**GRANT FUNDING OPPORTUNITY**

**Clean Transportation Program**

**Reliable, Equitable, and Accessible Charging for Multi-family Housing 2.0 (REACH 2.0)**



**Addendum 1**

GFO-22-614

[Solicitation Information](https://www.energy.ca.gov/funding-opportunities/solicitations)

<https://www.energy.ca.gov/funding-opportunities/solicitations>

State of California

California Energy Commission

[~~April 2023~~] **July 2023**

##### Table of Contents

[I. Introduction 1](#_Toc130371984)

[A. Purpose of Solicitation 1](#_Toc130371985)

[B. Background 1](#_Toc130371986)

[C. Commitment to Diversity 2](#_Toc130371987)

[D. Key Activities and Dates 3](#_Toc130371988)

[E. How Award Is Determined 3](#_Toc130371989)

[F. Availability of Funds 3](#_Toc130371990)

[G. Minimum and Maximum Award Amounts 3](#_Toc130371991)

[H. Maximum Number of Applications 4](#_Toc130371992)

[I. Single Applicant Cap 4](#_Toc130371993)

[J. Pre-Application Workshop 4](#_Toc130371994)

[K. Participation Through Zoom 4](#_Toc130371995)

[L. Questions 5](#_Toc130371996)

[M. Contact Information 5](#_Toc130371997)

[N. Reference Documents 6](#_Toc130371998)

[II. Eligibility Requirements 8](#_Toc130371999)

[A. Applicant Requirements 8](#_Toc130372000)

[B. Project Requirements 10](#_Toc130372001)

[C. Match Funding Requirements 18](#_Toc130372002)

[D. Unallowable Costs (Reimbursable or Match Share) 21](#_Toc130372003)

[III. Application Format, Required Documents, and Delivery 23](#_Toc130372004)

[A. Required Format for an Application 23](#_Toc130372005)

[B. Method for Delivery 23](#_Toc130372006)

[C. Page Limitations 24](#_Toc130372007)

[D. Application Content 24](#_Toc130372008)

[IV. Evaluation Process and Criteria 37](#_Toc130372009)

[A. Application Evaluation 37](#_Toc130372010)

[B. Notice of Proposed Awards 39](#_Toc130372011)

[C. Debriefings 39](#_Toc130372012)

[D. Scoring Scale 39](#_Toc130372013)

[E. Evaluation Criteria 42](#_Toc130372014)

[F. Tie Breakers 45](#_Toc130372015)

[V. Administration 46](#_Toc130372016)

[A. Definition of Key Words 46](#_Toc130372017)

[B. Cost of Developing Application 48](#_Toc130372018)

[C. Confidential Information 48](#_Toc130372019)

[D. Solicitation Cancellation and Amendments 48](#_Toc130372020)

[E. Errors 48](#_Toc130372021)

[F. Modifying or Recalling an Application 48](#_Toc130372022)

[G. Immaterial Defect 48](#_Toc130372023)

[H. Disposition of Applicant’s Documents 49](#_Toc130372024)

[I. Applicants’ Admonishment 49](#_Toc130372025)

[J. Agreement Requirements 49](#_Toc130372026)

[K. No Agreement Until Signed and Approved 50](#_Toc130372027)

|  |
| --- |
| Attachments |

1 Scope of Work Template

2 Scope of Work Instructions

3 Schedule of Products and Due Dates

4 Budget Forms

5 Contact List

6 California Environmental Quality Act (CEQA) Worksheet

7 Localized Health Impacts Information

8 Past Performance Reference Form

9 Special Terms and Conditions for California Native American Tribes

and California Tribal Organizations with Sovereign Immunity

# I. Introduction

Please note: Added language appears in **bold underline**, and deleted language appears in [~~strikethrough~~] and within square brackets.

## Purpose of Solicitation

This is a competitive grant solicitation. The California Energy Commission’s (CEC’s) Clean Transportation Program announces the availability of up to $20,000,000 in grant funds for projects that will increase electric vehicle (EV) charging access for multi-family housing (MFH) residents. The solicitation also aims to enable greater EV adoption among MFH residents. For the purpose of this solicitation, MFH is defined as residential properties with multiple dwelling units and excludes single-family dwellings (detached), duplexes, triplexes, townhomes, and mobile homes.

The purpose of this solicitation is to demonstrate replicable and scalable business and technology models for large-scale deployment of EV charging infrastructure capable of maximizing access and EV travel for MFH residents. Proposed projects must include charger installations that will benefit and be used by MFH residents within disadvantaged communities, low-income communities, or a combination of both (see Definitions of Key Words, Section V.A.), and Applicants are encouraged to pursue installations for affordable housing. Proposed projects must address the following:

* Reliable and replicable charging installations for MFH building types that have characteristics that may challenge onsite installations, such as properties with shared onsite parking, properties with assigned parking spaces for residents, or properties with limited or no onsite parking, and properties that may pose installation challenges due to size or configuration.
* Outreach to MFH residents, particularly MFH within disadvantaged communities and low-income communities, and the residents of affordable housing units, that will explain the benefits of having accessible chargers and provide relevant consumer information on charging and on EVs, including available vehicles and total cost of ownership.
* Charger installations and business models that will maximize accessibility and ease of use, and minimize EV charging costs for MFH residents, with either onsite charging or charging stations located in close proximity to MFH properties.
* Other support and maintenance services that will ensure reliability.

## Background

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program. The statute authorizes the CEC to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state’s climate change policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorized the Clean Transportation Program through January 1, 2024, and specified that the CEC allocate up to $20 million per year (or up to 20 percent of each fiscal year’s funds) in funding for hydrogen station development until at least 100 stations are operational.

The Clean Transportation Program has an annual budget of approximately $100 million and provides financial support for projects that:

* Reduce California’s use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
* Produce sustainable alternative and renewable low-carbon fuels in California.
* Expand alternative fueling infrastructure and fueling stations.
* Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
* Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
* Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
* Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

The California Budget Act of 2022 (Senate Bill (SB) 154, Skinner, Chapter 43, Statutes of 2022, as amended by AB 178, Ting, Chapter 45, Statutes of 2022 and AB 179, Ting, Chapter 249, Statutes of 2022); AB 211 (Committee on Budget, Chapter 574, Statutes of 2022); and AB 181 (Committee on Budget, Chapter 52, Statutes of 2022) provided $1.129 billion from the General Fund to support infrastructure deployments, emerging opportunities, and manufacturing projects for zero-emission light-duty and medium- and heavy-duty vehicles.

## Commitment to Diversity

The CEC is committed to ensuring that participation in its Clean Transportation Program reflects the rich and diverse characteristics of California and its people. To meet this commitment, CEC staff conducts outreach efforts and activities to:

* Ensure potential new Applicants throughout the state are aware of CEC’s Clean Transportation Program and the funding opportunities the program provides.
* Encourage greater participation by underrepresented groups including disabled veteran-, women-, minority-, and LGBT-owned businesses.
* Assist Applicants in understanding how to apply for funding from CEC’s Clean Transportation Program.

## Key Activities and Dates

Key activities including dates and times for this solicitation are presented below. An addendum will be released if the dates change for the asterisked (\*) activities. Times listed are Pacific Standard Time or Pacific Daylight Time, whichever is being observed.

| **ACTIVITY** | **ACTION DATE** |
| --- | --- |
| Solicitation Release | April 26, 2023 |
| Pre-Application Workshop\* | May 11, 2023 |
| Deadline for Written Questions **by 5:00 pm**\* | May 24, 2023 |
| Anticipated Distribution of Questions/Answers | Week of June 7, 2023 |
| Support for Application Submission in ECAMS until 5:00 p.m. | Ongoing until August [~~2~~] **16**, 2023 |
| **Deadline to Submit Applications by 11:59 p.m.\*** | **August [~~2~~] 16, 2023** |
| Anticipated Notice of Proposed Awards Posting | Week of November 13, 2023 |
| Anticipated CEC Business Meeting | March 2024 |

## How Award Is Determined

Applicants passing administrative and technical screening will compete based on evaluation criteria and will be scored and ranked based on those criteria. Unless CEC exercises any of its other rights regarding this solicitation (e.g., to cancel the solicitation or reduce funding), applications obtaining at least the minimum passing score will be recommended for funding in ranked order by Project Area as defined in Section II.B.7. Once the highest ranked project achieving at least the minimum passing score in each Project Area is recommended for funding, if funding remains available, CEC staff will propose an award to the project with the next highest overall ranking, until all funds available under this solicitation are exhausted.

If the funds available under this solicitation are insufficient to fully fund a grant proposal, CEC reserves the right to recommend partially funding that proposal. In this event, the proposed Applicant/Awardee and Commission Agreement Manager (CAM) shall meet and attempt to reach agreement on a reduced scope of work commensurate with the level of available funding.

## Availability of Funds

A total of $20,000,000 is available for awards under this solicitation. CEC, at its sole discretion, reserves the right to increase or decrease the amount of funds available under this solicitation.

## Minimum and Maximum Award Amounts

Funding eligibility will be as follows:

* All projects are eligible for up to 100 percent of the total project costs or up to $5,000,000, whichever is less. See section II.C-D for details on match share requirements. **In no case may the total grant funds and any applicable incentives exceed the total project cost**.
* There will be no minimum project award. However, projects are expected to meet the minimum [~~charger~~] **charging port** count of 100 and serve at least 100 MFH units. See section II.B.2 for details. Projects are encouraged to exceed the 100 MFH unit minimum and this may result in bonus points as described in the Evaluation Process and Criteria Section below (Section IV.F).

## Maximum Number of Applications

Applicants may submit up to two applications under this solicitation: up to one application per Project Area as specified in Section II.7. Each proposed project must be separate and distinct and adhere to all requirements contained in this solicitation.

## Single Applicant Cap

Applicants submitting multiple applications are eligible for no more than 50 percent of the total funding in this solicitation.

## Pre-Application Workshop

There will be one Pre-Application Workshop; participation in this meeting is optional but encouraged. The Pre-Application Workshop will be held remotely through Zoom at the date and time listed below. Please call the Commission Agreement Officer (CAO) listed in Section I.M. or refer to the [CEC's solicitation information website](https://www.energy.ca.gov/funding-opportunities/solicitations) at https://www.energy.ca.gov/funding-opportunities/solicitations to confirm the date and time.

**May 11, 2023**

10:00 am – 12:00 pm

Via Zoom

## Participation Through Zoom

Zoom is the CEC's online meeting service. When attending remotely, presentations will appear on your computer/laptop/mobile device screen, and audio may be heard via the device or telephone. Please be aware that the Zoom meeting will be recorded.

**Zoom Instructions:** To join this workshop, to go [Zoom](https://energy.zoom.us/j/88657298734?pwd=UVFraS9FeHA3Y2d0YmhjcldZT2U5Zz09) at <https://energy.zoom.us/j/88657298734?pwd=UVFraS9FeHA3Y2d0YmhjcldZT2U5Zz09>. You may also access the workshop by going to the [Zoom webpage](https://zoom.us/join) at https://join.zoom.us and enter the unique meeting ID and password below:

**Meeting ID:** 886 5729 8734

**Meeting Password:** REACH@10

**Topic:** GFO-22-614 Pre-Application Workshop – Reliable, Equitable, and Accessible Charging for multi-family Housing (REACH 2.0)

**Telephone Access Only:** Call (888) 853-5257 or (888) 475-4499 (toll free). When prompted, enter the unique meeting ID number above. To comment over the telephone, dial \*9 to “raise your hand” and \*6 to mute/unmute your phone line.

**Access by Mobile Device:** Download the application from the [Zoom Download Center](https://energy.zoom.us/download), https://energy.zoom.us/download.

**Technical Support:** For assistance with problems or questions about joining or attending the meeting, please call Zoom technical support at (888) 799-9666 ext. 2, or you may contact the CEC’s Public Advisor’s Office at [publicadvisor@energy.ca.gov](mailto:publicadvisor@energy.ca.gov), or (800) 822-6228.

To determine whether your computer is compatible with Zoom, visit [this website](https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux): <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>.

## Questions

During the solicitation process, for questions only related to submission of applications in the new ECAMS system, please contact [ECAMS.SalesforceSupport@energy.ca.gov](mailto:ECAMS.SalesforceSupport@energy.ca.gov). By contacting this email address, Applicants will be able to access a team of technical assistants who can answer questions about application submission. Please also see Section III for additional information about the ECAMS system.

Applicants may ask questions at the Pre-Application Workshop and may submit written questions via email to the CAO listed in the following section. However, all technical questions must be received by the deadline listed in the “Key Activities and Dates” table above. Questions received after the deadline may be answered at the CEC's discretion. Non-technical questions (e.g., questions concerning application format requirements or attachment instructions) may be submitted to the CAO at any time prior to 5:00 p.m. of the application deadline date. Similarly, questions related to submission of applications in the ECAMS system may be submitted to [ECAMS.SalesforceSupport@energy.ca.gov](mailto:ECAMS.SalesforceSupport@energy.ca.gov) at any time prior to 5:00 p.m. of the application deadline date.

Question and answer sets will be posted on [CEC’s solicitation information website](https://www.energy.ca.gov/funding-opportunities/solicitations) at https://www.energy.ca.gov/funding-opportunities/solicitations.

Any verbal communication with a CEC employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation. All communication must be directed in writing to the CAO assigned to the solicitation.

## Contact Information

Eilene Cary, Commission Agreement Officer

California Energy Commission

715 P Street, MS-1

Sacramento, California 95814

Telephone: (916) 776-0739

Email: [Eilene.Cary@energy.ca.gov](mailto:Eilene.Cary@energy.ca.gov)

## Reference Documents

Applicants responding to this solicitation may want to familiarize themselves with the following documents:

* [2022-2023 Investment Plan Update for the Clean Transportation Program](https://www.energy.ca.gov/publications/2022/2022-2023-investment-plan-update-clean-transportation-program) (CEC-600-2022-062). https://www.energy.ca.gov/publications/2022/2022-2023-investment-plan-update-clean-transportation-program-0.
* [Assembly Bill 2127 Electric Vehicle Charging Infrastructure Assessment – Analyzing Charging Needs to Support Zero-Emission Vehicles in 2030](https://www.energy.ca.gov/publications/2020/assembly-bill-2127-electric-vehicle-charging-infrastructure-assessment-analyzing) (CEC-600-2021-001-CMR) https://www.energy.ca.gov/publications/2020/assembly-bill-2127-electric-vehicle-charging-infrastructure-assessment-analyzing.
* [CalEnviroScreen](https://oehha.ca.gov/calenviroscreen). https://oehha.ca.gov/calenviroscreen.
* California Air Resources Board, [Electric Vehicle Supply Equipment (EVSE) Standards](https://ww2.arb.ca.gov/our-work/programs/electric-vehicle-supply-equipment-evse-standards). https://ww2.arb.ca.gov/our-work/programs/electric-vehicle-supply-equipment-evse-standards.
* California Department of Food and Agriculture, Division of Measurement Standards. [Zero-Emission Vehicle Projects](https://www.cdfa.ca.gov/dms/programs/zevfuels/). https://www.cdfa.ca.gov/dms/programs/zevfuels/.
* [2022 Senate Bill 1000 California Electric Vehicle Infrastructure Deployment Assessment: Drive Times to Direct-Current Fast Chargers (CEC-600-2022-059)](https://www.energy.ca.gov/publications/2022/2022-senate-bill-1000-california-electric-vehicle-infrastructure-deployment) https://www.energy.ca.gov/publications/2022/2022-senate-bill-1000-california-electric-vehicle-infrastructure-deployment.
* [CARB Senate Bill 350 Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents](https://ww2.arb.ca.gov/resources/documents/carb-barriers-report-final-guidance-document) https://ww2.arb.ca.gov/resources/documents/carb-barriers-report-final-guidance-document.
* [Executive Order N-79-20](https://www.gov.ca.gov/wp-content/uploads/2020/09/9.23.20-EO-N-79-20-Climate.pdf) https://www.gov.ca.gov/wp-content/uploads/2020/09/9.23.20-EO-N-79-20-Climate.pdf.
* [Senate Bill 454 (Corbett, Chapter 418, Statutes of 2013)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201320140SB454) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201320140SB454.
* [Senate Bill 350 (De León, Chapter 547, Statutes of 2015)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB350) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201520160SB350.
* [Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB1550) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201520160AB1550.
* [Assembly Bill 2127 (Ting, Chapter 365, Statutes of 2018)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB2127) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201720180AB2127.
* [Senate Bill 1000 (Lara, Chapter 368, Statutes of 2018)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1000) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201720180SB1000.
* [Assembly Bill 841 (Ting, Chapter 372, Statutes of 2020)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB841) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201920200AB841.
* [Assembly Bill 2061 (Ting, Chapter 345, Statutes of 2022)](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2061) https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\_id=202120220AB2061.
* [Energy Commission Agreement Management System (ECAMS)](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources) https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources.

# II. Eligibility Requirements

## Applicant Requirements

1. **Eligibility**

This solicitation is open to all public and private entities.

**The entity applying to the Solicitation (the Applicant) will become the Recipient, if awarded.**

Project teams may include, but are not limited to:

* Community-based organizations (defined for this solicitation as an organization that (a) is place-based, with an explicit geographic focus area that includes the proposed project area(s), (b) has staff members, volunteers, or Board members that reside in the community where the project is located or intended to serve, and (c) has a demonstrated track record of at least one year providing services in the proposed project area)
* Electric vehicle service providers
* Federally-recognized California Native American Tribes and California Tribal Organizations serving Federally-recognized California Native American Tribes
* Environmental or environmental justice organizations
* Local governments (cities, counties, municipalities, etc.)
* Metropolitan planning organizations or regional transportation planning agencies
* Non-profit organizations (for example churches, public schools, public charities, volunteer organizations, and some governmental agencies)
* Property management companies / owners of MFH properties
* Public housing agencies
* Utilities

1. **Terms and Conditions**

Each grant agreement resulting from this solicitation will include terms and conditions that set forth the grant recipient’s rights and responsibilities. By providing the authorizations and certifications required under this solicitation, each Applicant agrees to enter into an agreement, if awarded, with the CEC to conduct the proposed project according to the terms and conditions that correspond to its organization (if applicable), without negotiation: (1) University of California and California State University terms and conditions; (2) U.S. Department of Energy terms and conditions; (3) standard terms and conditions ; (4) Special Terms and Conditions for California Native American Tribes and California Tribal Organizations in addition to the Tribe’s standard terms and conditions; or (5) any other special terms and conditions required by the CEC. The standard terms and conditions are located at the [CEC’s funding resources website](https://www.energy.ca.gov/funding-opportunities/funding-resources) https://www.energy.ca.gov/funding-opportunities/funding-resources.

Failure to agree to the terms and conditions by taking actions such as failing to provide the required authorizations and certifications or indicating that acceptance is based on modification of the terms may result in rejection of the application. Applicants must read the terms and conditions carefully. CEC reserves the right to modify the terms and conditions prior to executing grant agreements.

If a Federally-recognized California Native American Tribe (Tribe) or a California Tribal Organization (Tribal Organization) serving a Federally-recognized California Native American Tribe with sovereign immunity is listed as a proposed awardee in the Notice of Proposed Awards (NOPA), CEC staff must receive the following before bringing the proposed award to Business Meeting, (a) resolution(s) or other authorizing document(s) by the governing body of the Tribe or Tribal Organization which:

i. Authorizes the Tribe or Tribal Organization to enter into the proposed agreement, including accepting the Special Terms and Conditions for California Native American Tribes and California Tribal Organizations with Sovereign Immunity (see Attachment 9); and

ii. Approves a limited waiver of tribal sovereign immunity, to the extent that any such sovereign immunity exists, for any and all claims by the CEC that may arise relating to this Agreement and any remedies therefore under the laws of the state of California and the laws of the United States of America; and

iii. Consents to personal jurisdiction over the Tribe or Tribal Organization, and consents to venue in any court of the State of California and any federal court sitting in the State of California; and waives any and all claim that the Tribe or Tribal Organization may have, including without limitation that such court is an inconvenient forum, for the purposes of any proceeding related to this Agreement; and, with respect to a proceeding in a court of the State of California or a federal court sitting in the State of California, any requirement that tribal remedies must be exhausted; and

iv. Authorizes the Tribe or Tribal Organization to enter into the proposed agreement, including accepting the Special Terms and Conditions for California Native American Tribes and California Tribal Organizations, including the Limited Waiver of Sovereign Immunity and Consent to Jurisdiction (See Attachment 9); and

v. Delegates authority to execute the proposed agreement to an appropriate individual.

The above requirements may be provided in one or more documents. The document(s) will be included as an exhibit to the resulting grant agreement.

**Delay in award**. Any delay in the Tribe or California Tribal Organization’s ability to provide the documentation specified in sections (a)(i)-(v) above may result in delayed award of the grant agreement.

**Reservation of right to cancel proposed award.** Funds available under this solicitation have encumbrance deadlines which the CEC must meet in order to avoid expiration of the funds. In addition to any other rights reserved to it under this solicitation or that it otherwise has, the CEC reserves the right to cancel a proposed award if it determines, in its sole and absolute discretion, that the documentation described in sections (a)(i)-(v) above would likely not be provided prior to an encumbrance deadline, and that the CEC’s ability to meet its encumbrance deadline may thereby be jeopardized. In this instance, the CEC may cancel the proposed award and award funds to the next highest scoring Applicant.

1. **California Secretary of State Registration**

All corporations, limited liability companies (LLCs), limited partnerships (LPs) and limited liability partnerships (LLPs) that conduct intrastate business in California are required to be registered and in good standing with the California Secretary of State prior to its project being recommended for approval at a CEC Business Meeting. If not currently registered with the California Secretary of State, Applicants are encouraged to contact the Secretary of State’s Office as soon as possible to avoid potential delays in beginning the proposed project(s) (should the application be proposed for funding). For more information, contact the Secretary of State’s Office via [the Secretary of State’s Office website](https://www.sos.ca.gov/) at www.sos.ca.gov. Sole proprietors using a fictitious business name must be registered with the appropriate county and provide evidence of registration to CEC prior to their project being recommended for approval at a CEC Business Meeting.

## Project Requirements

* 1. **Eligible Projects**

**A project that receives incentive funding from another CEC grant funding opportunity (GFO) or block grant incentive project is not eligible for this GFO.**

Eligible projects will demonstrate business and technology models for large-scale deployment of EV charging infrastructure capable of maximizing access to EV travel for MFH residents. All applications must clearly demonstrate how they will provide EV charging infrastructure that is convenient and accessible to identified MFH units. Projects must be for at-home or near-home charging installations.

* At-home refers to parking areas that specifically serve the MFH building or are immediately adjacent to MFH building and are clearly identified as part of the MFH property (such as by address). Such properties would use the main utility service delivery associated with the MFH residential units.
* Near-home refers to any parking areas within ¼ miles of a MFH property that do not meet the definition for onsite, including any parking areas immediately adjacent to the MFH property that maintain a separate address and utility service.

Applications may include Level 1, Level 2, or mobile or moveable (not grid connected) chargers. Specific requirements for charging equipment are listed in Section II.B.5.

Projects **may not** include charger installations in any single-family dwellings (detached), duplexes, triplexes, townhomes, or mobile homes. All deployments must be at existing structures or facilities and involve negligible or no expansion of existing or former use.

Applicants are expected to clearly state that their projects will meet the following average cost caps for chargers:

Level 1 Chargers: Projects [~~should~~] **may** average no more than $6,250 in CEC funds per Level 1 charging [~~station~~] **port** installed. This cost cap includes all CEC funded costs associated with installing a charging station.

Level 2 Chargers: Projects [~~should~~] **may** average no more than [~~$25,000~~] **$12,500** in CEC funds per **charging port** [~~Level 2 charging station~~] installed. This cost cap includes all CEC funded costs associated with installing a charging station.

If projects propose to install only one charger type, the evaluation team will divide the total CEC award amount by the number of chargers to determine the average cost per charger.

If a project proposes to install both Level 1 and Level 2 chargers, the evaluation team will be comparing the number of proposed chargers of each type with the proposed budget and CEC award funds requested to determine whether a project falls within the respective cost caps.

Applicants should be mindful of this cost cap while preparing and submitting application materials.

* 1. **Project Size**

A project can be comprised of installations at multiple MFH properties. All properties within a project must be in the same Project Area and all EVSE installed must meet the minimum distance requirement (within ¼ mile of a MFH property being served through the project). Specific MFH properties to be served by charger installations must be identified.

Projects must consider the number of MFH units that will be served by the EVSE installations at all project properties. Projects must install a minimum of 100 [~~chargers~~] **charging ports** (can include L1 or L2 chargers).

For the purposes of this solicitation, serving a MFH residential unit means that at least one resident in the unit can access and use a charger with regular frequency to meet reasonable travel needs. For the purposes of this solicitation, a public or shared-private Level 2 [~~charger~~]**charging port** can be assumed to serve up to three MFH residential units **in unassigned parking spaces or up to three assigned parking spaces if the equipment, including the cord, can reach and serve those assigned spaces**.

Each private or Level 1 charger shall be assumed to serve one unit. The MFH properties of a proposed project may be owned and/or managed by more than one entity.

Applicants will be expected to clearly define and measure the number of units being served within the project scope.

Applicants are required to have preliminary discussions with relevant utility providers to understand the feasibility of installing EV charging infrastructure at the properties within a project.

* 1. **Serving Underserved Communities**

A minimum of 50 percent of a project’s EV [~~chargers~~] **charging ports** must be installed within disadvantaged communities and/or low-income communities.

Disadvantaged communities are communities disproportionately burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution. Disadvantaged communities are designated by the California Environmental Protection Agency[[1]](#footnote-2) per Senate Bill 535. Low-income communities are defined by Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016).

Applicants should use the California Air Resources Board [California Climate Investments Priority Populations 2022 CES 4.0 map](https://webmaps.arb.ca.gov/PriorityPopulations/) (<https://webmaps.arb.ca.gov/PriorityPopulations/>) to identify disadvantaged communities and/or low-income communities.

Projects are encouraged to serve residents residing in affordable housing. Affordable housing is defined by the U.S. Department of Housing and Urban Development (HUD) as housing for which the gross cost (including utilities) does not exceed 30 percent of the gross income of the resident(s).

4**. Charger Locations and Accessibility and Safety**

Projects may propose to install at-home chargers, near-home chargers, or a combination of the two. See Section II.B.1 for definitions of at-home and near-home.

At-home chargers may be for the private use of MFH residents or may be shared by MFH residents and other users, such as visitors to the MFH.

Examples of charger locations include:

* + - At-home charging at a parking space assigned for exclusive use by one unit in the proposed MFH property.
    - At-home charging at unassigned parking spaces of the proposed MFH property that are shared by more than one unit, all residents, residents and guests, or any combination.
    - Near-home curbside charging or charging located on contiguous, adjacent, or convenient public or private property for use by the residents of units in the proposed MFH properties.
    - Level 1 or Level 2 chargers must be within ¼ mile of the MFH being served.
    - Any combination of the above.
    - Charging locations and parking areas must be well-lit. The charger user must be able to easily read or understand any instructions on the charger. The area around the vehicle must have adequate lighting to allow the driver to safely move from the charger to the charging port on the vehicle.
    - Properties must incorporate signage as required by any applicable laws, ordinances, regulations, and standards.

5. **Charging Equipment**

* All public chargers must meet applicable requirements, including those of Senate Bill 454 (Corbett, Chapter 418, Statutes of 2013), the California Air Resources Board Electric Vehicle Supply Equipment (EVSE) Standards, and the California Department of Food and Agriculture Division of Measurement Standards, for public chargers.
* For the purposes of this solicitation, a networked charger is defined as a charger that has:
  + Network connectivity with one of the following:
    - IEEE 802.11n for high-bandwidth wireless networking, or
    - IEEE 802.3 for Ethernet for local- or wide-area network applications, or
    - Cellular network of 4G or newer
  + The ability to receive remote software updates, real-time protocol translation, encryption, and decryption, including:
    - Internet Protocol (IP)-based processor which must support multiple protocols, and
    - Compliance with Transmission Control Protocol (TCP)/IP and IPv6.
  + The ability to connect to a network’s back-end software.
* For projects proposing to use Level 2 chargers – For each Level 2 charging site, at least 50 percent of the connectors must be SAE standard J1772; Tesla connectors are optional and eligible.
* For projects proposing to use Level 1 chargers – Level 1 chargers are not required to have a cord. If a Level 1 charger is equipped with a cord, it must be a SAE standard J1772 connector.
* The equipment must be able to withstand extreme weather conditions associated with the deployment area, including extreme temperature, flooding, heavy rains, and high winds.
* Display screens must be protected from malfunctions due to condensation and any local area weather conditions.

Networked EVSE installed prior to [~~July 1, 2023~~] **January 1, 2024**, shall support Open Charge Point Protocol (OCPP) 1.6 or newer. EVSE installed after [~~July 1, 2023~~] **January 1, 2024**, shall be certified for OCPP 1.6 or newer by the Open Charge Alliance (Core and Safety certificates)**, or have OCPP 2.0.1 certification proof of payment, or have an OCPP 2.0.1 test tool report showing compliance for Core and Security.**

* Networked EVSE installed after July 1, 2023, shall be ISO 15118 ready.[[2]](#footnote-3)

6. **Requirements for Charging Equipment Installed After January 1, 2024**

In addition to the other requirements set forth in this application manual and the law, EV chargers and charging stations installed on or after January 1, 2024, must comply with recordkeeping and reporting standards which CEC is currently in the process of developing. As background, AB 2061 (Ting, Chapter 345, Statutes of 2022) and Cal. Pub. Resources Code sect. 25231.5 require the CEC, in consultation with the CPUC, to develop recordkeeping and reporting standards for EV chargers and charging stations. CEC is working to develop regulations in compliance with AB 2061. Other requirements, including but not limited to uptime and operation and maintenance requirements, may also be adopted by regulation. Once these regulations are finalized, chargers which are installed on or after January 1, 2024, including chargers installed under agreements resulting from this solicitation, will need to comply with the new regulations. Applicants to this solicitation must be prepared to comply with any new or updated regulations, even if the regulations are not in existence at the time of application to this solicitation.

7**.**  **Project Areas**

Each proposed project shall select one of two project areas – Northern California or Southern California – as the project area, meaning all proposed charger installations must be in that area. The two project areas are defined by county in the following table.

The CEC will evaluate projects according to their Project Area and expects to award at least one project in each Project Area. Once the highest ranked project achieving at least the minimum passing score in each Project Area is recommended for funding, if funding remains available, the CEC will award the next highest-ranking project overall.

|  | **Project Area** | **Counties** |
| --- | --- | --- |
| 1 | Northern California | Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Fresno, Humboldt, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Monterey, Mono, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba |
| 2 | Southern California | Imperial, Inyo, Kern, Kings, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tulare, and Ventura |

8. **Electric Vehicle Infrastructure Training Program:**

AB 841 (Ting, Chapter 372, Statutes of 2020) added Public Utilities Code (PUC) section 740.20, which requires Electric Vehicle Infrastructure Training Program (EVITP) certification to install EV charging infrastructure and equipment for work performed on or after January 1, 2022, subject to certain exceptions. All EV charging infrastructure and equipment located on the customer side of the electrical meter shall be installed by a contractor with the appropriate license classification, as determined by the Contractors’ State License Board, and at least one electrician on each crew, at any given time, who holds an EVITP certification. Projects that include installation of a charging port supplying 25 kilowatts or more to a vehicle must have at least 25 percent of the total electricians working on the crew for the project, at any given time, who hold EVITP certification. One member of each crew may be both the contractor and an EVITP certified electrician. The requirements stated in this paragraph do not apply to any of the following:

* + - * EV charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.
      * EV charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Sub article 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations).
      * Single-family home residential EV chargers that can use an existing 208/240-volt outlet.

9. **Operation, Maintenance, and Uptime**

The Recipient will be required to operate, keep records of, maintain, and report on chargers as specified in the Scope of Work (Attachment 1). Chargers installed through this solicitation must be operational for a minimum of six years after initial installation.

10. **Customer Service and Payment Options**

If the project’s chargers will be open to the public, the project must provide customer support service that is accessible during the charging station’s hours of operation via a toll-free telephone number and email address clearly posted near the charging equipment and, if applicable, through the online portal that is available to EV drivers accessing the charging equipment. The customer support service must be capable of providing or dispatching services within 10 business days to address customer concerns at the charging station. Customer support must be available in both English and Spanish.

If chargers are public, they must be capable of supporting multiple point-of-sale methods, such as pay-per-use and subscription methods. This includes the ability to accept a credit or debit card without incurring any additional fees.

If the project’s chargers are private, this requirement does not apply.

11. **Data Collection and Analysis Requirements**

The Recipient will be required to collect, analyze, and report data as specified in the Scope of Work (Attachment 1).

12. **Eligible Project Costs**

Costs incurred for the following are eligible for CEC reimbursement or as the Applicant’s match share:

* + - EVSE
    - Applicant’s cost-share of utility installation:
      * Transformers
      * Electric panels
      * Conduit
      * Wiring
      * Meters
    - Renewable distributed energy resources or energy storage equipment/systems capable of providing independent or supplemental power to the EV charging ports (separately metered for electric charging)
    - Installation costs
    - Planning and engineering design costs
    - Stub-outs (i.e., exposed conduit for connection of future charging infrastructure)
    - Demand management equipment
    - Equipment warranties for [~~during the term of the agreement~~] **up to** **six years following the beginning of operation.**
    - Maintenance, or maintenance agreement
    - **Data collection and analysis**
    - Engagement and outreach to property owners, residents, and potential users. The following restrictions apply to funds applied towards engagement and outreach:
      * Costs are limited to $300 per [~~residential unit to be served~~] **charging port**, as described in the Project Narrative (Section III.D.2).
      * All engagement and outreach activities must contain information on both EV charging infrastructure (types of charging, how to use, cost to charge, etc.) and EVs.
      * All engagement and outreach activities must be targeted to the properties, residents and/or users in the project area and within the vicinity of planned charger deployments.
      * Outreach [~~should~~] **is encouraged** [~~to be conducted~~] prior to submitting an application in order to understand the anticipated number of residential units that either have an EV or plan to obtain an EV with increased access to at-home or near-home charging.

The following project types ARE NOT eligible for funding under this solicitation:

* + - DCFC charging equipment
    - Vehicle purchases
    - A standard outlet (110/120 volt or 220/240 volt)
    - Nonrenewable distributed energy resources
    - Distribution grid or other equipment costs that are otherwise covered by programs or tariff rules of the electric utilities
    - Paper studies or research projects (e.g., a study which assesses the cost and feasibility of EV charging station installations along certain regions/corridors)
    - Projects that are primarily surveys to determine interest in the installation of EV charging stations in a particular region/corridor
    - Proposals for vehicle demonstrations or demonstrations of existing technologies

The following are not eligible for CEC reimbursement but may be included as an Applicant’s match share:

* + - Processes to comply with otherwise applicable legal requirements (e.g., permits from the local authority having jurisdiction (AHJ) and compliance with the Americans with Disabilities Act (ADA))

## Match Funding Requirements

1. **Total Match Share Requirement**

Applications must include a minimum of 20 percent total match share; however, no match is required if at least 90 percent of the project’s residential units to be served by the project are in disadvantaged communities, low-income communities, and/or affordable housing. If Applicants propose to meet this standard, Applicants must state this in the project narrative (Section III.D.2).

“Match funding” or “match share” means cash or in-kind (non-cash) contributions provided by the Applicant/Recipient, subrecipients, 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 CEC’s reimbursable share and Recipient’s match share of the project costs. Match share expenditures have the following requirements:

1. At a minimum, total match share must conform to the “Cash Match Share Requirement” contained in this solicitation.
2. All match share expenditures must conform to the terms and conditions of this solicitation and the resulting grant agreement (see Section II.A.2).
3. Applicants must disclose the source and provide verification and documentation for the match share funding committed to the project. (For any match share committed by a third party (i.e., other than match share committed by the Applicant), Applicants are encouraged to submit a letter from each match share partner identifying the source(s) and availability of match funding.)
4. During the term of the agreement, grant recipients will be required to document and verify all match share expenditures through invoices submitted to CEC.
5. Match share funding may be in the form of cash or in-kind contributions such as donated labor hours, equipment, facilities, and other property.
6. Equipment, facilities, and 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 use in the project, and depreciated or amortized over the term of the project using generally accepted accounting principles (GAAP).
7. Match share expenditures (cash and/or in-kind) must be documented, reasonable, allowable, and allocable to the project as determined by CEC.
8. Match share expenditures are allowable under an agreement only if they are incurred after CEC 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 after the release of the NOPA but prior to the execution of an agreement are made at the Applicant’s own risk. CEC is not liable for Applicant’s match share expenditures if an agreement is not executed, if execution is delayed, or if the match share expenditure is not allowable under the terms and conditions of the grant agreement or this solicitation. Please note that non-match expenditures incurred prior to agreement execution are not reimbursable from CEC funds.
9. **Cash Match Share Requirement**

If applications include a match share, the application must include a minimum 50 percent ***cash*** match share. This means that 50 percent of the total match must be cash match.

Cash match means the net of any funds actually expended by the Applicant for the project. Net means after any sort of discount or rebate is applied. Expenditures for Applicant’s compensated labor hours, including allowable fringe benefit and overhead rates, travel, materials, supplies, equipment, subrecipient costs, and other miscellaneous expenditures may be claimed as cash match if the expenditures are included in the approved agreement budget, paid in full with funding sources other than grant funds, and supported with appropriate documentation, including proof of payment. For indirect overhead, backup documentation, such as a cost allocation plan based on actual expenditures incurred and paid, is required. Cost allocations must be reasonable and allocable to the proposed project.

1. **In-Kind Match Share**

The balance of the total match share requirement beyond the cash match share requirement (if any) may be met through in-kind match share contributions.

In-kind match share contributions are: 1) non-cash contributions provided by the Applicant; 2) cash or non-cash contributions provided by subrecipients; and 3) cash or non-cash contributions provided by other third parties. Applicant in-kind match share can be in the form of volunteer labor, real property, existing equipment, existing supplies, services provided by a third-party or subcontract, and other expendable property. The value of in-kind match is based on the fair market value of the goods and services provided at the time it is claimed as match, subject to restrictions on unallowable costs. In-kind match share must be included in the agreement budget and supported with appropriate documentation. Cost allocations must be reasonable and allocable to the proposed project.

1. **Match Share Restrictions**
2. ***Other Sources of CEC Funding*** – Other sources of CEC funding may not be claimed as match share.
3. ***Property Not Owned by the Applicant*** – Donated property may be claimed as match based on the fair market value of renting or leasing the property. Fair market value is based on rental costs of comparable property (if any), market conditions in the area, alternatives available and the type, life expectancy, condition, and value of the property.
4. ***Existing Property Owned by the Grant Recipient*** – Applicants may use the property’s depreciation expense as a method to allocate the value of the property to the project. Valuation will need to be documented to support the initial acquisition costs as well as the method of depreciation.
5. ***Valuation of Land*** –Land cannot be depreciated. If the value of land is claimed as match, the Applicant must provide documentation to support a fair market value for the use of the land (i.e., rent or lease cost) for the time period it is used. Appraised value of land cannot be used since this represents the full value of the land if it is sold which includes value beyond the term of the proposed project.
6. ***Property Owned by a Related Party*** –Related parties are individuals or other entities that are able to control or substantially influence the actions of the Applicant and includes spouses, board members, family members of principals or employees of the Applicant as well as property owned by principals/employees of the Applicant. Because agreements between related parties are “less than arms-length” transactions, Applicants must disclose to CEC the relationship and be able to support the fair market value of property that is claimed as match.

If CEC funds are used to reimburse lease/rental payments for property owned by a related party, the Applicant can only claim the ***lesser*** of fair market value or actual lease payments, regardless of lease agreement terms.

1. ***Prorated Value of Property*** – The allowable claimed value of property must be prorated based on the percentage the property is used for the proposed project. For example, if only half of a building is being used for the proposed project, then only 50 percent of the monthly fair market value of the entire building can be claimed as match while the building is being used for the project.
2. ***Documentation*** – If selected for an award, all claimed match share expenditures must be adequately documented to CEC during the agreement invoicing process which may include but is not limited to: the fair market value of existing property, methodology to allocate existing property on a prorated basis, lease agreements, and other appropriate documentation.

## Unallowable Costs (Reimbursable or Match Share)

For an item of cost to be allowable for reimbursement with CEC funds or as a match share expenditure, it must be included in the executed agreement budget and allowable per the terms and conditions of the resulting agreement. The following are examples of unallowable costs under an agreement resulting from this solicitation. This list is not comprehensive and additional items of cost may be unallowable in accordance with the terms and conditions.

1. ***Forgone Profit*** – For example, if a company usually charges 10 percent profit but only charges 4 percent to CEC the unclaimed difference is not an allowable item of cost.
2. ***Forgone Rent*** – For example, rent that is not paid is not an allowable item of cost.
3. ***Discounted or Refunded Equipment Costs*** – For example, a claim that equipment costs $10,000 but the grant recipient only pays $6,000 due to some “special” discount. The difference of $4,000 is not an allowable match share expense. Another example is if the grant recipient actually pays $10,000 but the vendor refunds $4,000 – only the net $6,000 is an allowable item of cost.
4. ***Forgone Salary, Fringe, Indirect or Other Types of Cost*** – For example, a person normally charges or is paid $100 per hour but will only charge $50 per hour towards the CEC award. Only actual costs incurred and paid to the employee are allowable. Therefore, if an employee is ***actually*** paid $100 per hour and CEC only reimburses at $40 per hour, then the unreimbursed $60 per hour is an allowable match share cost because this is an actual payment as opposed to a forgone salary amount. Volunteer labor (i.e., labor from a person who does not receive any compensation for their labor) may be an allowable in-kind match share expense if the value of the labor is reasonable and justified.
5. ***Utility provided electrical upgrades and funding*** – For example, expenses that are already or to be paid for through a utility program, tariff, or other ratepayer funding. This includes ratepayer funded enrollment incentives.

# III. Application Format, Required Documents, and Delivery

## Required Format for an Application

This section contains the format requirements and instructions on how to submit an application. The format is prescribed to assist the Applicant in meeting State requirements and to enable CEC to evaluate each application uniformly and fairly. Applicants must follow all application format instructions, answer all questions, and supply all requested data.

All applications submitted under this solicitation must be typed or printed using a standard 11-point font, single-spaced and a blank line between paragraphs. Pages must be numbered and sections must be titled.

## Method for Delivery

The method of delivery for this solicitation is the Energy Commission Agreement Management System (ECAMS), available at https://ecams.energy.ca.gov.

**IMPORTANT**: This is one of the first CEC solicitations to use the ECAMS system for application submission. Information about the ECAMS system will be provided at the Pre-Application Workshop. Information about how to register for an ECAMS account and guidance on how to apply through the system is available at <https://www.energy.ca.gov/funding-opportunities/funding-resources> under General Funding Information.

The CEC is providing a team of technical assistants to support applicants with this new process. Please email[**ECAMS.SalesforceSupport@energy.ca.gov**](mailto:ECAMS.SalesforceSupport@energy.ca.gov) for support.

ECAMS allows Applicants to complete and submit their application to CEC prior to the date and time specified in this solicitation. Files uploaded to the system must be in Microsoft Word and Excel Office Suite formats unless originally provided in the solicitation in another format. Completed Proposal Budget Template, Attachment 4, must be in Excel format. **If an Applicant uploads the Budget Template (Attachment 4) and keys Major Recipient budget information into ECAMS and there are discrepancies between the Major Recipient budget information, the Budget Template (Attachment 4) will be used in scoring.**

The deadline to submit applications through ECAMS is 11:59 p.m. ECAMS automatically closes at 11:59 p.m. If the full submittal process has not been completed before 11:59 p.m., your application will not be considered. NO EXCEPTIONS will be entertained.

The CEC strongly encourages Applicants to upload and submit all applications by 5:00 p.m. because CEC staff will not be available after 5:00 p.m. or on weekends to assist with the upload process. And please note that while we endeavor to assist all would-be Applicants, we can’t guarantee staff will be available for in-person consultation on the due date, so please plan accordingly.

Please give yourself ample time to complete all steps of the submission process: do not wait until right before the deadline to begin the process. Due to factors outside the CEC’s control and unrelated to ECAMS, upload times may be much longer than expected. For example, unexpected issues could occur, causing long delays that prevent timely submission. Please plan accordingly. First time users must register as a new user to access the system. There will be two types of user accounts to establish: 1) An organizational account, for the entity applying to the solicitation; and 2) user accounts for individuals who will be submitting the application on behalf of the organization.

Applicants will be required to upload all attachments marked “required” in the system in order for the application to be submitted.

## Page Limitations

The number of pages for a Project Narrative is limited to 25. The number of pages for the Operation and Maintenance Plan is limited to 6. Resumes are limited to a maximum of 2 pages each.

## Application Content

All items listed below are required as part of the application package. Failure to provide any items may result in disqualification of the application. Attachment requirements are expanded and explained below in this section and in the attachments themselves. The items that have “N/A” reflected in the “Attachment Number” column are required to be submitted as part of the application package, but do not have an associated attachment provided in the solicitation package.

| **Item** | **Attachment Number (if applicable)** |
| --- | --- |
| Project Narrative | N/A |
| Scope of Work | Attachment 1 |
| Schedule of Products and Due Dates | Attachment 3 |
| Budget Forms | Attachment 4 |
| Resumes | N/A |
| Contact List | Attachment 5 |
| Letters of Support/Commitment [[3]](#footnote-4) | N/A |
| CEQA Worksheet | Attachment 6 |
| Localized Health Impacts Information Form | Attachment 7 |
| Past Performance Reference Form(s) | Attachment 8 |
| Operation and Maintenance Plan | N/A |

1. **Applicant Certifications**

All Applicants must authorize CEC to make any inquiries necessary to verify the information presented in the application. Further, all Applicants must authorize CEC to obtain a credit report on the Applicant’s organization.

***The ECAMS system will require Applicants to provide the required authorizations and certifications listed below prior to final submission of their application:***

All Applicants must certify under penalty of perjury under the laws of the State of California that:

* I am authorized to submit this application on behalf of the Applicant.
* I authorize the CEC to make any inquiries necessary to verify the information presented in this application.
* I authorize the CEC 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 CEC 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.

1. **Project Narrative**

The Project Narrative must include a table of contents (which will not count towards the page limitations) and a detailed description of the proposed project, its operational goals and objectives, and an explanation of how these will be implemented through the tasks described in the Scope of Work. If an Applicant proposes at least 90 percent of the project’s residential units to be served by the project are in disadvantaged communities, low-income communities, and/or affordable housing residents, the Applicant must specify this in the Project Narrative.

Applicants must address each of the scoring criteria described in this solicitation by providing sufficient, unambiguous detail so that the evaluation team will be able to evaluate the application against each scoring criterion.

Project Narratives must respond directly to each criterion with the headings as titled below, and must include the following information:

1. **Project Implementation**
   1. Clearly describe the project including the number of residential units to be served, the project area, the targeted type and number of MFH properties (size and age of buildings, location of parking, urban/suburban/rural settings), if EV charging deployment will be at-home or near-home of MFH properties, and number, type, and capacity of chargers.
   2. Describe the business and technology model of EV charger deployment to serve MFH residents that the project will demonstrate and test.

Clearly describe how many [~~chargers~~] **charging ports** and the types of chargers that will be installed (100 **ports** or greater).

Clearly describe how many MFH units (100 or greater) the chargers will serve and include all calculations and assumptions used to determine the number of units served.

* 1. Explain the data collection and quantitative methods the project team will use to evaluate success of the business and technology model demonstrated, including how the project team will track charger usage by MFH residents, and rates of EV adoption once infrastructure is usable.
  2. Explain how the demonstrated business and technology model of EV charger deployment for MFH residents will be replicable or may be further expanded.
  3. Describe how the cost to charge will be determined and who will incur those costs during the term of the project and after, and any methods that will be used to keep charging costs low and reasonable for MFH residents. Include all assumptions and calculations.
  4. Explain the chosen payment mechanism(s) / forms of payment accepted and how that is most appropriate for the targeted MFH residents.
  5. Describe the proposed charging equipment and any equipment features to deter or prevent vandalism and minimize downtime.
  6. Describe how user and vehicle safety will be ensured, particularly for offsite deployments. Include description of lighting and any other safety or security features.
  7. Describe strategies to ensure required charger uptime and customer satisfaction and demonstrate the ability and capacity to execute these strategies.

1. **Project Location and Benefits**
   1. Describe how the project will install chargers that are conveniently accessible and easy for MFH residents to use (e.g., always available, or easy to reserve; minimal need to move vehicle for charging).

If proposing near-home chargers, explain how chargers will serve or be dedicated to residents of specific, identified MFHs, and how their access will be ensured.

If proposing low-power chargers, explain how the chargers will provide enough charge for residents’ travel needs and identify solutions for residents who need faster charging or longer-distance travel.

* 1. Describe how the project will provide MFH residents with certainty that a charger will be available to them when they need it.
  2. Explain how the demonstrated business and technology model for EV charger deployment will be cost effective for MFH property owners and residents and what metrics the project team will use to demonstrate cost effectiveness.
  3. Describe the project plan to meet or exceed the requirement that 50 percent of [~~chargers~~] **charging ports** be installed within disadvantaged communities or low-income communities as defined in Section II.B.3 of this solicitation. Include how the project will identify, measure, and maximize project benefits to these communities. If proposing to serve residents in disadvantaged communities, low-income communities, and/or affordable housing in at least 90 percent of the project, specify the percentage and the types of communities to be served (See Section II.C.1).
  4. Describe how the proposed project will serve residents of affordable housing. Affordable is defined for the purposes of this solicitation as having rent or mortgage payment that is no more than 30 percent of the monthly household income for a “Low Income” Household per the [State Income Limits for 2022](https://www.hcd.ca.gov/docs/grants-and-funding/inc2k22.pdf) at <https://www.hcd.ca.gov/docs/grants-and-funding/inc2k22.pdf>. In general, most low-income limits represent the higher level of: (1) 80 percent of median family income (MFI) or, (2) 80 percent of state non-metropolitan median family income.
  5. Estimate the greenhouse gas (GHG) emissions in terms of grams of CO2 equivalent that will be avoided if the project is implemented. Provide all assumptions. Calculate the benefit-cost score, defined as the ratio of grams of CO2 equivalent reduction per dollar of CEC investment for the proposed project term and six years of operation.
  6. Describe how the proposed project is cost-effective and minimizes costs per charger or per kW of capacity.
  7. Describe tenant protections for participating rental properties. Such protections may include but would not be limited to requiring the consent of tenants impacted by the work, tenant education provided by community-based organizations, protections against short-term and long-term displacement, and/or limits on increases in rent after the upgrade.

1. **Project Readiness**
   1. Describe the project’s schedule for completion of main tasks and how the project can achieve expedited delivery.
   2. Describe the state of project readiness. For example, explain if site availability and control is established for any properties. Describe any preliminary site analysis and design and the level of completion. If specific MFHs are not yet identified, explain the methodology and plan for identifying and selecting the appropriate sites for EV charger installation.
   3. List permits required for the project and expected permitting timelines including the status of any permit applications already underway.
   4. Describe the status and approach for procurement of equipment and materials to avoid supply-chain delays.
   5. State the steps taken to determine utility connection readiness and minimize time for energization.
   6. Summarize and describe all support, commitments, or interest obtained from site hosts, residents, project partners, utilities, and interested stakeholders. Support letters should be attached separately, per Section III.D.8.
   7. Describe the risks, barriers, and limitations to successful project completion, and provide specific steps the project team will use to address and mitigate them, as well as how success will be measured.
2. **Team Experience and Qualifications**
   1. Describe the qualifications, experience, capabilities, and credentials of the key team members on completing similar or comparable EV charger projects.
   2. Describe the collaborations with local planning agencies, community-based organizations, utilities, site hosts, MFH residents, or other stakeholders that the project team will employ in the project to ensure success.
   3. Describe team members’ past experience in establishing site control, obtaining equipment and materials, performing community outreach, and deploying resources to expedite project completion.
   4. Provide any additional information related to the Past Performance Reference forms, if desired.
3. **Project Budget**
   1. Explain how the proposal budget is justifiable and reasonable relative to the project goals, objectives, and tasks defined in the Scope of Work.
   2. Clearly state how the project will comply with the average cost cap for charging stations described in Section II.B.1.
   3. Describe in detail how CEC funds will be used to implement the project and why CEC funds are needed.
   4. Explain how the costs for engagement and outreach (maximum [~~10 percent of overall project costs and~~] $300 per [~~charger~~] **charging port**) were budgeted and how they will benefit the project.
   5. Describe how the project will minimize reimbursable administrative and overhead costs.
   6. Describe match funding sources and commitments, if applicable.
4. **Sustainability and Innovation**
   1. Provide a detailed description of the engagement and outreach strategies the project team will use to identify MFH and offsite site hosts and to increase EV adoption and EV charger use by the MFH residents.
   2. Describe any innovative or advanced payment mechanisms, such as ISO 15118 Plug-and-Charge or payment through mobile apps.
   3. Explain how the proposed project will add and measure benefits to the grid and/or minimize grid upgrades and/or charging during periods of grid strain.
   4. Describe how the project will ensure equitable access to chargers by MFH residents, prevent resident displacement, and capture community feedback.
5. **Scope of Work (Attachment 1)**

Applicants must include a completed Scope of Work utilizing the template contained in Attachment 1. Instructions for completing the Scope of Work as well as a sample are included in Attachment 2. The description of activities proposed in the Project Application and Project Narrative must conform to the tasks described in the Scope of Work. Electronic files for the Scope of Work must be in MS Word.

Applicants must present a comprehensive and credible Scope of Work which includes (presented in a logical manner) comprehensive and sequential tasks, products resulting from the individual tasks, and how the tasks are related to or are dependent on each other.

1. **Schedule of Products and Due Dates (Attachment 3)**

Applicants must include a completed Schedule of Products and Due Dates. All work must be scheduled for completion by no later than **January 31, 2028**, to allow timely processing of final invoices before the liquidation date of the funds. Instructions for the Schedule of Products and Due Dates are included in Attachment 3. The Schedule of Products and Due Dates must be in MS Excel.

1. **Budget Forms**

Because this solicitation is utilizing the new ECAMS system for submitting applications, applicants have two options for uploading a budget:

1. **Option 1: Prime Applicant’s budget is keyed directly into ECAMS; Major Subrecipient budgets are uploaded as MS Excel attachments.** The new ECAMS system allows applicants to build the Prime Applicant’s budget directly into the system. At this time, there is no way to input major subrecipient budgets directly into the system: major subrecipient budgets must be uploaded in MS Excel format (Attachment 4). Instructions for inputting budget items into the ECAMS system are included at <https://www.energy.ca.gov/media/7956>..
2. **Option 2: Upload all budgets (Prime and Major Subrecipients) as MS Excel attachments (Attachment 4)** and leave the ECAMS budget sections blank.

The Applicant must submit information on all tabs of the budget forms. The salaries, rates, and other costs entered must reflect the salaries, rates, and other costs the Applicant would include if selected as a grant recipient. A separate set of complete budget forms is required for the Applicant and for each subaward containing $100,000 or more of CEC funds.

* + 1. Detailed instructions for completing these forms are included at the beginning of Attachment 4.
       1. Rates and job descriptions shown must reflect rates and job descriptions charged under an agreement resulting from this solicitation. The salaries, rates, and other costs entered on these forms become a part of the final agreement. The entire term of the agreement and projected rate increases must be considered when preparing the budget. Unless a federally approved indirect rate is used, indirect rates proposed are considered capped and shall not change during the term of the agreement. The grant recipient shall only be reimbursed for their actual rates up to the indirect rate cap. A description of available indirect rate options is available on the [ECAMS Resources webpage](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources) under [Budget Category Guidance](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources/budget-category-guidance?auHash=cEItgat6JNbO9BFGeVqe4E5T6koCOgTaqliFX6bmwtg) for indirect rates. Unlike indirect rates, the rates for Direct Labor and Fringe Benefits are treated as estimates; a grant recipient can invoice at higher rates as long as it is only invoicing for actual expenditures it has made. The hourly or monthly rates provided shall be unloaded (before fringe benefits or indirect costs).
       2. The information provided in these forms will not be kept confidential.
       3. All reimbursable expenditures must be expended within the approved term of the grant agreement. Expenditures may be counted as match share only after CEC notifies the Applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). However, match expenditures incurred after release of the NOPA but prior to the execution of a grant agreement are made solely at the Applicant’s own risk.
       4. Applicants must budget for the expenses of a Kick-off Meeting, at least one (1) Critical Project Review meeting, and a Final meeting. Meetings may be conducted at the CEC or by conference call, as determined by the CAM.
       5. Applicants must budget for permits, insurance, etc. CEC will not reimburse expenditures for permitting or insurance. However, these expenditures can be included as match share expenditure.
       6. Applicants must budget for the preparation and submission of quarterly progress reports during the term of the agreement, and a Final Report. Instructions for preparing the Final Report will be provided to Applicants that are proposed for funding.
       7. The purchase of equipment (defined as items with a unit cost greater than $5,000 and a useful life of greater than one year) with CEC funds will require disposition of purchased equipment at the end of the project. Typically, grant recipients may continue to utilize equipment purchased with CEC funds as long as the use is consistent with the intent of the original agreement. There are no disposition requirements for equipment purchased with match share funding.
    2. The Budget must reflect estimates for actual costs to be incurred during the approved term of the agreement. CEC can only approve and reimburse for actual costs that are properly documented in accordance with the grant agreement terms and conditions.
    3. Applicants shall NOT budget for, and CANNOT be reimbursed for, more than their actual allowable expenses (i.e., the budget cannot include profit, fees, or markups) under the agreement. Subrecipients (all tiers) are allowed to include up to a maximum total of 10% profit, fees or mark-ups on their own actual allowable expenses less any expenses budgeted to sub-subrecipients (i.e., profit, fees and markups are not allowed on lower tier subrecipient expenses). For example, if a subrecipient has $100,000 in actual allowable costs but has budgeted $20,000 to a sub-subrecipient, then the subrecipient can only include up to 10% profit on $80,000 ($100,000 minus $20,000). See terms and conditions for additional restrictions and requirements.

IMPORTANT – Payment of Prevailing Wage: Applicants must read and pay particular attention to the terms and conditions section related to Public Works and payment of Prevailing Wages. Prevailing wage rates can be significantly higher than non-prevailing wage rates. Failure to pay legally required prevailing wage rates can result in substantial damages and financial penalties, termination of the grant agreement, disruption of projects, and other complications.

1. **Resumes**

Applicants must include resumes for key personnel identified in the proposal. Resumes are limited to a maximum of 2 pages each.

1. **Contact List (Attachment 5)**

Applicants must include a completed Contact List by including the appropriate points of contact for the Applicant. CEC will complete the CEC points of contact during agreement development.

1. **Letters of Support/Commitment**

Applicants must include appropriate letters of support/commitment. Letters must include sufficient contact information, so CEC can efficiently contact the letter writer, as necessary. Letters must be limited to 2 pages each.

* 1. **Key Project Partners (if applicable):** Key project partners identified in the application must provide letters demonstrating their commitment to the proposed project and their ability to fulfill their identified roles.
  2. **Third-party Match Share Contributors (if applicable):** Any third-party match share contributors must identify the intended amount of match, the funding source(s), and state that the match share contributor will provide the identified match funding. Letters of commitment from third party match share contributors must contain a telephone number and email address to allow CEC to contact the match share partner or representative to confirm their authority to commit matching funds to the proposed project.
  3. **Letters of Support (optional):** Applicants are encouraged to submit letter(s) of support that substantiate the estimated demand and/or the potential benefits of the proposed project. Third-party letters of support can be provided by, but are not limited to: air districts, state or federal agencies, local safety officials, potential users of the proposed project, and any other relevant organizations.

1. **CEQA Worksheet (Attachment 6)**

Applicants must include a completed CEQA Worksheet. CEC requires this information to assist it in making its own determination under the California Environmental Quality Act (Public Resources Code Section §§ 21000 et seq).

Applicants must complete the detailed CEQA Worksheet and submit it with their application. This worksheet will help Applicants and CEC to determine CEQA compliance obligations by identifying which projects may require more extensive CEQA review. Failure to complete the worksheet may lead to disqualification of the application.

Applicants are encouraged to provide documentation of communication with the local lead agency, if one exists (e.g., a county or city). Documentation such as a completed notice of exemption, a letter from the local agency acknowledging its role in the CEQA process, or a permit application to the lead agency that is stamped as received. If no CEQA review would be required by the local lead agency, provide documentation (e.g. a letter or email) from the local agency explaining why CEQA review is not required.

1. **Additional Requirements**

* Time is of the essence. Funds available under this solicitation have encumbrance deadlines as early as June 30, 2024. This means that the CEC must approve proposed awards at a business meeting (usually held monthly) prior to June 30, 2024, in order to avoid expiration of the funds. Prior to approval and encumbrance, the CEC must comply with the California Environmental Quality Act (CEQA). To comply with CEQA, the CEC must have CEQA-related information from Applicants and sometimes other entities, such as local governments, in a timely manner. Unfortunately, even with this information, the CEC may not be able to complete its CEQA review prior to the encumbrance deadline for every project. For example, if a project requires an Environmental Impact Report, the process to complete it can take many months. For these reasons, it is critical that Applicants organize project proposals in a manner that minimizes the time required for the CEC to comply with CEQA and provide all CEQA-related information to the CEC in a timely manner such that the CEC is able to complete its review in time for it to meet its encumbrance deadline.
* Reservation of right to cancel proposed award. In addition to any other right reserved to it under this solicitation or that it otherwise has, if the CEC determines, in its sole and absolute discretion, that the CEQA review associated with a proposed project would not likely be completed prior to the encumbrance deadline referenced above, and that the CEC’s ability to meet its encumbrance deadline may thereby be jeopardized, the CEC may cancel a proposed award and award funds to the next highest scoring Applicant, regardless of the originally proposed Applicant’s diligence in submitting information and materials for CEQA review. Examples of situations that may arise related to CEQA review include but are not limited to:
  + - Example 1: If another state agency or local jurisdiction, such as a city or county, must take the role of lead agency under CEQA, the CEC’s review may be delayed while waiting for a determination from the lead agency.
    - Example 2: If the proposed work is part of a larger project for which a detailed environmental analysis has been or will be prepared by another state agency or local jurisdiction, the CEC’s review may be delayed as a result of waiting for a supplemental or initial analysis, respectively, from the other agency.
    - Example 3: If the nature of the proposed work is such that a project is not categorically or otherwise exempt from the requirements of CEQA, and an initial study or other detailed environmental analysis appears to be necessary, the CEC’s review, or the lead agency’s review, may take longer than the time available to encumber the funds. If an initial study or environmental impact report has already been completed by another state agency or a local jurisdiction, serving as the lead agency, the Applicant must ensure that such an analysis covers the work in the proposed project, or must obtain a revised analysis and determination from the lead agency reviewing the proposed project.
    - Example 4: If the proposed project clearly falls under a statutory or categorical exemption, or is a project for which another state agency or local jurisdiction has already adopted a CEQA finding that the project will cause no significant effect on the environment, the project will likely have greater success in attaining rapid completion of CEQA requirements.
* The above examples are not exhaustive of instances in which the CEC may or may not be able to comply with CEQA within the encumbrance deadline and are only provided as further clarification for potential applicants. Please plan project proposals accordingly.

1. **Localized Health Impacts Information Form (Attachment 7)**

Applicants must complete and submit a Localized Health Impacts Information Form. CEC requires this information to assist in developing and publishing a localized health impact report.

1. **Past Performance Reference Form(s) (Attachment 8)**

Applicants must complete and submit a separate Past Performance Reference Form for each CEC agreement (e.g., contract, grant, or loan) received by the Applicant in the last 10 years, including ongoing agreements, and the 5 most recent agreements with other public agencies within the past 10 years.

1. **Operation and Maintenance Plan**

Applicants must submit an Operation and Maintenance Plan detailing operation and maintenance of charging equipment for at least six years after the beginning of operation, to meet the requirements described in the Scope of Work (Attachment 1). The Plan should address, but is not limited to, preventive and corrective maintenance, recordkeeping, and reporting. The Plan should describe plans to maximize uptime, including availability of qualified technicians and replacement parts; remote monitoring, diagnostics, updates, and repairs; minimizing response time when an error is detected; proactive and ongoing efforts to ensure interoperability of chargers and vehicles; customer service, including processes for customers to report that a charger is not operational; and site host training, if applicable.

The Operation and Maintenance Plan must explain how the customer service project requirements will be met (see Scope of Work (Attachment 1)).

The Operation and Maintenance Plan must address maintenance of the charging station pedestals, and all ancillary equipment, including but not limited to any awnings, canopies, shelters, and information display kiosks or signage associated with the charging station. “Maintain,” as used in this solicitation means “to provide all needed repairs or desired and approved alteration, as well as to clean the equipment and keep it safe, clean, and presentable.”

# IV. Evaluation Process and Criteria

## Application Evaluation

This section explains how the applications will be evaluated.

Applications will be evaluated and scored based on the responses to the information requested in this solicitation and on any other information available such as past performance of CEC agreements. The entire evaluation process from receipt of applications to posting of the Notice of Proposed Award is confidential.

To evaluate all applications, CEC will organize an Evaluation Committee. The Evaluation Committee may consist of CEC staff or staff of other California state entities.

* 1. **Screening Criteria**

The Contracts, Grants and Loans Office will screen applications for compliance with the Administrative Screening Criteria. The Evaluation Committee will screen applications for compliance with the Technical Screening Criteria. Applications that fail any of the Administrative or Technical Screening Criteria shall be disqualified and eliminated from further evaluation.

* 1. **Administrative Screening Criteria**

| **ADMINISTRATIVE Screening Criteria**  *The Application must pass ALL administrative screening criteria.* | **Pass/Fail** |
| --- | --- |
| 1. The application is received by the due date and time specified in the “Key Activities Schedule” in Section I of this solicitation. | Pass  Fail |
| 1. The Applicant has not included a statement that is contrary to the required authorizations and certifications when submitting in the ECAMS system. | Pass  Fail |

* 1. **Technical Screening Criteria**
  2. The Applicant is an eligible Applicant.
  3. The project is an eligible project.
  4. The project meets the minimum match share requirement, if any.
  5. The Applicant passes the past performance screening criterion.
  6. **Applicant’s Past Performance Screening Criterion (Pass/Fail)**

An Applicant may be disqualified under this solicitation due to severe performance issues under one or more prior or active CEC agreement(s) within the last 10 years. An Applicant is defined as at least one of the following: the business, principal investigator, or lead individual acting on behalf of themselves, who received funds from the CEC (e.g., contract, grant, or loan) and entered into an agreement(s) with the CEC. Any Applicant that does not have an active or prior agreement equates to no severe performance issues and therefore would pass this screening criteria.

Severe performance issues are characterized by significant negative outcomes under an agreement and may include:

* Agreement was terminated with cause.
* CEC filed litigation against the Applicant.
* Severe audit findings are not resolved to CEC’s satisfaction. Severe audit findings may include but are not limited to: incomplete or unsatisfactory deliverables; grant funds used inappropriately (i.e., other than as represented); or questioned costs.
* Project objectives were not met and were caused by factors that are, or should have been, within the Applicant’s control.
* Significant delays in project completion resulting in delayed benefits for California. Project completion delays of one year or more from the originally proposed project schedule and caused by factors within the Applicant’s control may be considered significant.
* Deliverables were not submitted to the CEC or were of poor quality. For example, Applicant delivers poorly written reports that required significant rework by staff prior to acceptance or publication.
* Demonstrated and documented poor or delayed communication when significant issues or setbacks were experienced that materially and negatively impacted the project. For example, delays in informing the CEC when the Applicant experiences loss of a key project partner or site control may be considered significant.
  1. **Grounds to Reject an Application or Cancel and Award**

In addition to the Screening Criteria identified within this solicitation, CEC reserves the right to reject an application and/or cancel an award for reasons including, but not limited to the following:

1. The application contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the Applicant.
2. The application is intended to erroneously and fallaciously mislead the State in its evaluation of the application and the attribute, condition, or capability is a requirement of this solicitation.
3. The application does not comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.
   1. **Technical Evaluation**

Applications passing all screening criteria will be submitted to the Evaluation Committee to review and score based on the Evaluation Criteria using the scoring scale described below.

The Evaluation Committee reserves the right to schedule a clarification interview with an Applicant that will either be held by telephone or in person at CEC for the purpose of clarification and verification of information provided in the application. However, these interviews may not be used to change or add to the contents of the original application. Applicants will not be reimbursed for time spent answering clarifying questions.

The total score for each application will be the average of the combined scores of all Evaluation Committee members. A minimum score of 70 percent is required for the application to be eligible for funding.

CEC will recommend awards as specified in Section I.E., until available funding under this solicitation has been exhausted.

## Notice of Proposed Awards

The results of the evaluation will be posted in a Notice of Proposed Awards (NOPA) and will include (1) the total proposed funding amount; (2) the rank order of Applicants; and (3) the amount of each propose award. CEC will publish the NOPA on the CEC’s website and will email the NOPA to all parties that submitted an application.

## Debriefings

Applicants that are not proposed for funding may request a debriefing after the release of the NOPA by emailing the CAO listed in Part I. A request for debriefing should be received no later than 15 days after the NOPA is released.

## Scoring Scale

Using this Scoring Scale, the Evaluation Committee will give a score for each criterion described in the Evaluation Criteria.

| **% of Possible Points** | **Interpretation** | **Explanation for Percentage Points** |
| --- | --- | --- |
| 0% | Not Responsive | Response does not include or fails to address the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable. |
| 10-30% | Minimally Responsive | Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable. |
| 40-60% | Inadequate | Response addresses the requirements being scored, but there are one or more omissions, flaws, or defects or the requirements are addressed in such a limited way that it results in a low degree of confidence in the proposed solution. |
| 70% | Adequate | Response adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable. |
| 75% | Between Adequate and Good | Response better than adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable. |
| 80% | Good | Response fully addresses the requirements being scored with a good degree of confidence in the Applicant’s response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable. |
| 85% | Between Good and Excellent | Response fully addresses the requirements being scored with a better than good degree of confidence in the Applicant’s response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable. |
| 90% | Excellent | Response fully addresses the requirements being scored with a high degree of confidence in the Applicant’s response or proposed solution. Applicant offers one or more enhancing features, methods or approaches exceeding basic expectations. |
| 95% | Between Excellent and Exceptional | Response fully addresses the requirements being scored with a better than excellent degree of confidence in the Applicant’s response or proposed solution. Applicant offers one or more enhancing features, methods or approaches exceeding basic expectations. |
| 100% | Exceptional | All requirements are addressed with the highest degree of confidence in the Applicant’s response or proposed solution. The response exceeds the requirements in providing multiple enhancing features, a creative approach, or an exceptional solution. |

## Evaluation Criteria

| **Criterion** | **Possible Points** |
| --- | --- |
| **Project Implementation**  Applications will be evaluated on the degree to which:   * The project will achieve the purpose of this solicitation. * The project will demonstrate a clearly defined business and technology model of EV charger deployment to specifically serve MFH residents. * The project provides conveniently accessible charging to more than 100 MFH units. * The project will install more than the minimum number of [~~charging stations~~] **charging ports** (100). * Data collection and analysis will effectively and quantifiably evaluate the business and technology model and track charger usage by MFH residents. * The proposed business and technology model of EV charger deployment will be replicable or may be further expanded. * The cost to charge will be minimized and reasonable for the residents of identified MFH. * Payment mechanisms are appropriate for the targeted MFH residents. * The proposed charging equipment has features to deter or prevent vandalism, or any other features to reduce potential downtime. * Project lighting will effectively illuminate charging area and the project will result in safe charging environments. * The Applicant describes clear, detailed, and convincing strategies, including in the Operation and Maintenance Plan, and demonstrates that it has the ability and capacity to execute these strategies, to ensure required charger uptime and customer satisfaction. | 35 |
| **Project Location and Benefits**  Applications will be evaluated on the degree to which:   * The project will install chargers that are conveniently accessible and easy for residents of specific MFH to use. * The project will provide MFH residents with certainty that a charger will be available to them when they need it. * The demonstrated business and technology model for EV charger deployment will be cost effective for MFH property owners and residents and will measure cost effectiveness. * The project will exceed the required minimum of 50 percent of [~~chargers~~] **charging ports** installed in disadvantaged communities or low-income communities and maximize project benefits to these communities. * Chargers will be accessible to residents of affordable housing units. * The proposed project results in high benefit-cost score defined as the ratio of grams of CO2 equivalent reduction per dollar of CEC investment for the proposed project term and six years of operation. * The proposed project is cost-effective and minimizes costs per charger or per kW of capacity. * The project includes tenant protections for participating rental properties. | 20 |
| **Project Readiness**  Applications will be evaluated on the degree to which:   * Milestones and completion dates are reasonable and expedited. * The project is ready for deployment. * Permit timelines are minimized and/or permit applications are already filed or approved. * Delays in procuring equipment and materials will be minimized. * Utility connection readiness is maximized and time to energization is minimized. * Letters from site hosts, residents, project partners, utilities, or other stakeholders indicate strong levels of support or commitment for the proposed project. * The risks, barriers, and limitations that are critical for project success are identified and mitigated. | 15 |
| **Team Experience and Qualifications**  Applications will be evaluated on the degree to which:   * The qualifications, experience, capabilities, and credentials of the key team members are suitable to the tasks described in the proposed Scope of Work and will lead to the successful completion of the project. * The proposed project incorporates collaborations with local planning agencies, community-based organizations, utilities, site hosts, or others that will lead to the successful completion of the project. * The Applicant and team members have demonstrated the ability to establish site control, obtain equipment and materials, do community outreach, and deploy resources to expedite project completion. * Past performance on prior CEC awards or other public projects has been timely and exceptional. | 15 |
| **Project Budget**  Applications will be evaluated on the degree to which:   * The proposal budget is justifiable and reasonable relative to the project goals, objectives, and tasks defined in the Scope of Work. * CEC funds are needed for the project. * Costs of engagement and outreach support successful project completion and fall within the $300 per [~~charger~~] **charging port** cost cap. * The proposed project minimizes administrative and overhead costs for reimbursement. * The proposed project minimizes costs to install charging stations. * The proposed match funding commitments are documented and verifiable. | 10 |
| **Sustainability and Innovation**  Applications will be evaluated on the degree to which:   * The project will effectively implement engagement and outreach strategies to recruit property owners and increase EV adoption and EV charger use by MFH residents. * The project will use innovative payment mechanisms. * The proposed project promotes and measures sustainability and innovation, e.g., minimizes grid upgrades, enhances grid reliability, or enables load management. * The project ensures equitable access to chargers, prevents resident displacement, and captures community feedback. | 5 |
| **Total Possible Points** | 100 |
| **Minimum Passing Score (70%)** | 70 |

## Bonus Points

Bonus Points will be awarded to projects that serve additional MFH units beyond the minimum requirement based on the following formula:

An additional 1 point will be added to the overall score for each additional 50 MFH units to be served beyond the minimum requirement.

For example, if a project proposes to serve 300 units, they are eligible to receive 4 bonus points (300 total minus 100 minimum = 200 additional units served. 200 units divided by the 50 unit metric equals 4 bonus points).

The maximum number of bonus points an Applicant can receive is 5.

Exception: An application that does not receive a passing score under the evaluation criteria will not receive Bonus Points.

## Tie Breakers

If the score for two or more applications are tied, the application with a higher score in the Project Implementation criterion will be ranked higher. If still tied, the application with a higher score in the Project Location criterion will be ranked higher. If still tied, an objective tiebreaker (such as a random drawing) will be utilized.

# 

# V. Administration

## Definition of Key Words

Important definitions for this solicitation are presented below:

| **Word/Term** | **Definition** |
| --- | --- |
| Affordable Housing Unit | For the purposes of this solicitation, a housing unit is affordable if it has a rent or mortgage payment that is no more than 30 percent of the monthly household income for a “Low Income” Household per the [State Income Limits for 2022](https://www.hcd.ca.gov/docs/grants-and-funding/inc2k22.pdf) at https://www.hcd.ca.gov/docs/grants-and-funding/inc2k22.pdf. In general, most low-income limits represent the higher level of: (1) 80 percent of median family income (MFI) or, (2) 80 percent of state non-metropolitan median family income. |
| Applicant | Respondent to this solicitation |
| Application | Formal written response to this document from Applicant |
| Awardee | An Applicant awarded a grant under this solicitation |
| California Tribal Organization | A corporation, association, or group controlled, sanctioned, or chartered by a Federally-recognized California Native American tribe that is subject to its laws, the laws of the State of California, or the laws of the United States |
| CAM | Commission Agreement Manager |
| CAO | Commission Agreement Officer |
| CEC | California Energy Commission |
| Disadvantaged Community | Community disproportionately burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution. Disadvantaged communities are census tracts that score within the top 25th percentile of California Environmental Protection Agency CalEnviroScreen 4.0 scores and include areas of high pollution and low population, such as ports. |
| Electric Vehicles (EVs) | Zero-emission vehicles that run at least partially on battery power and are recharged from the electricity grid. There are two types of EVs: pure battery-electric and plug-in hybrid electric vehicles |
| Electric Vehicle Charging Station | [~~A location where one or more EVSEs are installed to charge EVs~~] **The area in the immediate vicinity of a group of chargers and includes the chargers, supporting equipment, parking areas adjacent to the chargers, and lanes for vehicle ingress and egress. A charging station could comprise only part of the property on which it is located.** |
| Electric Vehicle Infrastructure Training Program (EVITP) | The Electric Vehicle Infrastructure Training Program provides training and certification for electricians installing electric vehicle supply equipment (EVSE) |
| Electric Vehicle Supply Equipment (EVSE)/Charger | Equipment designed to supply power to EVs |
| Federally-recognized California Native American Tribe | A Native American Tribe located in California that is on the United States Department of Interior’s list of Indian Entities Recognized by and Eligible To Receive Services From the United States Bureau of Indian Affairs, in the federal register, and the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 905 of the Statutes of 2004 |
| GAAP | Generally Accepted Accounting Principles |
| GFO | Grant Funding Opportunity |
| GHG | Greenhouse gas |
| Level 1 Charging | Electric vehicle charging at 110/120 volts |
| Level 2 Charging | Electric vehicle charging at 208/240 volts |
| Low-income Community | Census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development’s list of state income limits adopted under Section 50093. (Definition from AB 1550, Gomez, Chapter 369, Statutes of 2016) |
| Multi-Family Housing (MFH) | Residential properties with multiple dwelling units excluding single-family dwellings (detached), duplexes, triplexes, townhomes, and mobile homes |
| Non-Profit Organization | An entity filing as and operating under the Internal Revenue Service’s requirements for a 501(c)(3) corporation |
| NOPA | Notice of proposed award |
| Recipient | An Applicant awarded a grant under this solicitation |
| Solicitation | Grant Funding Opportunity, which refers to this entire solicitation document and all its attachments and exhibits |
| State | State of California |
| Townhome | Single-family houses attached to similar houses with shared walls |
| Tribal Communities | A group of people living within reservation or allotment boundaries, living on land that otherwise falls under the ownership or jurisdiction of a California Native American Tribe, or that is served by a California Native American tribe or other California Tribal Organization, regardless of whether or not those people are tribal members of one or another tribe or are not tribal members. |
| Zero-Emission Vehicle (ZEV) | Vehicles that produce zero emissions from the on-board source of power |

## Cost of Developing Application

The Applicant is responsible for the cost of developing an application, and this cost cannot be charged to the State.

## Confidential Information

CEC will not accept or retain any applications that have any portion marked confidential.

## Solicitation Cancellation and Amendments

It is CEC’s policy not to solicit applications unless there is a bona fide intention to award an agreement. However, if it is in the State’s best interest, CEC reserves the right, in addition to any other rights it has, to do any of the following:

* Cancel this solicitation;
* Revise the amount of funds available under this solicitation;
* Amend this solicitation as needed; and/or
* Reject any or all applications received in response to this solicitation.

If the solicitation is amended, CEC will post an addendum on CEC’s solicitation information website at: <https://www.energy.ca.gov/funding-opportunities/solicitations>.

## Errors

If an Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation at any time prior to 5:00 p.m. of the application deadline date, the Applicant should immediately notify CEC of the error in writing and request modification or clarification of the solicitation. The CEC will provide modifications or clarifications by written notice to all entities that requested the solicitation, without divulging the source of the request for clarification. CEC shall not be responsible for failure to correct errors.

## Modifying or Recalling an Application

An Applicant may recall or modify a submitted application within ECAMS before the deadline to submit applications. Applications cannot be changed after that date and time. An application cannot be “timed” to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: “This application and the cost estimate are valid for 60 days.”

## Immaterial Defect

CEC may waive any immaterial defect or deviation contained in an application. CEC’s waiver shall in no way modify the application or excuse an Applicant proposed for funding from full compliance with solicitation requirements.

## Disposition of Applicant’s Documents

The entire evaluation process from receipt of applications up to the posting of the Notice of Proposed Award is confidential. On the Notice of Proposed Award posting date, or date of solicitation cancellation, all applications and related material submitted in response to this solicitation become a part of the property of the State and public record.

## Applicants’ Admonishment

This solicitation contains the instructions governing the requirements for a firm quotation to be submitted by interested Applicants, the format in which the technical information is to be submitted, the material to be included, the requirements which must be met to be eligible for consideration, and Applicant responsibilities. Applicants are responsible for carefully reading the entire solicitation, asking appropriate questions in a timely manner, submitting all required responses in a complete manner by the required date and time, and making sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

## Agreement Requirements

The content of this solicitation shall be incorporated by reference into the final agreement. See the standard terms and conditions on the CEC Funding Resources page at: <https://www.energy.ca.gov/funding-opportunities/funding-resources>. This information is also in Section II.A.2.

CEC reserves the right to negotiate with Applicants to modify the project scope, the level of funding, or both. If CEC is unable to successfully negotiate and execute a funding agreement with an Applicant, CEC, at its sole discretion, reserves the right to cancel the pending award and fund the next highest ranked eligible project.

CEC must formally approve all proposed grant awards. Clean Transportation Program agreements for over $75,000 must be scheduled and considered at a CEC Business Meeting for approval by the CEC.

Public agencies that receive funding under this solicitation must provide an authorizing resolution approved by their governing authority to enter into an agreement with CEC and designating an authorized representative to sign.

CEC will send the approved agreement, including the general terms and conditions and any additional terms and conditions, to the grant recipient for review, approval, and signature. Once the grant recipient signs, CEC will fully execute the agreement. Recipients are approved to begin the project only after full execution of the agreement.

**Executive Order N-6-22 – Russia Sanctions.**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

## No Agreement Until Signed and Approved

No agreement between CEC and an Applicant is in effect until the agreement is approved at a CEC Business meeting and signed by both the grant recipient and the CEC.

CEC reserves the right to modify the award documents prior to executing the agreement.

1. CalEPA. [Final Designation of Disadvantaged Communities](https://calepa.ca.gov/wp-content/uploads/sites/6/2022/05/Updated-Disadvantaged-Communities-Designation-DAC-May-2022-Eng.a.hp_-1.pdf). <https://calepa.ca.gov/wp-content/uploads/sites/6/2022/05/Updated-Disadvantaged-Communities-Designation-DAC-May-2022-Eng.a.hp_-1.pdf>  [↑](#footnote-ref-2)
2. An ISO 15118 ready charger supports all of the following: i) Powerline carrier-based high-level communications as specified in ISO 15118-3; ii) Secure management and storage of keys and certificates; iii) Transport layer security (TLS) version 1.2; additional support for TLS 1.3 or subsequent versions is recommended to prepare for future updates to the ISO 15118 standard; iv) Remotely receive updates to activate or enable ISO 15118 use cases; v) Ability to connect to a network's back-end software. ISO 15118 readiness is self-attested by the charger manufacturer and does not require certification testing at this time. [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)