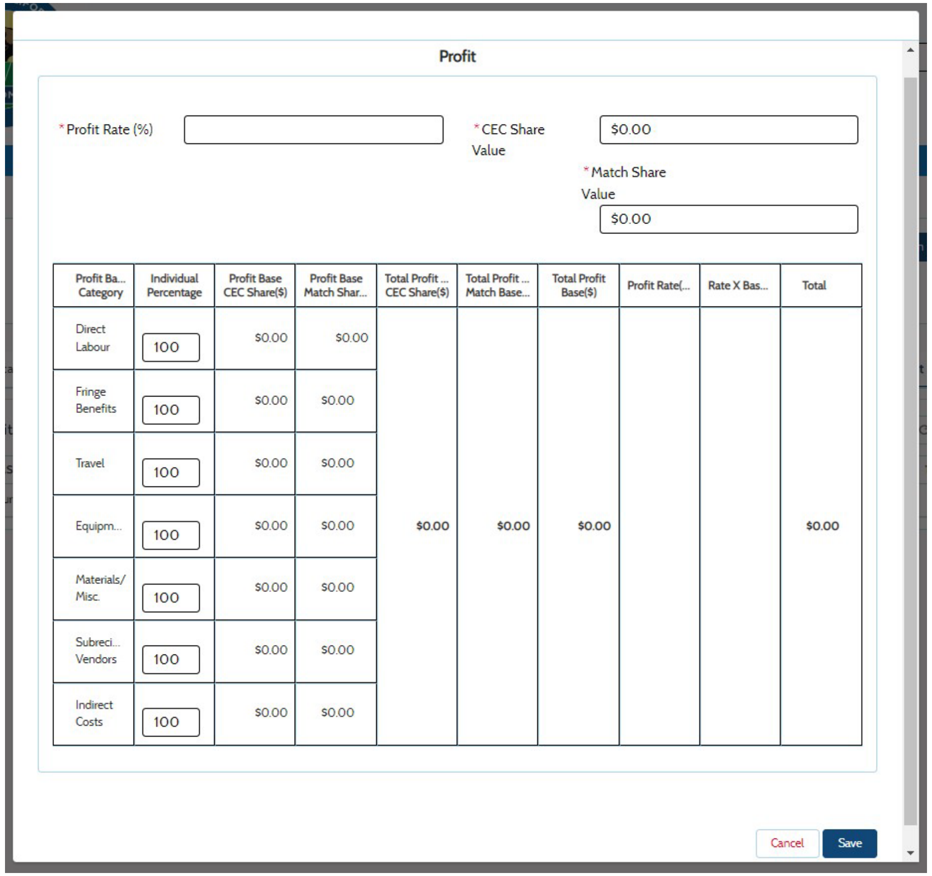
- This screen allows you to enter indirect cost expenses.
- Clicking the New button will bring up fields to enter indirect cost expense information.
- You must enter values in the Name of Indirect Cost, IDC Rate, CEC Share Value, and Match Share Value fields in order to save the entry.





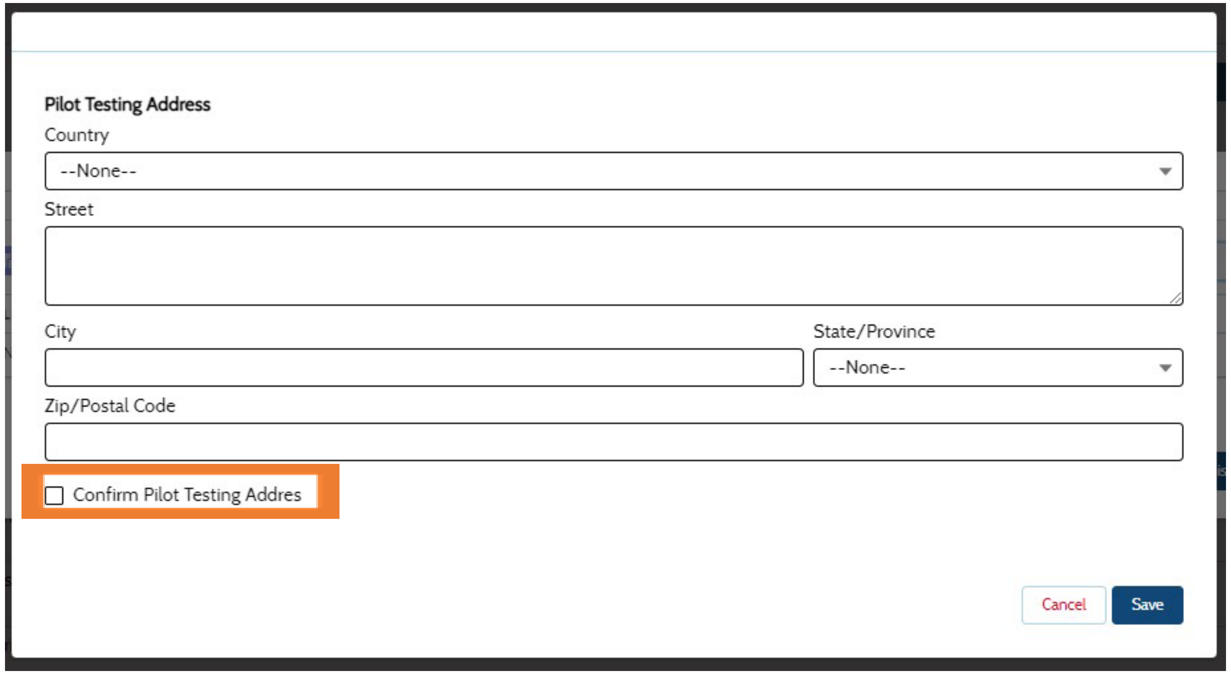
Budget Category – Profit (optional)

- 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.



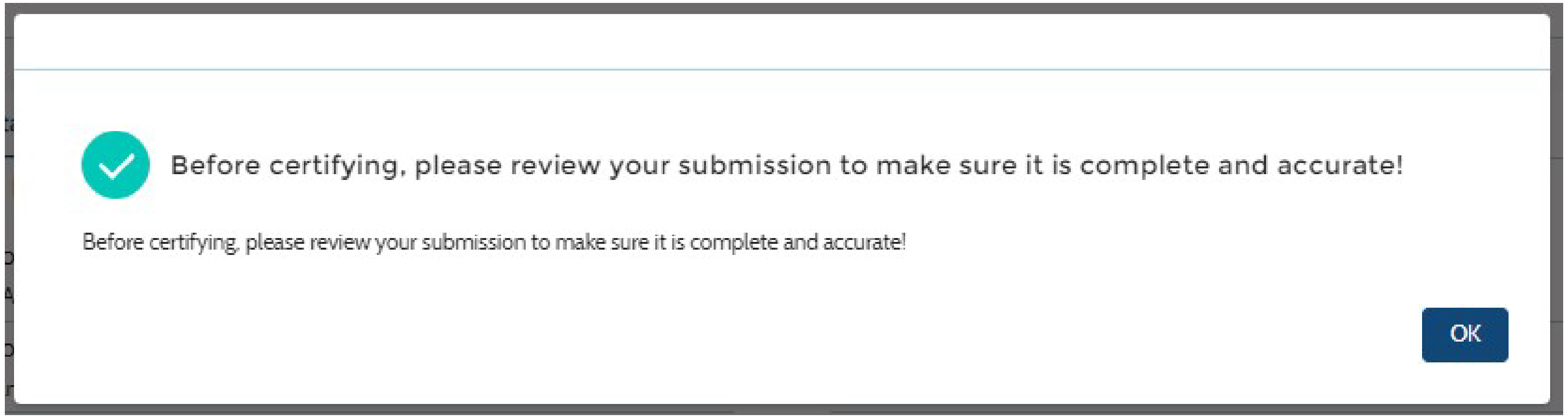
Pilot testing/Demonstration/Deployment Site

- 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.



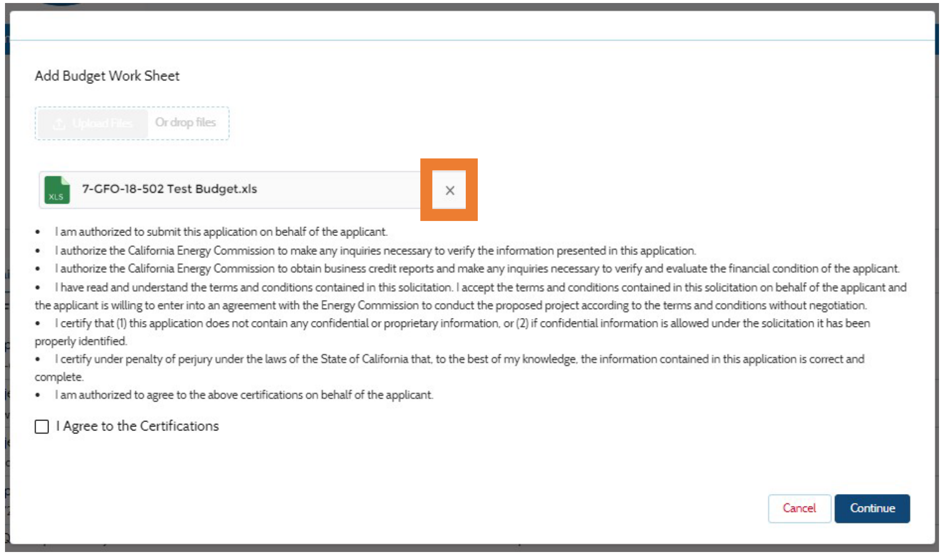
Submit Application - Review Your Submission

- 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.



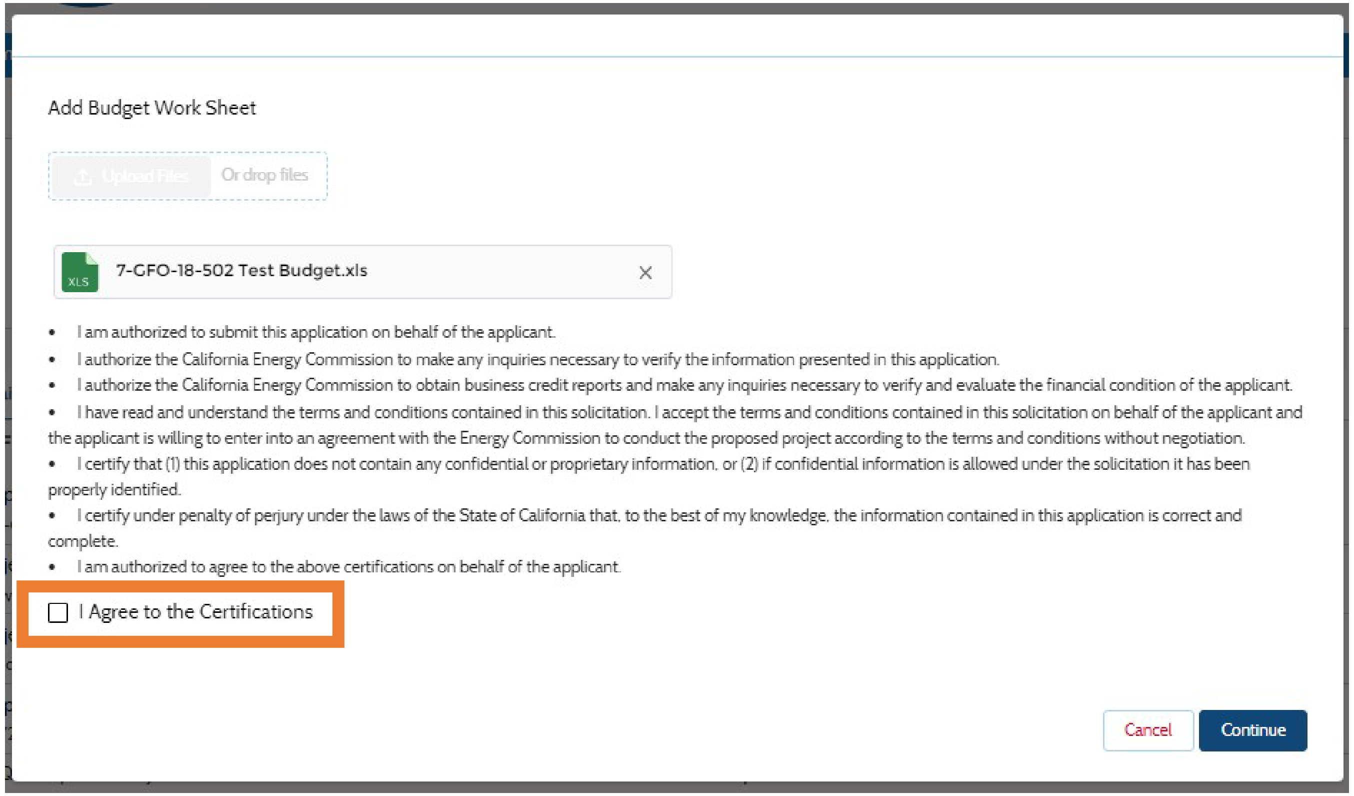
Submit Application - Budget Worksheet Upload

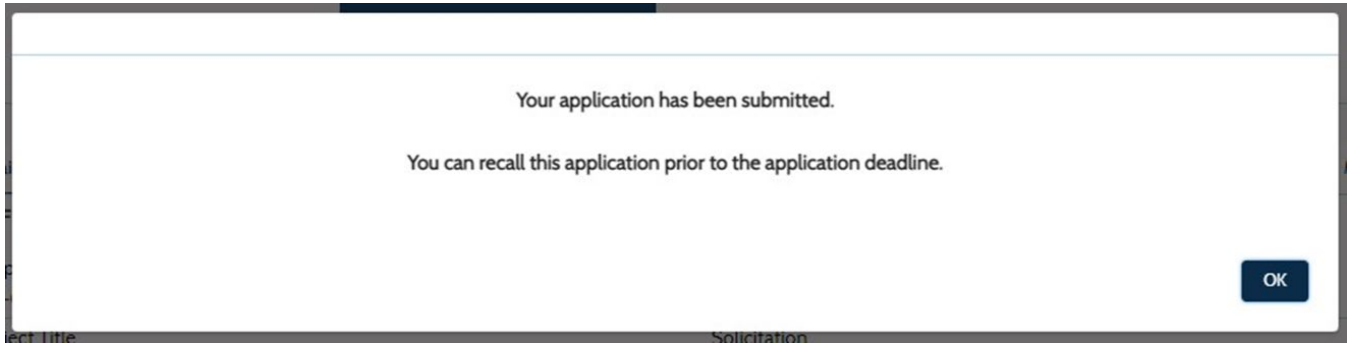
- If you have not already done so at the Attachments screen, you can upload completed Excel Proposal Budget Work Sheets (for Prime Applicant if not entered into ECAMS, and for all Major Subs) using the **Upload Files** or **drop files** options
- The Budget Work Sheet file will be listed after uploading.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



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.





Review Submission

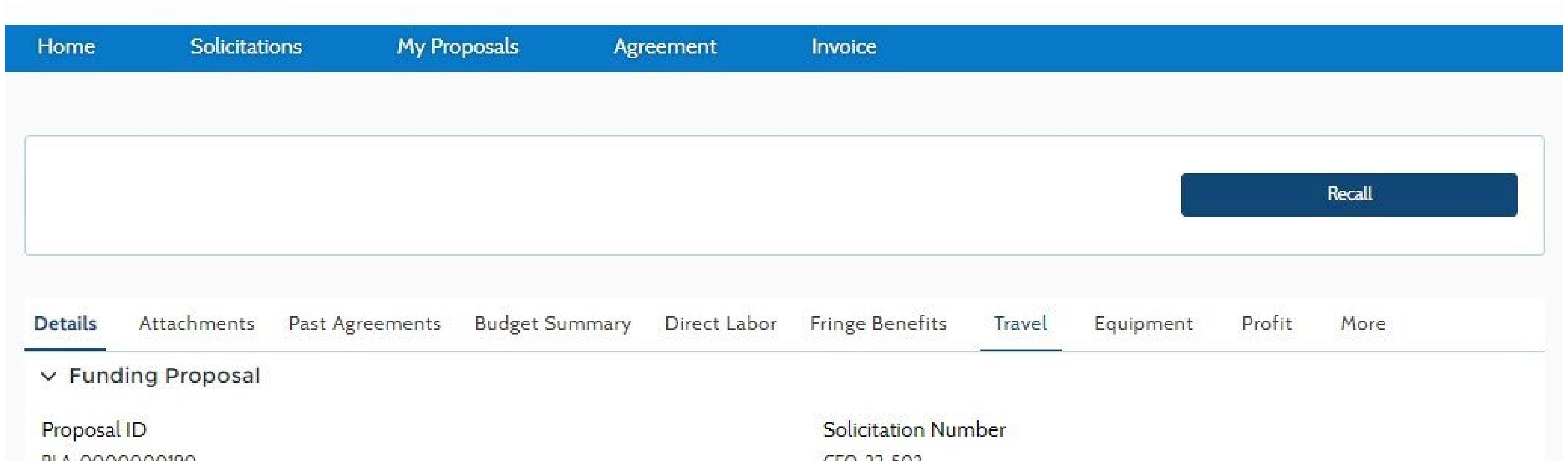
The Energy Commission STRONGLY RECOMMENDS that each Applicant carefully review their application both before and after submission.

- 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.

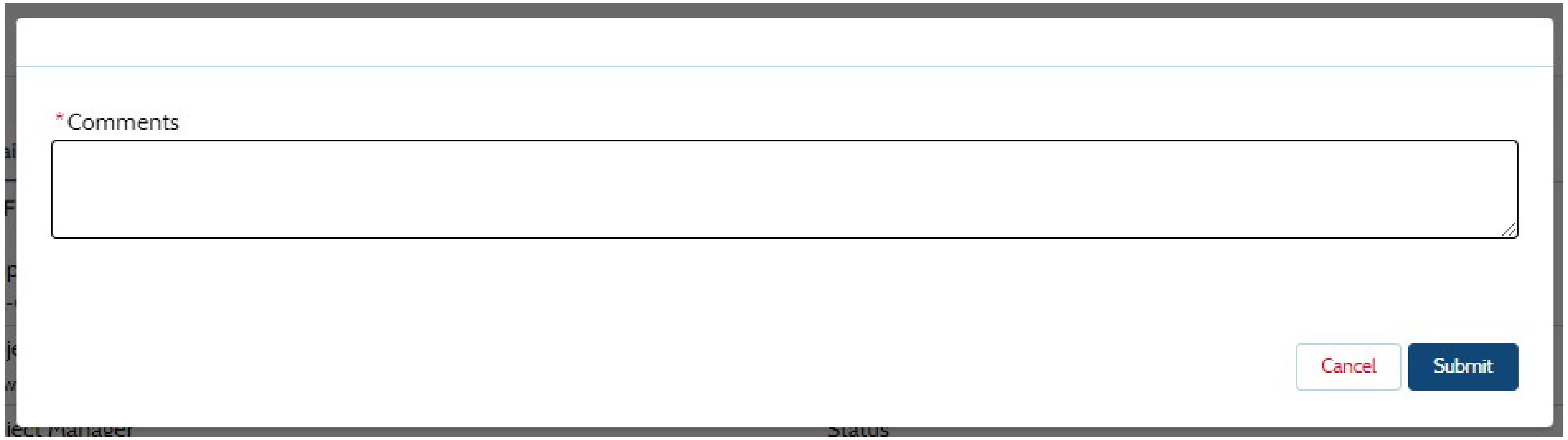
Note: Recalling the submitted application does not delete the application's information. Recall does remove the application from consideration for this solicitation until it is resubmitted. Resubmission <u>must</u> happen by the solicitation's submission deadline.



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 <u>must</u> happen by the solicitation's submission deadline.



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