

CALIFORNIA ENERGY COMMISSION

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SACRAMENTO, CA 95814-5512
www.energy.ca.gov



November 1, 2013

TO: INTERESTED PARTIES

**SUBJECT: Program Opportunity Notice (PON-13-603)
Addendum #5
Alternative Fuel Readiness Plans**

NOTICE IS HEREBY GIVEN THAT THE ABOVE PON IS AMENDED AS FOLLOWS:

- 1. PON-13-603, Section II, Eligibility Requirements, Eligible Projects, Page 6, is hereby amended as follows:**

Grants will be awarded for the development of Plans which must include all of the following activities:

- Analyze existing and potential incentives for increased usage of alternative fuels.
- Identify challenges and sharing best practices for planning, permitting, deployment, maintenance, and inspection of AFI.
- Develop or make use of existing training materials or classes for fleet operators, planners, first responders, and decision-makers regarding AFI ~~development if no training materials are available~~ **alternative fuels identified by the Plan. Describe how the materials or classes will support the use of alternative fuels and alternative fuel vehicles.**
- Develop strategies and best practices to increase procurement ~~and commercialization of~~ alternative fuels, **and describe ways to evaluate implementation of potential strategies and how the best practices information will be available to the public.**
- Develop marketing analysis, materials, and outreach strategies that communicate the benefits of alternative fuel usage to targeted groups such as fleet owners/operators.
- Develop strategies to assist alternative fuel wholesalers/retailers, with the intent of increasing the availability and/or reducing the cost of alternative fuels.

The applicant must include a description of each activity, how the activity will be accomplished, how the activity will support the use of alternative fuels and alternative fuel vehicles, and planned methodologies to evaluate strategies and determine best practices.

To address the issues of diverse stakeholders associated with alternative fuel development and usage, the eligible public entity is encouraged to partner with applicable stakeholders to obtain input and feedback for the Applicant during the development of the Plans.

All Applications must demonstrate that the proposed project can be completed within 24 months from the agreement execution.

2. PON-13-603, Section II, Eligibility Requirements, Match Funding Requirements, Page 7, is hereby amended as follows:

To be eligible, Applications must include a **minimum 20 percent match share** ~~from non-California state agency sources.~~ **Funds from the Energy Commission (e.g., awards from other Commission programs) cannot count towards the match share requirement.** For example, a project receiving a grant of \$80,000 funded by the Energy Commission grant must include a minimum match of \$16,000 from ~~non-state sources~~ **that do not include any grant or contract funds from the California Energy Commission.**

“Match funding” or “match share” means cash or in-kind (non-cash) contributions provided by the Applicant/Recipient, subcontractors, or other parties that will be used in performance of the proposed project. Match share percentage is calculated by dividing the total match share contributions by the total allowable project cost. “Total allowable project cost” is the sum of the Energy Commission’s reimbursable share and Recipient’s match share of the project costs. Refer to Attachment 9 ARFVT Program Terms and Conditions (Exhibit C) for match share requirements in addition to the following:

1. All match share expenditures must conform to the requirements in the terms and conditions of the solicitation and the resulting grant agreement. Recipients will be required to document and verify all match share expenditures, and provide a synopsis of project progress in the monthly progress reports and invoices to the Energy Commission after grant execution.
2. Applicants must disclose the source and provide verification and documentation for the match share funding.
3. Match share funding may be in the form of cash and/or in-kind contributions such as donated labor hours, equipment, facilities, and property. Equipment, facilities (e.g., laboratory space), and most property may count as match funds as long as the value of the contribution is based on documented market values or book values, prorated for its value to the project, and depreciated or amortized over the term of the project using standard accounting principles.
4. **Other grants or contracts** ~~Funding from other non-state government agencies~~ **the California Energy Commission** may **cannot** be used as match share.
5. Recipients are allowed to incur match share expenditures only after the Energy Commission notifies the Applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). Match expenditures incurred prior to the full execution of a funding agreement are at the Applicant’s own risk. The Energy Commission is not liable for Applicant’s incurred match share costs if the grant is not approved, if approval is delayed, or if the match share expenditure is not allowable under the terms and conditions of the grant or applicable federal cost principles incorporated by reference into the agreement.

3. PON-13-603, Section III, Application Format, Required Documents, and Delivery, Required Documents, D. Project Narrative, pages 11 and 12, is hereby amended as follows:

D. Project Narrative: The project narrative must include a description of the proposed project and the eligible public entity authorized to accept and administer the award.

The Project Narrative also must:

- Provide a description of the project region, goals and objectives, and the need for the Plan.
- Provide a clear statement of project's purpose, scope of work, and products/outcomes.
- Provide a detailed discussion of each of the Screening criteria. Applications must respond directly to each Screening criterion, with the headings as titled in Section IV, and provide sufficient detail so the Evaluation Screening Team will be able to evaluate the Application against each of the Screening criteria.
- Describe project collaboration and coordination with applicable stakeholders. **The applicant must describe the potential project team and their affiliation(s), the anticipated roles and responsibilities of each potential team member or affiliate, and opportunities to engage stakeholders through surveys or other outreach methods.**
- Provide budget information, including source(s) of match funding which must be a minimum of 20 percent of the total grant award.
- Include a discussion on previous or current alternative fuel readiness efforts.
- Include a discussion on any other significant factors that could enhance the value of the proposed project.

4. PON-13-603, Section IV, Evaluation Process and Screening Criteria, Administrative Screening and Criteria, Page 17, Table 4 – Administrative Screening Criteria is hereby amended as follows:

Table 4 – Administrative Screening Criteria

	Application <u>must</u> pass the following for further consideration if:	Solicitation Section	Pass/Fail
1	The application is received by the Energy Commission's Grants and Loans Office by the due date and time specified in Table 1.	I	
2	The Application Form is complete, and is signed by the Applicant.	Attachment I	
3	The Match funding is at least 20 percent of the total grant award and is from non-state sources <u>does not include any grant or contract funding from the California Energy Commission.</u>	III	
4	The application is prepared in the mandatory format described.	III	

5	The budget forms are filled out completely.	III	
6	The Application does not contain confidential information.	V	
7	The Applicant agrees to the Terms and Conditions, to the Special Terms and Conditions, and to meet all requirements of the solicitation by signing the Application Form and not including any statement in the Application that acceptance is based on modifications to those terms and conditions or separate terms and conditions.	Exhibit C Exhibit D	

5. PON-13-603, questions and answers document is hereby added as follows:

Questions and Answers
 Alternative Fuel Readiness Plans
 PON-13-603

November 1, 2013

Eligibility	
Q1	The City of Davis is considering a partnership proposal with UC Davis in response to PON-13-603. Are campus funds generated locally by the UC Davis Transportation and Parking Services through the sale of parking permits eligible as non-state matching funds? Will a proposal with a preferred local match funding strategy with an equal contribution from the City and the UC Davis Transportation and Parking Services <u>and</u> an alternate local matching fund only from the City be considered un-responsive in the Administrative Screening Criteria? In other words, would an either/or local match funding strategy be acceptable as long as one was clearly an eligible match?
A1	Only funds from the Energy Commission (e.g., awards from other Commission programs) cannot count towards the match share requirement. Please refer to the section, Match Funding Requirements, in Addendum 5.
Q2	The California Center for Sustainable Energy is working with the San Joaquin Valley Air Pollution Control District as a partner on their proposal under the 13-603 solicitation. Given that it is a first come first served process we were wondering if there is any way to see real time fund availability for this solicitation. I know that the Energy Commission will be issuing NOPA's but is there any way to see how many proposals are pending approval (submitted but not yet awarded) and the corresponding amount?
	The District's proposal is likely to require board approval which is predetermined by their meeting calendar so wanted to know if there was any way to know exactly how much funding remains before we go through the board approval process.
A2	Since applications are funded on a first-come, first-served basis, potential applicants are encouraged to submit applications as quickly as possible. Once the solicitation has been fully subscribed, the Energy Commission will notify stakeholders that the solicitation is closed.
	Public agencies that receive funding under this solicitation must provide an authorizing resolution approved by their governing authority to enter into an

	Agreement with the Energy Commission and designating an authorized representative to sign (page 22 of PON-13-603).
Application	
Q1	In the Scope of Work there is a task for data collection and analysis. Because this project is a plan and no data collection will be done, is this task required to submit an application?
A1	Attachment 2, Exhibit A, "Scope of Work", includes an example of a discretionary Technical Task for data collection and analysis. The task for data collection and analysis is not required.
Q2	I am seeking clarification regarding solicitation Section III, "Required Documents" Element G.9. (Page 12 of 22), which reads: "The Budget must NOT include any profit from the proposed project, either as a reimbursed item or as match share. Please review the Grant Terms and Conditions for additional restrictions and requirements." Am I correct to assume that an eligible public entity can include a private sector organization as a subcontractor, however, the private sector organization / subcontractor cannot be paid a fee/profit for any work completed under this PON? Is that a correct interpretation of the budget requirements under this PON?
A2	The applicant (referred to as "Prime" on the budget sheets) shall not include a category for profit or bill for profit in an Energy Commission grant (please refer to Attachment-05-Budget_Forms_9-03-2013.xls). Subcontractors (private sector organizations or others) may charge profit and this may be incorporated in the application. The Prime may use their bidding/contracting process to determine if the profit charged by a subcontractor is reasonable.

6. Corrected Notice of No Award (NONA) posted on October 17th, 2013 proposal number 1 withdrawn, not disqualified and proposal number 4 disqualified, not withdrawn.

Except as herein amended, all other documents related to PON-13-603 remain the same.

Sincerely,

Sandra Cushman

Sandra Cushman
 Commission Agreement Officer