STATE OF CALIFORNIA – NATURAL RESOURCES AGENCY EDMUND G. BROWN JR., *Governor*

CALIFORNIA ENERGY COMMISSION

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**Addendum 4**

**June 11, 2018**

**GFO-15-312**

**The EPIC Challenge: Accelerating the Deployment of Advanced Energy Communities**

The purpose of this addendum is to make corrections to the schedule, eligibility and project requirements, to amend the page recommendations, to clarify the match funding scoring criteria, and to update the solicitation attachments. This addendum includes the following revisions to the Solicitation Manual and corresponding attachments:

 **Solicitation Manual**

Page 4, Section A. Purpose of Solicitation

Deleted: “An amendment…”

Added: “Addendum #3…”

Page 5, Section A. Purpose of Solicitation

Deleted: “The amendment…”

Added: “Addendum #3…”

Deleted: “…the amendment.”

Added: “…Addendum #3.”

Page 18, Section G. Key Activities Schedule

Deleted: “Specific dates for all Phase II related items will be identified as part of a solicitation amendment.”

Added: “Specific dates for all Phase II related items are identified as part of Addendum #3.”

Page 19, Section G. Key Activities Schedule

Deleted: “Release of Phase II Solicitation Amendment”

Added: “Release of Phase II Solicitation (Addendum #3)”

Deleted: “January 7, 2018”

Added: “January 7, 2019”

Page 23, Section A. Applicant Requirements

Deleted: “…Groups 3 and 4.”

Added: “…Groups 7 and 8.”

Page 26, Section B. Project Requirements

Deleted: “…the amendment.”

Added: “…Addendum #3.”

Page 27, Section B. Project Requirements

Deleted: “…post-project…”

Added: “…post-installation…”

Page 30, Section A. Application Format, Page Limits, and Number of Copies

Deleted: “…seventy pages…”

Added: “…ninety pages…”

Page 41, Section G. Scoring Criteria

Deleted: “…utilized…”

Page 44, Section G. Scoring Criteria

Deleted: “…with a cap of 100 percent.”

Added: “…up to a maximum of 5 total points.”

**Attachment 01 – Application Form**

Page 1, Project Groups

Deleted: “Groups 1, 2, 3, and 4”

Added: “Groups 5, 6, 7 and 8”

Page 2, Funding

Deleted: “Groups 1, 2, 3, and 4”

Added: “Groups 5, 6, 7 and 8”

Deleted: “All Groups are subject to $1,500,000 maximum”

Added: “Groups 5 and 6: $5,000,000 maximum”

Added: “Groups 7 and 8: $10,000,000 maximum”

Page 4, Certifications

Deleted: “3. General Applicants Only: 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 Energy Commission to conduct the proposed project according to the terms and conditions without negotiation.”

Deleted: “4. University of California/ U.S. Department of Energy Applicants Only: I understand that the terms and conditions applicable to the University of California and the U.S. Department of Energy National Laboratories are in negotiation and will be posted once finalized. If the applicant is not willing to enter into an agreement with the Energy Commission to conduct the proposed project according the terms and conditions without negotiation, it will not receive an award under this solicitation.”

Added: “3. I authorize the California Energy Commission to obtain business credit reports and make any inquiries necessary to verify and evaluate the financial condition of the applicant.”

Added: “4. I have read and understand 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 Energy Commission to conduct the proposed project according to the terms and conditions without negotiation.”

Added: “…and under the penalty of perjury…”

**Attachment 03 – Fact Sheet Template**

Page 1

Added: “Title of Project”

Added: “Brief Highlight Statement”

Added: “This section should be about one paragraph, 4-5 sentences, describing the issues or critical need being addressed.”

Added: “Example:”

Added: “This section should be about one or two paragraphs, 8-10 sentences, describing the project.”

Added: “Example:”

Page 2

Added: “This section should be about one or two paragraphs, 6-8 sentences, describing how the proposed project will help overcome barriers to achieving the state’s energy goals and provides ratepayer benefits of greater electricity reliability, lower costs, and/or increased safety.”

Added: “Example:”

Deleted: “Project Specifics

Contractor: Pacific Gas and Electric Co.

Partners: San Jose, San Jose County; and Vacaville, Solano County

Amount: $3,300,000

Co-funding: $8,000,000 from Pacific Gas and Electric Co.

Term: June 2010 to December 2014”

Added: “Contacts

Recipient:

Phone:

Email:

Amount:

Co-funded Amount:

Project Location(s):

Project Term:”

**Attachment 04 – Project Narrative Form**

Page 1

Deleted: “Limit the response to 30 pages.”

Deleted: “…requirements…”

Added: “...recommendations…”

Deleted: “…development and commercialization support of promising new energy innovations.”

Added: “…deployment of Advanced Energy Communities.”

Deleted: “…support of development and commercialization of…”

Added: “…demonstrate…”

Deleted: “…the development and commercialization support available to innovators…”

Added: “…regulatory structures and designs as it relates to the development of Advanced Energy Communities…”

Deleted: “…support systems.”

Added: “…regulatory structures and designs.”

Added: “…and justifies how EPIC funds will be used to procure and deploy advanced energy products and practices.”

Deleted: “…on pp. 19-20 of the GFO Solicitation Manual.”

Added: “…in section II.B.2 of this GFO.”

Deleted: “…on pp. 20-21 of the GFO Solicitation Manual.”

Added: “…in section II.B.2 of this GFO.”

Deleted: “g. Describes how the proposal fits in with existing steps already taken by the local jurisdiction to meet the goals of existing state and regional climate and energy plans such as the California Climate Adaptation Planning Guide, and the Desert Renewable Energy Conservation Plan.”

Page 4

Deleted: “(Match funding is not required for this solicitation. However, applications that include match funds will receive additional points during the scoring phase.)”

Added: “Match funding is required in the amount of at least 50% of the requested EPIC funds for Phase II. However, applications that include match funds in excess of the 50% minimum will receive additional points during the scoring phase.”

**Attachment 06 – Scope of Work Template**

Page 4, Subtask 1.1 Products

Deleted: “Submit the final product to the CAM once agreement has been reached on the draft. The CAM will provide written approval of the final product within 15 days of receipt, unless otherwise specified in the task/subtask for which the product is required.”

Deleted: “If the CAM determines that the final product does not sufficiently incorporate his/her comments, submit the revised product to the CAM within 10 days of notice by the CAM, unless the CAM specifies a longer time period.”

Added: “Consider incorporating all CAM comments into the final product. If the Recipient disagrees with any comment, provide a written response explaining why the comment was not incorporated into the final product.”

Added: “Submit the revised product and responses to comments within 10 days of notice by the CAM, unless the CAM specifies a longer time period, or approves a request for additional time.”

Deleted: “Submit the product to the CAM for approval.”

Deleted: “If the CAM determines that the product requires revision, submit the revised product to the CAM within 10 days of notice by the CAM, unless the CAM specifies a longer time period.”

Added: “Submit the product to the CAM for acceptance. The CAM may request minor revisions or explanations prior to acceptance.”

Page 9, Subtask 1.5 Progress Reports and Invoices

Deleted: “Summarize all Agreement activities conducted by the Recipient for the preceding month, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns.”

Added: “Summarize progress made on all Agreement activities as specified in the scope of work for the preceding month, including accomplishments, problems, milestones, products, schedule, fiscal status, and an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns.”

Deleted: “Provide a synopsis of the project progress, including accomplishments, problems, milestones, products, schedule, fiscal status, and any evidence of progress such as photographs.”

Page 9, Subtask 1.6 Final Report

Deleted: “…and approve…”

Page 10, Subtask 1.6.1 Final Report Outline

Added: “Comments on Draft Final Report Outline”

Added: “Acceptance of Final Report Outline”

Page 10, Subtask 1.6.2 Final Report

Deleted: “Prepare a Final Report for this Agreement in accordance with the approved Final Report Outline and the Style Manual provided by the CAM.”

Added: “Prepare a Final Report for this Agreement in accordance with the approved Final Report Outline, Style Manual, and Final Report Template provided by the CAM with the following considerations:”

Added: “Ensure that the report includes the following items, in the following order:

Cover page (required)

Credits page on the reverse side of cover with legal disclaimer (required)

Acknowledgements page (optional)

Preface (required)

Abstract, keywords, and citation page (required)

Table of Contents (required, followed by List of Figures and List of Tables, if needed)

Executive summary (required)

Body of the report (required)

References (if applicable)

Glossary/Acronyms (If more than 10 acronyms or abbreviations are used, it is required.)

Bibliography (if applicable)

Appendices (if applicable) (Create a separate volume if very large.)

Attachments (if applicable)

Ensure that the document is written in the third person.

Ensure that the Executive Summary is understandable to the lay public.

Briefly summarize the completed work. Succinctly describe the project results and whether or not the project goals were accomplished.

Identify which specific ratepayers can benefit from the project results and how they can achieve the benefits.

If it’s necessary to use a technical term in the Executive Summary, provide a brief definition or explanation when the technical term is first used.

Follow the Style Guide format requirements for headings, figures/tables, citations, and acronyms/abbreviations.

Ensure that the document omits subjective comments and opinions. However, recommendations in the conclusion of the report are allowed.

Include a brief description of the project results in the Abstract.”

Page 11, Subtask 1.6.2 Final Report

Deleted: “Once agreement on the draft report has been reached, the CAM will forward the electronic version for Energy Commission internal approval. Once the CAM receives approval, he/she will provide written approval to the Recipient.”

Added: “The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt.”

Added: “…along with Written Responses to Comments on the Draft Final Report.”

Added: “Written Responses to Comments on the Draft Final Report”

Added: “CAM Product:

Written Comments on the Draft Final Report”

Page 12, Subtask 1.7 Match Funds

Added: “If different from the solicitation application…”

Page 19, Technology/Knowledge Transfer Activities

Added: “Provide at least (6) six High Quality Digital Photographs (minimum resolution of 1300x500 pixels in landscape ratio) of pre and post technology installation at the project sites or related project photographs.”

Added: “High Quality Digital Photographs”

**Attachment 06A – Project Schedule**

Page 1, 1.4 Final Meeting

Deleted: “…30 days…”

Added: “…2 months…”

Page 2, 1.6.1 Final Report Outline

Deleted: “…6 months…”

Added: “…8 months…”

Page 2, 1.6.2 Final Report

Deleted: “…4 months…”

Added: “…6 months…”

Deleted: “…2 months…”

Added: “…3 months…”

Added: “Written Responses to Comments on the Draft Final Report”

Deleted: “30 days…”

Added: “15 days…”

Page 3, TBD-2 Technology/Knowledge Transfer Activities

Added: “High Quality Digital Photographs”

Added: “CAM to insert date”

**Attachment 07 – Budget Forms**

Task Budget Tab

Deleted: All information

Subcontracts Tab, Subcontracts Instructions

Deleted: “http://www.bidsync.com/DPXBisCASB”

Added: “https://www.caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx”

Indirect Costs & Profit Tab, Indirect Cost(s) Table

Deleted: “Indirect Overhead”

Deleted: “General & Administrative”

Indirect Costs & Profit Tab, Indirect Costs Instructions

Added: “3. Insert the name of the indirect cost.”

Deleted: “Categories within the budget on which the indirect cost rate is applied include Direct Labor (DL), Fringe Benefits (FB), Travel (T), Equipment (EQ), Materials & Misc (M), Subcontracts (S), Indirect Overhead (IOH), General & Administrative (GA).

Example - If the Indirect Overhead percentage is applied to Direct Labor, Fringe Benefits, Materials/Miscellaneous, and Travel; you would check the DL, FB, M and T boxes on the Indirect Overhead line. When billing, the sum of DL, FB, M, and T will be multiplied by the IOH percent to arrive at the IOH amount.”

**Attachment 11 – Commitment and Support Letters**

Page 1, 1. Commitment Letters

Added: “…and are not receiving Energy Commission funds…”

Page 1, 2. Support Letters

Added: “Support letter must be submitted with the application to be considered.”

**Brad Worster**

**Commission Agreement Officer**