



Electric Program Investment Charge Program

How to Apply for EPIC Grant Funding Opportunities

December 3, 2015

Energy Research and Development Division
California Energy Commission



Commitment to Diversity

The Energy Commission adopted a resolution strengthening its commitment to diversity in our funding programs. We continue to encourage disadvantaged and underrepresented businesses and communities to engage in and benefit from our many programs.

To meet this commitment, Energy Commission staff conducts outreach efforts and activities to:

- Engage with disadvantaged and underrepresented groups throughout the state.
- Notify potential new applicants about the Energy Commission's funding opportunities.
- Assist applicants in understanding how to apply for funding from the Energy Commission's programs.
- Survey participants to measure progress in diversity outreach efforts.

Diversity survey online link: <https://www.surveymonkey.com/r/CEC-11-18-2015>



Objective

Assist potential applicants in understanding how to find and apply for EPIC grant funding from the California Energy Commission.



NOTE: While there will be some contract funding opportunities under EPIC, the majority of funding opportunities will be through grant awards.



Benefits to IOU Ratepayers

EPIC projects must provide benefits to California IOU electricity ratepayers for:

- Pacific Gas and Electric Co. (PG&E)
- San Diego Gas and Electric Co. (SDG&E)
- Southern California Edison Co. (SCE)

The primary benefits defined are:

- Promote greater reliability
- Lower costs
- Increase safety

The Energy Commission's investment of EPIC funds will:

- Maximize ratepayer benefits
- Advance clean energy technologies and approaches
- Overcome barriers to achieving the State's clean energy goals



Public Engagement Process

The Energy Commission is committed to a transparent and public process in its administration of the EPIC Program. Staff will hold periodic public meetings to:

- Provide input on the implementation of EPIC investment plans
- Identify synergies with other projects
- Solicit end-user needs and paths to market opportunities
- Share program results

Interested parties can participate by:

- Attending and providing feedback at public workshops
- Submitting written comments by the posted deadlines, for consideration during the development stages of investment plans
- Applying for EPIC funding opportunities
- Joining LinkedIn groups specific to solicitations



How do I learn more about EPIC?

Visit our EPIC website to learn more about the EPIC Program and activities conducted through the Energy Commission, including:

- Program Overview
- Workshop Notices and Documents
- Reports
- Upcoming Events
- CPUC Proceedings
- Contact Information
- Information for Bidders, Recipients, and Contractors
- Current and Upcoming Solicitations



The EPIC home page is located at: <http://www.energy.ca.gov/research/epic/>



How do I find out about EPIC solicitations?

Visit the Energy Commission's EPIC website

To find out information about EPIC solicitations that are currently available, visit our EPIC website at: <http://www.energy.ca.gov/contracts/epic.html>.

Network with others to form project teams, Join LinkedIn GFO subgroup, browse the list of subgroups available. bit.ly/CalEnergyNetwork

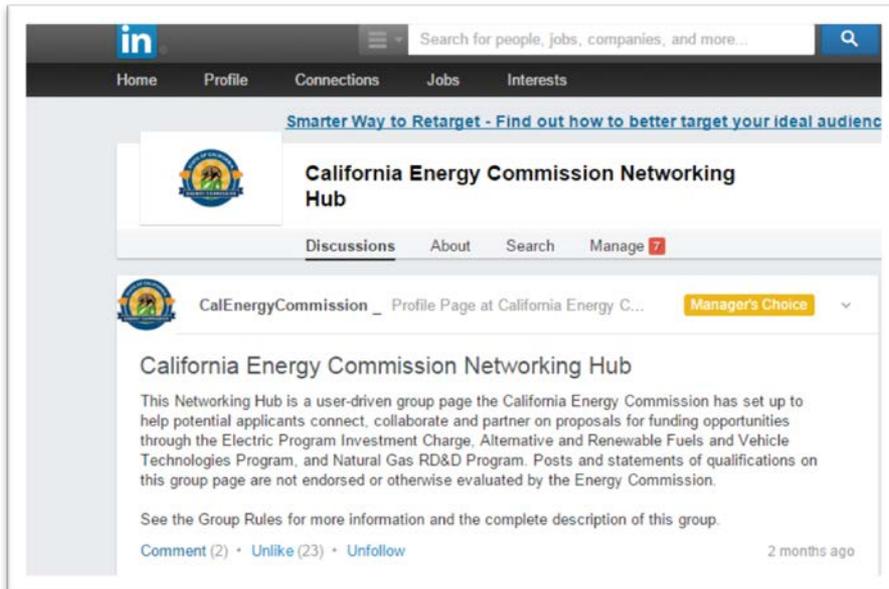
Subscribe to the following ListServers

To receive emails regarding activities and funding opportunities for the EPIC Program, you can subscribe to the EPIC ListServer at:
<http://www.energy.ca.gov/contracts/epic.html#anticipated>

Subscribing to the Opportunity ListServer will provide email notifications about all Energy Commission funding opportunities at:
<http://www.energy.ca.gov/contracts/>.



Connect With Us





How do I subscribe to receive email notifications about funding opportunities?

Subscribing is a two-step process:

1. Sign up for the list you wish to receive notifications for, including your email address, and hit send.
2. Complete the subscription process by opening the email sent by the Energy Commission, and clicking on the link as directed to confirm the request.





What is the general solicitation process timeline? Application Development

Activity	Estimate Timeline
Solicitation Release <ul style="list-style-type: none">•Solicitation materials available on website•Email ListServers are notified	Day 1
Pre-Application Workshop <ul style="list-style-type: none">•Chance to ask clarifying questions verbally•Opportunity to network with other interested applicants to form project teams•Deadline to submit written questions	2 weeks after the solicitation is released
Post Questions and Answers (Q&A) and Solicitation Addendum (if any)	1-2 weeks after Pre-Application Workshop
Application Due Date	6-8 weeks after solicitation is released



What is the general solicitation process timeline? *Evaluation and Award*

Activity	Estimate Timeline
Screening and Scoring <ul style="list-style-type: none">• Energy Commission Agreement Officer and Evaluation Committee review of administrative requirements• Eligible applications are scored by the Evaluation Committee• Clarification interviews are held if necessary• Applications are ranked by score• Top ranked applications are recommended for funding based on the amount available in the solicitation	2-4 months after the solicitation is released
Notice of Proposed Award (NOPA) Posting Date	4 months after the solicitation is released



What is the general solicitation process timeline? *Agreement Development and Execution*

Activity	Estimate Timeline
Agreement Development and Review <ul style="list-style-type: none">• Energy Commission staff prepare and finalize agreement documents• Legal and Budget Review• Submit to Recipient for review and signature	3 months following the NOPA posting date
Business Meeting Date	3 months after the NOPA is posted
Agreement Start Date	9-10 months after solicitation is released

NOTE: The timeline shown may change, depending on the number of applications received and other factors impacting the review and approval process.



How is the solicitation information released?

Solicitation is Released to the Public

- Solicitation materials, such as the Grant Funding Opportunity notice are made available on the EPIC website:

<http://www.energy.ca.gov/contracts/epic.html>

- An email notification is sent to the subscribers on the EPIC and Opportunity ListServers:

<http://www.energy.ca.gov/contracts/epic.html#anticipated>

All questions relating to a solicitation must be directed to the Energy Commission Agreement Officer identified in the solicitation materials.



What will I learn at the pre-bid workshop?

Potential applicants should attend the pre-bid workshop in-person or participate through WebEx or the phone-in option, on the date and time specified in the solicitation.

This workshop allows interested parties to:

- Receive an overview of the solicitation's purpose and requirements
- Ask clarifying questions at the pre-bid workshop
- Network with others to form project teams, sign up to be included on the LinkedIn subgroup for each solicitation.

bit.ly/CalEnergyNetwork



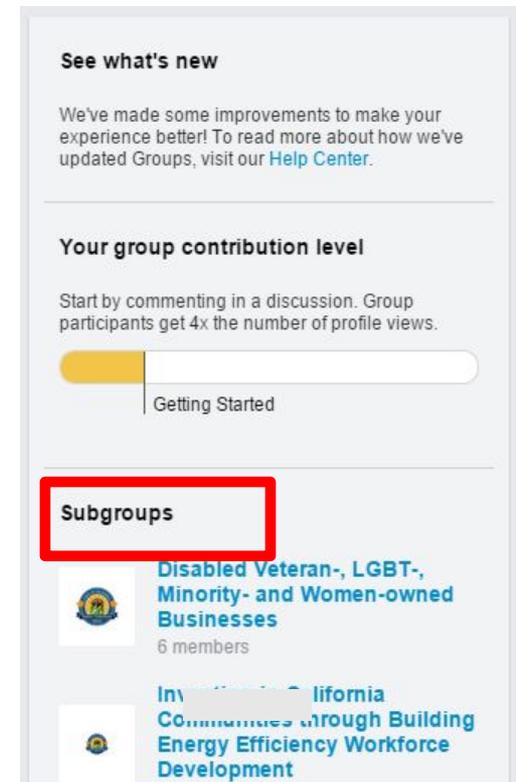
Find Partners via LinkedIn

The Energy Commission has created a user-driven LinkedIn group page to help potential applicants connect, collaborate and partner on proposals for funding opportunities.

Participants can join the “California Energy Commission Networking Hub” by:

- Searching for the “California Energy Commission Networking Hub” group; or
- Entering this link into your browser:
(bit.ly/CalEnergyNetwork)

Once there, find and join the desired solicitation subgroup.





How much funding is available?

- The CPUC approved a total program funding amount of \$162 million per year. The Energy Commission will administer approximately \$120 million per year for Fiscal Years 2015-17.
- The total amount of Energy Commission EPIC funding available for awards will be specified in the individual solicitation materials.
- A minimum and maximum funding amount for each project may be applied.



What are match funds? Are they required?

Match funding is when other entities provide funding to share in the total cost of the specific project in which they are applying for.

- Match funding is **required** only for Technology Demonstration and Deployment projects.
 - Minimum 20% of the requested project funds.
 - Applicants that provide more than the minimum may receive additional points during the scoring phase.
- Match funding may be **optional** for Applied Research and Development projects and Market Facilitation projects.
 - Applicants that provide more than the minimum may receive additional points during the scoring phase.



Who is eligible to apply?

Documents for each solicitation will:

- Specify applicant eligibility requirements.
- Include terms and conditions that set forth the recipient's rights and responsibilities.

Failure to agree to the terms and conditions will result in disqualification of the application. To review terms and conditions, go to: <http://www.energy.ca.gov/research/contractors.html>.

All businesses must:

- Register with the California Secretary of State.
- Be in good standing in order to enter into an agreement with the Energy Commission.

For information and registration, go to: <http://www.sos.ca.gov>.



What types of projects are eligible for funding?

EPIC projects must fall within at least one of the following program areas identified by the CPUC:

- Applied Research and Development
- Technology Demonstration and Deployment
- Market Facilitation

Projects must also fall within one or more of the strategic objectives and funding initiatives identified in the Energy Commission's EPIC Investment Plan.

Review the EPIC Investment Plan for descriptions of program areas, strategic objectives, and funding initiatives at:

<http://www.energy.ca.gov/2014publications/CEC-500-2014-038/>

The solicitation materials will specify the focus of eligible projects for each solicitation.



What types of projects are eligible for funding? Continued

All EPIC-funded projects must have the potential to:

- Benefit IOU electric ratepayers by providing greater reliability, lower costs, and/or increased safety.
 - Examples of energy and cost savings include quantitative benefits and qualitative or intangible benefits.
- Lead to technological advancement and breakthroughs to overcome the barriers that prevent the achievement of the state's energy goals.

Applicants must describe how the project will meet these requirements by completing the “Project Narrative” attachment and the “Goals and Objectives” section of the Scope of Work



What types of projects are eligible for funding? Continued

- All Applied Research and Technology Demonstration and Deployment projects must be at the pre-commercial stage:
 - Pre-commercial technologies are new technologies or enhancements of existing technologies that are not commercially available in California.
- Technology Demonstration and Deployment projects must provide a plan for measuring, verifying, and quantifying project benefits
 - Applicants must include a Measurement and Verification Plan in the “Project Narrative” section of the application.
- Market Facilitation projects focus on overcoming non-technical barriers to accelerate the commercial viability of high priority technologies and strategies



What are the common application elements?

Applications must be submitted in the format and order specified in the solicitation materials. Specific requirements may vary for each solicitation.

Examples of Required Submittals - Application will be rejected if it fails to comply with the requirements specified in the solicitation materials or if any of the following are missing or incomplete:

- Application Form (must be signed by an authoritative representative)
- Executive Summary
- Fact Sheet
- Project Narrative (addresses scoring and screening criteria item by item)
- Project Team Form/Resumes
- Scope of Work
- Schedule of Products and Due Dates
- Budget
- CEQA Compliance Form
- Reference and Work Product Form
- Contact List
- Commitment and Support Letters



What is a typical application format?

Applicants should refer to the “Application Organization and Submission Instructions” section in the solicitation materials to ensure they adhere to the formatting requirements. This typically includes:

- Font Size
- Margins
- Spacing
- Page numbering
- Labeling
- Binding
- File Format (MS Word and MS Excel)
- File Storage (electronic files on CD-ROM or USB memory stick)
- Page Limits
- Number of Copies of the Application

Applications that do not follow the required formatting may be rejected



How do I apply to the solicitation?

- Obtain Solicitation Materials:
 - Go to Energy Commission's funding website to obtain solicitation information and the application: <http://www.energy.ca.gov/contracts/>.
 - Make sure you meet applicant and project eligibility requirements.
 - Review any addenda to make sure you have the latest information on the solicitation.
 - Review EPIC grant terms and conditions.
- Complete Application:
 - Ensure that all solicitation requirements are met.
 - Ensure that all required documents are in the specified format and order.
 - Ensure that all responses are complete.
 - Ensure that the application is signed by an authorized representative.
- Submit Application:
 - Ensure that the application is received by the Energy Commission's Contracts, Grants, and Loans Office by the date and time specified in the solicitation.



How do I submit my application?

- The cover of the original and all copies of the application must be correctly labeled with the solicitation number and include the title of the application and the applicant's name.
- A complete hard copy package of the application and required number of copies must be delivered to the Energy Commission's Contracts, Grants, and Loans Office in a sealed package by the due date and time specified in the solicitation.
 - Deliver in person, by U.S. mail, or courier service.
 - Postmark dates of mailing, e-mail, and facsimile (FAX) transmissions are not acceptable under any circumstances.
 - Avoid potential late delivery or loss of applications by submitting them 1-2 days before the due date.



Can my application be rejected?

An application may be rejected by the Energy Commission for the following reasons:

- The application is intended to mislead the State in its evaluation, or contains false or misleading statements.
- The application does not comply with the solicitation requirements.
- The application contains confidential information.
- The Applicant is not in compliance with royalty provisions from previous Energy Commission awards.
- The Applicant has received unsatisfactory evaluations from the Energy Commission or another California state agency.
- The Applicant has not demonstrated financial capability to complete the project.
- The applicant fails to meet CEQA compliance within sufficient time for the Energy Commission to meet its encumbrance deadline, as the Energy Commission in its sole and absolute discretion may determine.

For a complete list of reasons for rejections, read the specific solicitation sections on **Grounds for Rejection** and **Application Screening in the materials posted for each solicitation.**



CEQA Compliance

- Time is of the essence
- Funds available typically must be encumbered within specific timeframes.
- If the Energy Commission determines that the CEQA review associated with the proposed project would not be completed prior to the encumbrance deadline, the Energy Commission may cancel a proposed award, and award funds to the next highest scoring applicant.
- For more information:
http://www.energy.ca.gov/altfuels/notices/2015-08-13-14_workshop/2015-08-24_CEQA_Presentation.pdf



How will my application be evaluated?

One-Phase Evaluation Process

Stage One: Application Screening

- Application Screening Criteria

Stage Two: Application Scoring

- Technical Scoring Criteria
- Optional Clarification Interviews
- Rank Applications According to Score



What is the Stage One screening?

Application Screening Process

1. Energy Commission staff screens applications per criteria in the solicitation for Stage 1.
2. Criteria are evaluated on a pass/fail basis.
 - Applicants that do not pass all screening criteria will be disqualified.

Reasons for Failing Stage One:

- Application not submitted by the specified due date and time.
- Application not signed.
- Applicant did not address at least one of the eligible funding areas.
- Requested funding is outside of the specified minimum/maximum range.
- Application does not follow specified format.
- Applicant did not discuss the minimum match funding requirement.
- Project completion date is beyond the specified agreement end date.
- Proposal contains confidential material.
- Applicant has indicated that it will not accept the terms and conditions.
- Application is incomplete.



What is Important?

Scoring Criteria	The Question to Answer
1. Technical Merit and Need	Why should your project be funded?
2. Technical Approach	How you're going to do what you're going to do?
3. Team Qualifications, Capabilities & Resources	Who is going to make this project happen, and what resources are available to make it happen?
4. Previous Work Products	Have you have done related work, and was it good?
5. Budget and Cost-Effectiveness	Are you spending money wisely?
6. EPIC Funds Spent in California	This is a direct calculation based on forms in the budget.
7. Average Loaded Hourly Rate (Cost Points)	This is a direct calculation based on forms in the budget.
8. Match Funding	Does project meet minimum requirements?



How do I get notified of the solicitation results?

- The Energy Commission Agreement Officer notifies all applicants of the results of the solicitation and provides them with a copy of the NOPA which includes:
 - Total proposed funding amount
 - Rank order of applicants
 - Amount of each proposed award
- The Agreement Officer mails notification letters to applicants informing them of the results of the solicitation and attaches the NOPA as well as the scoring matrix.
- NOPAs are also posted on the Energy Commission's Funding webpage at: <http://www.energy.ca.gov/contracts>.



How do I get notified of the solicitation results?

A NOPA is posted on the Energy Commission's funding webpage at: <http://www.energy.ca.gov/contracts>.

Example NOPA

Applicant	Funds Requested	Funds Awarded	Score	Status
A	\$1,500,000	\$1,500,000	80	Awardee
B	\$2,000,000	\$2,000,000	75	Awardee
C	\$750,000	\$0	70	Finalist
D	\$1,000,000	\$0		Did not pass
E	\$1,000,000	\$0		Disqualified Stage 1
	Total Awards	\$3,500,000		



Who can I talk to if I did not receive an award?

Debriefing applicants:

- Participating applicants may request a debriefing after the NOPA is released by contacting the Energy Commission Agreement Officer.
 - A debriefing request must be received no later than 30 calendar days after the NOPA is released.
- The purpose of a debriefing is to provide the applicant with information on the strengths and weaknesses of its application in an informal meeting.
- No other applications may be discussed at the debriefing.



What happens to my application?

On the NOPA posting date, all applications and related materials submitted in response to this solicitation will become property of the State and public records.



General tips

When deciding whether or not to apply, potential applicants should consider the following:

- Are you an eligible applicant?
- Do any of your team members or subcontractors have any potential conflicts of interest?
- Does your project address one of the project groups in the solicitation?
- Can your project be completed by the agreement end date specified in the solicitation?
- Are funding levels appropriate for your project?
- Are you providing the minimum match funding required? If so, does the commitment letter contain all required justifications?



General tips continued

When developing an application, ensure that you:

- Read the solicitation materials and workshop Q&As thoroughly.
- Review the “Application Organization and Content” section and include all required information, forms, and attachments.
- Review the application format requirements.
- Review the screening criteria to ensure that all requirements specified in the solicitation materials have been met.
- Review the scoring criteria and address each with a complete response within the project narrative, unless otherwise indicated.
- Prepare a detailed scope of work, required tasks cannot be modified.
- Provide a reasonable budget that aligns with the project.
- Include all calculations, assumptions, and supporting documentation.
- Provide specific, concise, and complete responses.
- Do not submit confidential information in the application.



Websites for More Information

- Energy Commission's EPIC Program Website:
<http://www.energy.ca.gov/research/epic>
- List of upcoming solicitations for the Energy Commission's EPIC Program:
<http://www.energy.ca.gov/contracts/epic.html#anticipated>
- List of all Energy Commission funding opportunities:
<http://www.energy.ca.gov/contracts/>
- Join LinkedIn GFO subgroup, and browse the list of subgroups available. bit.ly/CalEnergyNetwork
- California Secretary of State website for information on registered businesses: <http://www.sos.ca.gov>
- CEQA information:
http://www.energy.ca.gov/altfuels/notices/2015-08-13-14_workshop/2015-08-24_CEQA_Presentation.pdf



Questions and Public Comment Period



A copy of the webinar will be made available on the EPIC Website.



Thank You!

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For additional information, please contact Rachel Salazar at: Rachel.Salazar@energy.ca.gov