

PROGRAM OPPORTUNITY NOTICE

Alternative and Renewable Fuel and Vehicle Technology Program

Zero Emission Vehicle (ZEV) Readiness



PON-14-603

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

State of California

Californian Energy Commission

August 2014

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I. Introduction

A. PURPOSE OF SOLICITATION

The Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) announces the availability of up to \$3,300,000 in Zero Emission Vehicle (ZEV) Readiness funding to support new and existing planning efforts for plug-in electric vehicles (PEVs) and fuel cell electric vehicles (FCEVs). Grant funds will be awarded on a "first-come, first-served basis."

B. BACKGROUND

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the ARFVTP. The statute authorizes the California Energy Commission (Energy Commission) 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 ARFVTP through January 1, 2024, and specified that the Energy Commission 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 ARFVTP 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.

C. KEY ACTIVITIES AND DATES

KEY ACTIVITY	ACTION DATE
Solicitation Release	September 9, 2014
Written Questions	September 16, 2014 through October 31 December 2 , 2014 by 3:00 p.m. or until funds are exhausted, whichever occurs first
Distribute Questions/Answers and Addenda (if any)	September 19, 2014 through November 12 December 2 , 2014 by 3:00 p.m. or until funds are exhausted, whichever occurs first
Submit Applications*	September 9, 2014 through December 2, 2014 by 3:00 p.m. or until funds are exhausted, whichever occurs first
Anticipated Notice of Proposed Award Posting Date	Continuous, as needed
Anticipated Energy Commission Business Meeting Date	Various
Anticipated Agreement Start Date	Various

An addendum will be released if the dates change for any asterisked (*) activities. Other dates are anticipated only and may change without notice.

D. HOW AWARD IS DETERMINED

First-Come, First-Served: Projects that pass both the Administrative Screening Criteria and the Technical Screening Criteria (see Section IV) will be funded on a first-come, first-served basis, which is based on when the application is received by the Contracts, Grants and Loans Office at the Energy Commission. Refer to Section IV of this solicitation for the Evaluation Process and Criteria.

Applications are now being accepted. Applicants are encouraged to apply as soon as possible after the release of this solicitation. Applications will be accepted until funds available under this solicitation are exhausted or the specified application due date and time, whichever occurs first. **NOTE:** This solicitation may be clarified or amended based on the results of the pre-application workshop. Applications received prior to the pre-application workshop will still be subject to the clarifications or amendments to this solicitation. Applications modified and resubmitted due to clarifications or amendments resulting from the pre-application workshop will be treated as newly submitted applications and reviewed and recommended for funding only if funding remains available at the time of submittal.

An application will be evaluated and screened based on its response to the information requested in this solicitation (See Section IV Evaluation Process and Criteria). Applications failing one or more of the Administrative Screening Criteria and Technical Screening Criteria will be disqualified and will not be eligible for funding under this solicitation. Disqualified Applicants may request a debriefing after the release of the Notice of Proposed Awards (NOPA) and are encouraged to modify their applications and resubmit for reconsideration if funds are available. Resubmitted applications will be processed as a new application on a first-come, first-served basis.

Applications addressing duplicative activities within regions previously funded by the Energy Commission or recommended for funding under this solicitation will be disqualified.

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

E. AVAILABLE FUNDING

Approximately \$3.3 million is available for the agreements resulting from this solicitation. The Energy Commission, at its sole discretion, reserves the right to increase or decrease the amount of funds available under this solicitation.

F. FUNDING CATEGORY ALLOCATIONS AND AWARD AMOUNTS

The following table shows categories of the funding allocations by category and minimum/maximum award amounts.

Category	Category Name	Minimum Award	Maximum Award	Total Funding Available
A	PEV Readiness Plan Implementation	\$50,000 per application	Up to \$300,000 per application	\$1,500,000
B	PEV Readiness Plan Development	\$50,000 per application	Up to \$300,000 per application	\$900,000
C	FCEV Readiness	\$10,000 per application	Up to \$300,000 per application	\$900,000

If an insufficient number of passing applications are received in one or more of the funding categories, the Energy Commission may, at its sole discretion, transfer unused funding from one category to another category once the application deadline has elapsed.

For Category A only, the following group maximum award limits apply:

<u>Group</u>	<u>Counties</u>	<u>Maximum Award per Group</u>
1) <u>Bay Area and Monterey regions</u>	<u>Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma, Monterey, San Benito, Santa Cruz</u>	<u>\$600,000</u>
2) <u>Los Angeles and San Diego regions</u>	<u>Los Angeles, Orange, Riverside, San Bernardino, Ventura, San Diego</u>	<u>\$600,000</u>
3) <u>Remaining counties</u>	<u>Counties not included in Group 1 or 2</u>	<u>\$600,000</u>

For applications containing activities in more than one geographical area defined above, the application will be designated in the region where a majority of the funds (by dollar amount) are being utilized.

G. FUNDING RESTRICTIONS

In addition to the minimum and maximum funding amounts specified within this solicitation, the following funding restrictions apply:

Category A:

- PEV Awareness: A maximum of \$50,000 of Energy Commission funding may be utilized for PEV Awareness activities.
- Local Government Code Adoption and Training: A maximum of \$20,000 of Energy Commission funding per city and a maximum of \$60,000 of Energy Commission funding per application may be utilized for Local Government Code Adoption and Training.

Category B:

- Regional PEV Readiness Plan: \$200,000 maximum per application
- PEV Awareness: A maximum of \$50,000 of Energy Commission funding may be utilized for PEV Awareness activities.
- Local Government Code Adoption and Training: A maximum of \$20,000 of Energy Commission funding per city and a maximum of \$60,000 of Energy Commission funding per application may be utilized for Local Government Code Adoption and Training.

Category C: No funding restrictions

H. MAXIMUM NUMBER OF APPLICATIONS

Applicants may submit up to two applications so long as one is under either Category A or B and one is under Category C). Application submittals exceeding the maximum allowed will be rejected.

If an application does not obtain a passing score, Applicants are allowed to modify the application and resubmit. A resubmitted application will be processed as a new application for the purpose of awarding funding on a first-come, first-served basis, i.e., the date of resubmittal controls.

I. 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 through in-person participation, WebEx, and conference call at the date, time and location listed below. Please call (916) 654-4381 or refer to the Energy Commission's website at www.energy.ca.gov/contracts to confirm the date and time.

September 18, 2014

10:00 am

California Energy Commission

Hearing Room A

1516 9th Street

Sacramento, CA 95814

Participation through WebEx

For participation through WebEx, the Energy Commission's on-line meeting service, follow the instructions below:

Computer logon with a direct phone number:

- Go to <https://energy.webex.com> and enter the unique meeting number **922 445 766**
- When prompted, enter your information and the following meeting password: **meeting@10**
- After you login, a prompt will appear on-screen for you to provide your phone number. In the Number box, type your area code and phone number and click OK to receive a call back on your phone for the audio of the meeting. International callers can use the "Country/Region" button to help make their connection.

Computer logon for callers with an extension phone number, etc.:

- Go to <https://energy.webex.com> and enter the unique meeting number **922 445 766**
- When prompted, enter your information and the following meeting password: **meeting@10**
- After you login, a prompt will ask for your phone number. CLICK CANCEL.
- Instead call 1-866-469-3239 (toll-free in the U.S. and Canada). When prompted, enter the meeting number above and your unique Attendee ID number which is listed in the top left area of your screen after you login. International callers can dial in using the "Show all global call-in numbers" link (also in the top left area).

Telephone only (no computer access):

- Call 1-866-469-3239 (toll-free in the U.S. and Canada) and when prompted enter the unique meeting number above. International callers can select their number from: <https://energy.webex.com/energy/globalcallin.php>

If you have difficulty joining the meeting, please call the WebEx Technical Support number at 1-866-229-3239. Please be aware that the meeting's WebEx audio and on-screen activity may be recorded.

J. **QUESTIONS**

During the solicitation process, questions of clarification about this solicitation must be directed to the Commission Agreement Officer listed in Section I.K. Written questions may be submitted via mail; electronic mail; and by FAX, as specified in Section I.K. Questions will be accepted on an ongoing basis throughout the application acceptance period.

Questions and answers will be posted and updated as necessary on the Energy Commission's website at: <http://www.energy.ca.gov/contracts/index.html>.

Any verbal communication with an Energy Commission employee concerning this solicitation is not binding on the State of California and shall in no way alter a specification, term, or condition of the solicitation. Therefore, all communication should be directed in writing to the Commission Agreement Officer assigned to the solicitation.

K. **CONTACT INFORMATION**

Phil Dyer, Commission Agreement Officer
California Energy Commission

1516 Ninth Street, MS-18
Sacramento, California 95814
Telephone: (916) 654-4651
FAX: (916) 654-4423
E-mail: Phil.Dyer@energy.ca.gov

L. REFERENCE DOCUMENTS/INFORMATION

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

- 1) 2014-2015 Investment Plan for the Alternative and Renewable Fuel and Vehicle Technology Program (CEC-600-2013-003-CMF) <http://www.energy.ca.gov/2013-ALT-02/>.
- 2) California Statewide Plug-in Electric Vehicle Infrastructure Assessment (CEC-600-2014-003) <http://www.energy.ca.gov/2013-ALT-01/documents/index.html>.
- 3) 2013 ZEV Action Plan [http://opr.ca.gov/docs/Governor's_Office_ZEV_Action_Plan_\(02-13\).pdf](http://opr.ca.gov/docs/Governor's_Office_ZEV_Action_Plan_(02-13).pdf).
- 4) Implementation of Energy Commission Activities within the Zero Emission Vehicle Action Plan <http://www.energy.ca.gov/2013-ALT-01/documents/index.html>.
- 5) The Zero Emission Vehicles in California: Community Readiness Guidebook http://opr.ca.gov/docs/ZEV_Guidebook.pdf.
- 6) PEV Collaborative Statewide and Regional PEV Readiness Reports <http://www.evcollaborative.org/pev-readiness-reports>.
- 7) California Green Building Standards Code California Code of Regulations, Title 24, Part 11, *A4.106.8 Electric vehicle (EV) charging* and *A5.106.5.3 Electric vehicle charging*.
 - a. http://www.ecodes.biz/ecodes_support/free_resources/2013California/13Green/PDFs/Appendix%20A4%20-%20Residential%20Voluntary%20Measures.pdf
 - b. http://www.ecodes.biz/ecodes_support/free_resources/2013California/13Green/PDFs/Appendix%20A5%20-%20Nonresidential%20Voluntary%20Measures.pdf
- 8) Plug-in Electric Vehicle Resource Center <http://driveclean.ca.gov/pev/>.
- 9) California Fuel Cell Partnership Road Map <http://cafcp.org/carsandbuses/caroadmap>.
- 10) U.S. Department of Energy, Office of Energy Efficiency & Renewable Energy, Fuel Cell Technologies Office <http://energy.gov/eere/transportation/hydrogen-and-fuel-cells>.

The 2014-2015 Investment Plan for the Alternative and Renewable Fuel and Vehicle Technology Program and the California Statewide Plug-in Electric Vehicle Infrastructure Assessment are on display and available for review in the Energy Commission's Library. Library hours are Monday – Friday from 8:30 a.m. to 4:30 p.m., closed for lunch 12:00 – 1:00 p.m. The Library is located at: California Energy Commission, 1516 Ninth Street, First Floor, Sacramento, CA 95814, (916) 654-4292.

II. Eligibility Requirements

A. ELIGIBLE APPLICANTS

Eligible applicants are:

1. **Categories A and C:** California public entities that can meet the requirements of this solicitation.
2. **Category B:** California public entities that can meet the requirements of this solicitation and have plans to establish a plug-in electric vehicle coordinating council (PEVCC). The Applicant must be the lead public entity that will be authorized to accept and administer the award on behalf of the PEVCC. PEVCCs must be in place before the execution of a grant agreement resulting from this solicitation. PEVCCs must have a minimum of three California local or regional public entities. See Attachment 13 for more information on establishing PEVCCs.

Eligible public entities must have a role in the development, planning, permitting, or oversight of PEVs, FCEVs, and/or ZEV infrastructure. Eligible public entities may include, but are not limited to: cities; counties; air, water, and fire districts; and regional planning entities.

For this solicitation, California Community Colleges, California State Universities, Universities of California, U.S. Department of Energy National Laboratories, federal agencies, foreign governments, and non-Governmental organizations are not eligible Applicants under this solicitation. However, these organizations may partner with otherwise eligible Applicants on a proposed project.

Every eligible public entity that applies under this solicitation must meet the solicitation requirements and must agree to the Terms and Conditions and Special Terms and Conditions (Attachments 9 and 10). The Energy Commission will not award agreements to non-complying entities. The Energy Commission reserves the right to modify the terms and conditions prior to executing agreements.

B. ELIGIBLE PROJECTS

All projects must be located in California.

Specific eligible activities are listed under each funding category (delineated as a., b., c., etc.) with the activity title listed in bold-face type.

1. **CATEGORY A - PEV Readiness Plan Implementation:** The Applicant must refer to an existing and adopted regional PEV Readiness Plan and must outreach to the local Plug-in Electric Vehicle Coordination Council(s) (PEVCC). See Attachment 11 for the Councils. The following implementation activities are allowable:
 - a. **Permitting and Inspection Process:** Implement the streamlining of permitting and inspection processes, including outreach to city permitting offices and inspectors, development of online permitting and information websites, dissemination of best practices and standardization of permit

fees. Work with the ZEV Infrastructure Project Manager in the Governor's Office of Business and Economic Development to facilitate and accelerate the permitting and establishment of fast charging infrastructure.

- b. **EVCS Installation Process:** Coordinate with contractors, inspectors and utilities to improve electric vehicle charging station (EVCS) installation process in residential multi-unit dwellings, public sites, workplaces, and corridors.
- c. **EVCS Siting:** Outreach to potential charging infrastructure host sites such as small, medium, and large workplaces; multi-unit dwellings; and corridor sites for fast charging. Refer to existing PEV regional infrastructure plans if available and involve the relevant utility company.
- d. **Signage:** Install directional "trailblazer"¹ signage on local streets and roadways and/or signage at public PEV charging stations that informs drivers of prices per unit of measure and applicable charging voltages. **Trailblazer signs must be fixed, retroreflective signs consistent with the most recent edition of the California Manual on Uniform Traffic Control Devices (CA MUTCD) (Chapters 2B and 2I), and Traffic Operations Policy Directive #13-01:**
<http://www.dot.ca.gov/hq/traffops/policy/13-01.pdf>.
- e. **PEV Awareness:** Host and participate in "Green Car" shows, Ride and Drives, "Electric Vehicle (EV) 101" workshops to promote PEV awareness for consumers, businesses, and local government officials.

NOTE: A maximum of \$50,000 of Energy Commission funding may be utilized for PEV Awareness activities.

- f. **Local Government Code Adoption and Training:** Adopt residential and/or nonresidential voluntary measures in California Green Building Standards Code California Code of Regulations, Title 24, Part 11, *A4.106.8 Electric vehicle (EV) charging* and *A5.106.5.3 Electric vehicle charging*. This activity may provide training to city planners, city permitting staff, inspectors, and builders to implement codes by mid-2015.

NOTE: A maximum of \$20,000 of Energy Commission funding per city and a maximum of \$60,000 of Energy Commission funding per application may be utilized for Local Government Code Adoption and Training.

- 2. **CATEGORY B - PEV Readiness Plan Development:** This funding category is for regions that do not have a PEV Readiness Plan adopted or currently under development. Applicants must first develop a PEVCC adopted draft PEV Readiness Plan before conducting any activities under this solicitation. See Attachment 12 for the Councils.

¹ A directional sign displayed, usually with an arrow panel, off the freeway system to advise motorists where to turn en route to a destination.

a. **PEV Readiness Plan Development:** Applicants must demonstrate that they are referring to existing PEV Readiness Plans for guidance (See Section I.K., Reference Documents/Information). The plan must include at least the following activities:

1. A description of the planning region, status of PEVs and charging infrastructure in the region, barriers to PEV adoption, and strategies to advance PEV adoption.
2. Estimates of a number of PEVs in use for the planning period of the Readiness Plan.
3. Regional Charging Infrastructure Plan, including:
 - Region-specific guidelines for PEV infrastructure deployment for residential single- and multi-dwelling units, workplaces, commercial and public areas, and fast charging units in strategic locations.
 - Regional charge port infrastructure location identification, quantity and investment required to implement the installation of the infrastructure beginning in 2016. Locations may include public access on public property, commercial property, highway corridors, and workplaces.
 - Region-specific planning data, including the use of previous studies, employer/workplace engagement, transportation studies, and estimates of PEV deployment, to support infrastructure deployment.
4. Guidance on, including PEV-friendly building codes, zoning, parking rules, local ordinances, installation checklists, and streamlining of EVCS/EVSE permitting, installation, and inspection processes.
5. Plans for PEV education and training for regional stakeholders.
6. Steps involved in carrying out a 1-2 year, 3-5 year and 5-10 year plan for estimating future PEV development needs.

NOTE: A maximum of \$200,000 of Energy Commission funds may be used to develop a Regional PEV Readiness Plan.

b. **PEV Implementation Activities:** Applicants who are applying for Category B may choose to fund one or more eligible PEV Implementation Activities listed under Category A once the Regional PEV Readiness Plan has been adopted by a PEVCC and the selected activities are consistent with the adopted Regional PEV Readiness Plan.

3. **CATEGORY C – FCEV Readiness:** The Applicant must refer to an existing regional planning document, either from another organization or their own (such as an environmental plan, a city plan, and/or a general plan) which can be used

for FCEV planning. The Applicant must state which plan they refer to in the project description table in the Application Form (Attachment 1).

At least one of the following eligible FCEV or hydrogen station related activities must be addressed in the application:

- a. **Regional Hydrogen Refueling Infrastructure Plan:** Develop and implement a Regional Hydrogen Refueling Infrastructure Plan to guide future investments in the supply of hydrogen used as a transportation fuel and to support market expansion of FCEVs and hydrogen production. Evaluate the opportunity for hydrogen refueling in a city or region.
- b. **Streamlining the Permitting Process for Hydrogen Refueling Stations:** Develop guidelines and best practices for streamlining the permitting of hydrogen refueling stations. This activity may include:
 - 1) Determining requirements for hydrogen refueling station permitting, i.e. plot plans and equipment plans.
 - 2) Outreach to city/county permitting offices and inspectors.
 - 3) Integrating hydrogen refueling stations applications with existing online permit application/approval systems and websites.
 - 4) Analyzing and evaluating permit applications (via contract with an expert, i.e., civil engineer) for a hydrogen refueling stations.
 - 5) Promoting an understanding and awareness of California Environmental Quality Act (CEQA) evaluations for hydrogen refueling stations and how to conduct them.
- c. **Promotion of FCEV Use:** Develop plans to promote the use of FCEVs. This activity may include:
 - 1) Developing and implementing a pilot project for car sharing and car-pooling using FCEVs.
 - 2) Promoting preferential FCEV parking in public places.
 - 3) Planning and conducting outreach activities that support the rollout of FCEVs and/or hydrogen refueling stations and work with local officials and communities on the planning and outreach. The activity(ies) may include:
 - Developing materials that provide information about how hydrogen is used as a transportation fuel.
 - Conducting workshops and town hall meetings about hydrogen used as a transportation fuel and also California's hydrogen station refueling network.
- d. **Training:** Training activities may include:

- 1) Leveraging existing training materials and develop new materials as needed for the evaluation of a hydrogen refueling station and the California Fire Code applicability to station site and equipment.
 - 2) Providing training to local officials on the California Fire Code and implementation of the Code to assist with hydrogen refueling station permitting, siting, and installation.
- e. **Safety Assessments:** Develop First Responders Guidelines for responding to incidents in the vicinity of hydrogen refueling stations.
- f. **Incorporation of FCEVs in Municipal Fleets:** This activity may include:
- 1) Conducting a usage assessment of all vehicles in the municipality to determine which fleet applications are best suited for FCEVs, and plan for replacing municipal fleets with FCEVs.
 - 2) Incorporating future fleet demand considerations into ongoing planning activities for hydrogen refueling infrastructure, in consultation with associated California Air Resources Board (CARB) programs and fleet operators.
 - 3) Developing a FCEV fleet demonstration plan that may include buses. Include longevity, California Highway Patrol (CHP) considerations, and needs for warranties for the equipment.
 - 4) Evaluating public lots for future hydrogen refueling station sites for municipal fleets.
- g. **Signage:** Install directional signage and/or signage at public FCEV refueling stations to inform drivers. To the extent that hydrogen is accurately dispensed as 1kg, provide information about the retail price.
- h. **Site Readiness:** Identify and evaluate public lots for future hydrogen refueling station sites.

C. PROJECTS REQUIRED BY STATE OR FEDERAL LAW

Applicants must complete Attachment 11 in order to assist the Energy Commission in complying with the funding restrictions applicable to the ARFVTP. Note that certain projects may not be eligible for funding.

D. MATCH FUNDING REQUIREMENTS

There are no match funding requirements under this solicitation for all categories.

III. Application Format, Required Documents, and Delivery

A. 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 the Energy Commission 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, singled-spaced and a blank line between paragraphs. Spiral or comb binding is preferred and tabs are encouraged. Binders are discouraged. Original of application should be bound only with a binder clip.

B. PAGE LIMITATIONS

- Activity Description Sheets (Attachment 1-a) for PEV Readiness and Regional Hydrogen Refueling Infrastructure Plans: 5 pages maximum.
- Activity Description Sheets (Attachment 1-a) for all other activities: 1 page maximum each.
- Letter(s) of Support: 2 pages maximum each.
- Resumes: 2 pages maximum each.

Information provided beyond the specified page limitations will not be reviewed.

C. NUMBER OF COPIES

Applicants must submit the original and 7 copies of the application.

Applicants must also submit electronic files of the application on CD-ROM or USB memory stick along with the paper submittal. Only one CD-ROM or USB memory stick is needed. Electronic files must be in Microsoft Word XP (.doc format) and Excel Office Suite formats. Completed Budget Forms, Attachment 5, must be in Excel format. Electronic files submitted via e-mail will not be accepted.

D. PACKAGING AND LABELING

The original and copies of the application must be labeled "Program Opportunity Notice PON-14-603," and include the title of the application.

Include the following label information and deliver your application, in a sealed package:

Person's Name, Phone #
 Applicant's Name
 Street Address
 City, State, Zip Code
 FAX #

PON-14-603
 Contracts, Grants & Loans Office, MS-18
 Californian Energy Commission
 1516 Ninth Street, 1st Floor
 Sacramento, California 95814

E. PREFERRED METHOD FOR DELIVERY

An Applicant may deliver an application by:

- U.S. Mail
- In Person
- Courier service

Applications must be delivered to the Energy Commission's Contracts, Grants and Loans Office during normal business hours and prior to the due date and time specified in this solicitation. Applications received after the stated due date and time are considered late and will not be accepted. There are no exceptions to this requirement. Postmark dates of mailing, E-mail and facsimile (FAX) transmissions are not acceptable in whole or in part, under any circumstances.

F. APPLICATION ORGANIZATION

Applications must be organized as follows:

Element	Attachment Reference (if applicable)
Application Form	Attachment 1
Activity Description Sheet(s)	Attachment 1-a
Scope of Work	Attachment 2
Schedule of Products and Due Dates	Attachment 4
Project Team	N/A
Budget Forms	Attachment 5 See also E below.
Contacts List	Attachment 6
Letter(s) of Support/Commitment	N/A
CEQA Compliance Form	Attachment 7
Localized Health Impacts Information	Attachment 8
ARFVTP Funding Restrictions Certification	Attachment 11

1. **Application Form:** Applicants must include a complete and signed Application Form shown in Attachment 1. The application must include an original Application Form signed by an authorized representative of the Applicant's organization. This signature certifies that all information in the application is correct and complete to the best of the Applicant's knowledge AND that the Applicant has read the Terms and Conditions, and will accept them without negotiation if awarded.

The Application Form shall also include, at a minimum, a project description including project goals and quantitative and measurable objectives to be achieved.

2. **Activity Description Sheet(s):** Applicants must also submit separate Activity Description Sheet(s) (Attachment 1-a) for each selected activity (see Section II Eligible Projects). Descriptions must address all applicable criteria of the Technical Screening Criteria in Section IV Evaluation Process and Criteria. ***Failure to complete these requirements will result in failure of the application.***
3. **Scope of Work:** Applicants must include a completed Scope of Work for each project. Please use the template contained in Attachment 2.

Instructions for completing the Scope of Work as well as a sample are included in Attachment 3. Electronic files for the Scope of Work must be in MSWord. The description of activities selected in Attachment 1 must conform to the Tasks described in the Scope of Work. The application must provide detailed steps and methods to accomplish proposed activities in the Scope of Work.

4. **Schedule of Products and Due Dates:** Applicants must include a completed Schedule of Products and Due Dates for the proposed project. Please use the template contained in Attachment 4. Instructions for the Schedule of Products and Due Dates are included in the document template. Electronic files for the Schedule of Products and Due Dates must be in MS Excel.

All project activities/tasks must be completed by March 31, 2019.

5. **Project Team**

- a. Identify, by name, all key personnel assigned to each project, including the project manager, and clearly describe their individual areas of responsibility in the project and the amount of time they are available to contribute to the project. The project manager is the one individual responsible for interacting with the CAM on all issues relating to the overall project and coordinating all aspects of work under the project.
- b. For each individual, include company, position title, job description, individual resume (maximum of two pages), and contact information.
- c. Provide a list of past projects detailing relevant technical and business experience.

6. **Budget Forms**

- a. The Applicant must submit information on all of the attached budget forms. All budget forms are required because they will be used for the agreement prepared with the winning Applicant(s). A separate set of complete budget forms, including the full set of worksheets, is required for the Applicant and for each subcontract containing: 1) \$100,000 or more of Energy Commission funds; or 2) 25% or more of the total Energy Commission funds requested.

- b. Detailed instructions for completing these forms are included at the beginning of Attachment 5.
- c. Rates and personnel shown must reflect rates and personnel charged if chosen as the Recipient for 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. The rates proposed are considered capped and shall not change during the term of the agreement. The Recipient shall only be reimbursed for their actual rates up to these rate caps. The hourly or monthly rates provided shall be unloaded (before fringe benefits or overheads)
- d. The information provided in these forms shall not be kept confidential.
- e. All reimbursable expenditures shall be expended within the approved term of the funding agreement. Expenditures may be counted as match share only after the Energy Commission notifies the Applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). However, match expenditures incurred prior to the full execution of a funding agreement are made at the Applicant's own risk.
- f. The Budget should allow for the expenses of a Kick-off Meeting, at least one (1) Critical Project Review meeting, and a Final meeting. It is anticipated that meetings will be conducted at the Energy Commission located in Sacramento, CA.
- g. Applicants should budget for permits, insurance, etc. The Energy Commission shall not pay for permitting, but it should be accounted for in match share.
- h. The Budget should allow for the preparation and submission of monthly progress reports (1-2 pages each) during the approved term of the agreement, and a Final Report. Instructions for preparing the Final Report will be provided to successful Applicants.
- i. 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 Energy Commission funds will require disposition of purchased equipment at the end of the project. Typically, Recipients may continue to utilize equipment purchased with Energy Commission 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.
- j. The Budget must reflect estimates for actual costs to be incurred during the approved term of the project. The Energy Commission can only approve and reimburse for actual costs that are properly documented in accordance with the Grant Terms and Conditions.
- k. Applicants shall NOT budget for, and CANNOT be reimbursed for, more than their actual allowable expenses (i.e., cannot include profit, fees, or

markups) under the agreement. Subcontractors (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 further subcontracted to other entities (i.e., profit, fees and markups are not allowed on subcontractor expenses). For example, if a subcontractor has \$100,000 in actual allowable costs but has further subcontracted \$20,000 to another entity, then the subcontractor can only include up to 10% profit on \$80,000 (\$100,000 minus \$20,000). See terms and conditions for more information on allowable costs.

- I. ***IMPORTANT - Payment of Prevailing Wage:*** Applicants must read and pay particular attention to the Terms and Conditions Attachment 9 and the 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 agreement, disruption of projects, and other complications.
7. **Contacts List:** Applicants must complete the contacts list contained in Attachment 06.
8. **Letter(s) of Support/Commitment:** All letters are limited to 2 pages each and must include complete contact information so the Energy Commission is able to efficiently contact the letter writer if necessary to verify information.
 - **For all Categories – Key Project Partners and Match Share Contributors (MANDATORY, as applicable):** Applicants shall submit letter(s) of commitment from all key project partners identified in the application. The letters must demonstrate the commitment and ability of the partners to fulfill their identified roles and responsibilities under the proposed project. Third-party match share contributors must also specify match share commitments, if any.
 - **For all Categories – Substantiated Project Benefits (OPTIONAL, but recommended):** 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, fleet operators, and any other relevant organizations.
 - **For Category B Only – PEVCC Letters of Intent and Support (MANDATORY):** Applications shall include letters of support for each key project partner identified in application demonstrating their willingness and capacity to carry out the responsibilities described in the application. In addition, the application shall include documentation of the PEVCC including the list of potential or anticipated members, their business or agency affiliation, and their roles and activities related to membership.
9. **California Environmental Quality Act (CEQA) Worksheet:** Applicants shall complete Attachment 7. The Energy Commission requires this information to assist its own determination under the California Environmental Quality Act (Pub. Resource Code Section 21000 et.seq).

Applicants shall complete the detailed CEQA Worksheet and submit it with their application. This worksheet will help Applicants to determine CEQA compliance obligations by identifying which parts of the project may trigger the need for CEQA compliance. If the project includes only activities that do not trigger CEQA, such as paper studies, then the worksheet will help identify and document this. Failure to complete the worksheet may lead to disqualification of the proposal.

Applicants must also provide documentation of communication with the local agency with jurisdiction over the proposed project for purposes of complying with CEQA. Documentation such as a completed notice of exemption, a letter from the local agency acknowledging their role in the CEQA process, or a CEQA application to the lead agency that is stamped as received. If no CEQA review would be required by the local agency, provide documentation (letter or e-mail) from the local agency explaining why not.

Applicants shall complete the CEQA process within 90 days of the NOPA. Failure to do so may result in cancellation of the award and an award to the next highest scoring project.

NOTE REGARDING ENCUMBRANCE DEADLINES AND DISCLAIMER:

The funds under this solicitation have strict encumbrance deadlines. The Energy Commission must complete environmental review under CEQA and formally approve each grant prior to the applicable encumbrance deadline. Thus, if a project cannot complete CEQA review in time to meet the applicable encumbrance deadline, the **Energy Commission reserves the right to cancel the proposed award** and recommend funding the next eligible award that can meet the encumbrance deadline, regardless of the Applicant's diligence in submitting CEQA information and materials. Further, the Energy Commission shall not be liable for any costs incurred during environmental review or as a result of cancelling the proposed award.

10. **Localized Health Impacts Information:** Applicants shall complete Attachment 08. The Energy Commission requires this information to assist its own determination on the localized health impacts of the proposed project.
11. **ARFVTP Funding Restrictions Certification:** Applicants shall review Attachment 10, Special Terms and Conditions, regarding ARFVTP "Funding Restrictions" and complete the certification on Attachment 11.

IV. Evaluation Process and Criteria

A. APPLICATION EVALUATION

This section explains how the applications will be evaluated. It describes the evaluation stages and screening criteria.

Applications will be accepted on a “first-come, first served” basis. An application will be screened based on their response to the information requested in this solicitation. The entire evaluation process from receipt of applications to posting of the Notice of Proposed Award (NOPA) is confidential.

To evaluate all applications, the Energy Commission will organize an Evaluation Committee. The Evaluation Committee may consist of Energy Commission staff or staff of other California state entities. **Applications failing one or more of the Administrative Screening Criteria or Technical Screening Criteria shall be disqualified and not recommended for funding.** Disqualified Applicants may request a debriefing after the release of the NOPA and are encouraged to modify their applications and resubmit their applications for reconsideration if funds are available. Resubmitted applications will be processed as a new application on a first-come, first-served basis.

The applications will be evaluated as follows:

1. Administrative Screening

The Energy Commission will screen applications using the Pass/Fail evaluation method for compliance with Administrative Screening Criteria in Table 1. Applications passing evaluation under all the Administrative Screening Criteria will continue review and evaluation under the Technical Screen Criteria. An application not passing the Administrative Screening Criteria shall receive no further consideration and shall be disqualified and eliminated from further evaluation.

Table 1 – Administrative Screening Criteria (all categories)

Administrative Screening Criteria		Solicitation Section
1	The application is received by the Energy Commission's Contracts, Grants and Loans Office by the specified due date and time specified in Section I of this solicitation.	I
2	The Application Form (Attachment 1) is complete and signed by the Applicant's authorized representative.	Attachment 1
3	The application does not contain confidential information or has any portion of the application marked as confidential.	V
4	The Applicant agrees to the Terms and Conditions (Attachment 9), to the Special Terms and Conditions (Attachment 10), and to meet all requirements of the solicitation by signing the Application Form. The application does not include any statement in the application that acceptance is based on modifications to those terms and conditions.	Attachment 9 Attachment 10
6	The application is prepared in the mandatory format described.	III
7	The budget forms are filled out completely.	III

2. **Technical Screening Criteria**

Applications passing Administrative Screening will be reviewed for compliance with the applicable Technical Screening Criteria for the application’s funding category (see Tables 2, 3 and 4)

As part of the Technical Screening Criteria review, the Energy Commission may invite Applicants to a clarification interview regarding the information contained in their applications. Applicants may appear in person at the Energy Commission office in Sacramento, California, or discuss the application by telephone. The Energy Commission shall not provide reimbursement to any Applicant for the interview appearances.

Applications passing Technical Screening Criteria will be recommended for funding until all funds available through this solicitation have been committed.

Table 2 – Technical Screening Criteria for Category A – PEV Readiness Plan Implementation

Technical Screening Criteria		Solicitation Section
1	The Applicant is an Eligible Applicant (see Section II).	II
2	The project is an Eligible Project.	II
3	The Application Form identifies the project region and includes a project description including project goals and quantitative and measurable objectives to be achieved.	III
4	<u>Application for Category A specifies funds requested for each county within the project area, if project spans more than one group as depicted in Section I.F.</u>	II
5	<u>Application abides by trailblazer signage guidelines set forth in Section II.B.1.d.</u>	II
6	Application provides a separate Activity Description Sheet for each selected activity (Attachment 1-a) and indicates the requested funding amount for the activity.	III
7	Activity Description Sheet(s) include a summary of the selected activity, current situation, the gap(s) that need to be addressed, and how the activity will be conducted.	III
8	Activity Description Sheet(s) discuss how the funds will be used to address identified gaps, and why the requested funds are appropriate for the proposed activity.	III
9	Application describes project collaboration and coordination with regional PEV Readiness Plans.	III
10	No more than \$50,000 of Energy Commission funding is utilized for PEV Awareness activities.	III
11	No more than \$20,000 per city and no more than \$60,000 total per application of Energy Commission funding is utilized for Local Government Code Adoption and Training activities.	III

**Table 3 – Technical Screening Criteria for
Category B – PEV Readiness Plan Development**

Technical Screening Criteria		Solicitation Section
1	The Applicant is an Eligible Applicant.	II
2	The project is an Eligible Project.	II
3	Application identifies the region to which planning will apply, describes the region in terms of counties and cities involved, and discusses the need for planning in that region.	II
4	Application describes regional team that is supported by a multi-stakeholder PEVCC, including the names of each regional team member, a brief statement of their qualifications, and their roles and responsibilities.	II
5	Application identifies the designated lead public entity that will accept and administer the award on behalf of the PEVCC.	II
6	Application describes the existing PEVCC or the plan to establish the PEVCC, including current and potential members.	II
7	Application addresses the development of a Regional PEV Readiness Plan which will include (at a minimum): <ul style="list-style-type: none"> a. A description of the planning region, status of PEVs and charging infrastructure in the region, barriers to PEV adoption, and strategies to advance PEV adoption. b. PEV estimates for the planning period. c. Region-specific guidelines for PEV infrastructure deployment for residential single- and multi-dwelling units, workplaces, commercial and public areas, and fast charging units in strategic locations. d. Regional charge port infrastructure location identification, quantity and investment required to implement the installation of the infrastructure beginning in 2016. Locations may include public access on public property, commercial property, highway corridors, and workplaces. e. Region-specific planning data, including the use of previous studies, employer/workplace engagement, transportation studies, and estimates of PEV deployment, to support infrastructure deployment. f. Guidance on, including PEV-friendly building codes, zoning, parking rules, local ordinances, installation checklists, and streamlining of EVCS/EVSE permitting, installation, and inspection processes. g. Plans for PEV education and training for regional stakeholders. 	
8	Application provides a separate Activity Description Sheet for each selected activity (Attachment 1-a) and indicates the requested funding amount for the activity.	III
9	Activity Description Sheet(s) include a summary of the selected activity, current situation, the gap(s) that need to be addressed, and how the activity will be conducted.	III
10	Activity Description Sheet(s) discuss how the funds will be used to address identified gaps, and why the requested funds are appropriate for the proposed activity.	III

11	Application includes PEVCC Letters of Support/Commitment from at least three local or regional public entities.	III
12	No more than \$50,000 of Energy Commission funding is utilized for PEV Awareness activities.	III
13	No more than \$20,000 per city and no more than \$60,000 total per application of Energy Commission funding is utilized for Local Government Code Adoption and Training activities.	III
14	No more than \$200,000 of Energy Commission funding is utilized for Regional PEV Readiness Plan activities.	III
15	Applicants demonstrate that they are referring to existing PEV Readiness Plans for guidance.	III

**Table 4 – Technical Screening Criteria for
Category C: FCEV Readiness**

Technical Screening Criteria		Solicitation Section
1	The Applicant is an Eligible Applicant.	II
2	The project is an Eligible Project.	II
3	The Application Form identifies the project region and includes a project description including project goals and quantitative and measurable objectives to be achieved.	III
4	Application provides a separate Activity Description Sheet for each selected activity (Attachment 1-a) and indicates the requested funding amount for the activity.	III
5	Activity Description Sheet(s) include a summary of the selected activity, current situation, the gap(s) that need to be addressed, and how the activity will be conducted.	III
6	Activity Description Sheet(s) discuss how the funds will be used to address identified gaps, and why the requested funds are appropriate for the proposed activity.	III
7	Application describes project collaboration and coordination with an existing regional planning document.	III

B. GROUNDS TO REJECT AN APPLICATION

In addition to the other Energy Commission rights within this solicitation (such as the Screening Criteria and Terms and Conditions), the Energy Commission reserves the right to reject an application and/or cancel an award if at any time during the application or agreement process the following circumstances are discovered:

- The application contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the Applicant.
- 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.
- The application does not literally comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.

- The application does not contain all of the information identified in the Application Requirements.
- The Applicant has previously received funding through a Public Interest Energy Research (PIER) agreement, has received the PIER Royalty Review letter which the Energy Commission annually sends out to remind past recipients of their obligations to pay royalties, and has not responded to the letter or is otherwise not in compliance with repaying royalties.

C. NOTICE OF PROPOSED AWARD

The results of the application evaluations will be provided through Notices of Proposed Awards (NOPAs) which will include the recommended funding levels. The Energy Commission will: 1) post NOPAs at the Energy Commission's headquarters in Sacramento; 2) post NOPAs on the Energy Commission's website; and 3) mail NOPAs to all parties that submitted an application under this solicitation.

D. DEBRIEFINGS

Unsuccessful Applicants may request a debriefing after the release of the NOPAs. A request for debriefing must be received no later than 15 days after the NOPAs are released.

V. Administration

A. DEFINITION OF KEY WORDS

Important definitions for this solicitation are presented below:

Word/Term	Definition
Applicant	Respondent to this solicitation
Application	Formal written response to this solicitation from Applicant
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEQA	California Environmental Quality Act
EVCS	Electric Vehicle Charging Station
EVSE	Electric Vehicle Supply Equipment
Energy Commission	California Energy Commission
FCEV	Fuel Cell Electric Vehicle
NOPA	Notice of Proposed Awards
PEV	Plug-in Electric Vehicle
PEVCC	Plug-in Electric Vehicle Coordinating Council
Solicitation	Program Opportunity Notice, which refers to this entire solicitation document and all its attachments and exhibits
State	State of California

B. COST OF DEVELOPING APPLICATION

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

C. CONFIDENTIAL INFORMATION

The Energy Commission will not accept or retain any applications that have any portion marked confidential. Applications containing or proposing to deliver confidential information will be returned without consideration.

The entire evaluation process from receipt of applications until the posting of the NOPAs is confidential. However, a submittal will become public records after the Energy Commission posts a NOPA (or notice of non-award) associated with that submittal or cancels the solicitation.

D. SOLICITATION CANCELLATION AND AMENDMENTS

It is the policy of the Energy Commission 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, the Energy Commission reserves the right to do any of the following:

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

If the solicitation is amended, the Energy Commission will send an addendum to all parties who requested the solicitation and will also post it on the Energy Commission's website at www.energy.ca.gov/contracts.

E. ERRORS

If an Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the Applicant shall immediately notify the Energy Commission of such error in writing and request modification or clarification of the document. Modifications or clarifications will be given by written notice of all parties who requested the solicitation, without divulging the source of the request for clarification. The Energy Commission shall not be responsible for failure to correct errors.

F. MODIFYING OR WITHDRAWAL OF APPLICATION

An Applicant may, by letter to the Commission Agreement Officer, withdraw or modify a submitted application 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."

G. IMMATERIAL DEFECT

The Energy Commission may waive any immaterial defect or deviation contained in an Applicant's application. The Energy Commission's waiver shall in no way modify the application or excuse the successful Applicant from full compliance.

H. 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 who want any work examples they submitted with their applications returned to them shall make this request and provide either sufficient postage or a Courier Charge Code to fund the cost of returning the examples.

I. 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 must take the responsibility to carefully read the entire solicitation, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, and make sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

J. AGREEMENT REQUIREMENTS

The content of this solicitation shall be incorporated by reference into the final agreement. See the sample agreement terms and conditions included in this solicitation.

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

The Energy Commission must formally approve all proposed grant awards. ARFVTP agreements for over \$75,000 must be scheduled and considered at an Energy Commission Business Meeting for approval by the Energy Commission.

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

The Energy Commission will send the approved agreement, including the general Terms and Conditions and any additional terms and conditions, to the Recipient for review, approval, and signature. Once the Recipient signs, the Energy Commission will fully execute the agreement. Recipients are approved to begin the project only after full execution of the agreement.

K. No AGREEMENT UNTIL SIGNED AND APPROVED

No agreement between the Energy Commission and the successful Applicant is in effect until the agreement is signed by the Recipient, approved at an Energy Commission Business Meeting, and signed by the Energy Commission representative.

The Energy Commission reserves the right to modify the award documents prior to executing the agreement.

Please note costs incurred prior to executing an agreement will not be reimbursed by the Energy Commission.