GFO-20-607 Pre-Application Workshop
Second Block Grant for Light-Duty Electric Vehicle Charger Incentive Projects

Fuels and Transportation Division
April 21, 2021 | 10:00 am
Workshop Agenda

• Welcome and Introductions
  - Diversity Survey
  - Empower Innovation

• Solicitation Overview

• Questions & Answers

• Next Steps

• Adjourn
Housekeeping

• Workshop is recorded on Zoom

• Grant Funding Opportunity Webpage:  

• Virtual Participation via Zoom or telephone during the Q&A period

• Written Questions to Commission Agreement Officer:  
  Doug Harvey, email: Douglas.Harvey@energy.ca.gov, Subject: GFO-20-607  
  Deadline: Wednesday, April 28, 2021 by 5:00 PM
Commitment to Diversity

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

To meet this comment, CEC staff conducts outreach efforts and activities to:

• Engage with disadvantaged and underrepresented groups throughout the state;
• Notify potential new applicants about the CEC’s funding opportunities;
• Assistant applicants in understand how to apply for funding from the CEC’s programs;
• Survey participants to measure progress in diversity outreach efforts.
Diversity Survey

One Minute Survey

The information supplied will be used for public reporting purposes to display anonymous overall attendance of diverse groups.

Zoom Participants, please use the link in the chat to access the survey or scan the QR code on the left of the screen with a phone or table to access the survey.

Survey will be closed at the end of the day.

Survey Link:
https://forms.office.com/Pages/ResponsePage.aspx?id=RBI6rPQT9k6NG7qicUg2TZqEU3EeANX9DviX_on7oPclUNVMxNlo1T0M1UVRNTUzREg5RTJGVDAYT4u
Empower Innovation strives to accelerate your clean tech journey with easy access to funding opportunities from the CEC and other funding providers, curated resources and events, and connections to people and organizations.

**FIND A PARTNER**
Announce your interest in this funding opportunity and message other interested parties to find potential partners.

**RESOURCES & TOOLS**
Browse the collection of resources for clean tech innovators including Resource Libraries, Funding Sources, Tools, and Databases.

To search for funding opportunities, please go to:
https://www.empowerinnovation.net/en/custom/funding/directory

Please direct questions for the Empower Innovation platform to:
https://www.empowerinnovation.net/en/contact_us
Clean Transportation Program

• Formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program

• Established in 2007 by Assembly Bill 118 (2007)

• Extended to January 1, 2024 by Assembly Bill 8 (2013)

• Provides approximately $95 million of funding per year through 2023

• Investment Plan determines funding allocations across various categories
Solicitation Overview

Second Block Grant for Light-Duty Electric Vehicle Charger Incentive Projects
Second Block Grant Process

Pre-Solicitation Workshop
Dec 2020

Solicitation Release
April 2021

Award Implementers
August 2021

CEC Business Meeting
November 2021

Project Designs

Public Workshops

Launch Incentive Projects
Purpose of Solicitation

• Competitive grant solicitation

• Seeking block grant implementer(s) to design and implement up to $500 million or more in grant funds for various light-duty electric vehicle (EV) charger incentive projects throughout California.

• CEC expects to award up to two block grant implementers.
Eligible Applicants

• Not-for-profit technology entities with a physical office in California and organized to advance transportation technologies.

• Applicants must accept the Clean Transportation Program Terms and Conditions, without negotiation.

• Applicants are required to register with the California Secretary of State and be in good standing to enter into an agreement with the CEC: https://www.sos.ca.gov/.
Available Funding

• Up to $500 million or more may be available.
  • No funding is currently available under this solicitation.

• Available funding is subject to California State Budget Act appropriations to the Clean Transportation Program and Clean Transportation Program Investment Plan allocations.

• Staff expects a to-be-determined amount of initial funds to be added to resulting agreements.
  • The CEC to determine the initial funding level.
Available Funding (cont.)

• Any future funding to develop and implement additional incentive projects will be allocated based on performance evaluations.
  • Adherence to key milestones and deadlines.
  • Readiness and ability to timely implement funding project(s).
  • Success in meeting key performance indicators and metrics.
    • Developed by the Recipient and approved by the CEC for each incentive project.
Eligible Project Costs

Costs incurred must be for one or more of the following:

1) Light-duty EV charger incentives.
2) Administrative costs
3) Start-up costs

**Note:** Reimbursable costs incurred prior to executing an agreement will not be reimbursed by the CEC.
Funding Limits

- Up to 8 percent of funds for administrative costs.
- Up to $1 million available for start-up costs.
  - Unused start-up costs shall be used for incentive funds.

### Example Administrative Costs and Varying Start-Up Costs for $100 million Agreement

<table>
<thead>
<tr>
<th>Start-up Costs</th>
<th>$0</th>
<th>$250,000</th>
<th>$500,000</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td>$8,000,000</td>
<td>$8,000,000</td>
<td>$8,000,000</td>
<td>$8,000,000</td>
</tr>
<tr>
<td>Incentive Funds</td>
<td>$92,000,000</td>
<td>$91,750,000</td>
<td>$91,500,000</td>
<td>$91,000,000</td>
</tr>
<tr>
<td>Total Agreement</td>
<td>$100,000,000</td>
<td>$100,000,000</td>
<td>$100,000,000</td>
<td>$100,000,000</td>
</tr>
</tbody>
</table>
Match Funding

There is no match funding requirement.
Project Requirements (Implement Projects)

- Coordinate with CEC and block grant implementers awarded through this solicitation.
- Identify and implement light-duty EV charger incentive projects.
  - CEC to review and approve of all incentive projects.
- Develop, and update quarterly, an overall project plan.
  - Milestones, key performance indicators, and metrics.
  - Incentive project target launch timeline.
  - Planned outreach and engagement activities.
  - Approach to scale resources.
  - Management of multiple incentive projects.
Project Requirements (Project Design)

- Propose incentive projects that include:
  - Types of eligible charger equipment
  - Quantity of chargers targeted
  - Incentive amount(s)
  - Type of funding mechanism
  - Total funding (administrative and incentive)
  - Key performance indicators and metrics
  - Project Plan
  - Strategies to leverage private funding
Project Requirements (Outreach)

- Plan, host/attend, and conduct workshops.
  - Engage a variety of stakeholders
  - Identify future project, equipment, and other requirements
  - Solicit stakeholder feedback
  - Share incentive project(s) progress and statistics
- Develop and conduct outreach and advertisement plans.
  - Type of outreach and materials.
  - Attend community events
  - Strategy to engage priority populations
Project Requirements (Website)

• Develop user-friendly, publicly accessible webpages that includes:
  • Online application forms
  • Ability to submit online incentive applications
  • Applicable documents and forms related to the incentive projects
  • Ability to display total funds (both available and expended)
  • Ability to provide information on incentive disbursements
  • Resources and tools
  • Support multiple languages (English and Spanish at a minimum)
  • Email subscription capability
Project Requirements (Technical Assistance)

- Develop and/or partner with an existing technical assistance program
  - Help potential/current incentive recipients successfully deploy chargers through the block grant project(s).
  - Provide hands-on application assistance.
  - Provide information on project eligibility, design, permitting, and deployment of chargers.
  - Provide information on the Electric Vehicle Infrastructure Training Program (EVITP).
Project Requirements (Processes)

• Develop a plan to implement internal control processes and documentation standards to minimize errors, fraud, waste and abuse.

• Develop processes and procedures to:
  • Mitigate actual or perceived conflicts of interest.
  • Allow third parties to provide funding.
  • Separately accept, track, disburse and report on funding from sources other than the CEC.
Project Requirements (Processes cont.)

- Develop processes and procedures to:
  - Process and distribute incentive funds
    - Appeals Process
    - Extension Process
  - Ensure incentive payments are processed and paid within 15 working days of receipt of complete and valid requests.
  - Ensure incentive funds are available to pay for approved incentives.

Solicitation Manual pp. #16-17
Project Requirements (Reporting)

- Collect, analyze, and submit to the CEC upon request data on incentive projects including, at a minimum:
  - Applications processed
  - Project costs and timelines
  - Funding leveraged from other programs
  - Aggregated charger utilization data
  - Milestones, key performance indicators, and metrics

- Establish, maintain, and submit all incentive project records to the CEC upon request.

- Prepare and submit a final report for each incentive project.
# Application Organization

<table>
<thead>
<tr>
<th>Item</th>
<th>Attachment Number (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>Attachment 1</td>
</tr>
<tr>
<td>Project Narrative</td>
<td>N/A</td>
</tr>
<tr>
<td>Scope of Work</td>
<td>Attachment 2</td>
</tr>
<tr>
<td>Schedule of Products and Due Dates</td>
<td>Attachment 4</td>
</tr>
<tr>
<td>Budget Forms</td>
<td>Attachment 5</td>
</tr>
<tr>
<td>Resumes</td>
<td>N/A</td>
</tr>
<tr>
<td>Contact List</td>
<td>Attachment 6</td>
</tr>
<tr>
<td>Letters of Support/Commitment</td>
<td>N/A</td>
</tr>
<tr>
<td>CEQA Worksheet</td>
<td>Attachment 7</td>
</tr>
<tr>
<td>Localized Health Impacts Information Form</td>
<td>Attachment 8</td>
</tr>
<tr>
<td>Past Performance Reference Form</td>
<td>Attachment 10</td>
</tr>
</tbody>
</table>
• Applicants must include a completed Full Application Form which describes project and applicant eligibility.

• Signature on the application form is waived.
Table of Contents

- The Application should include a table of contents (hard copy submissions only).
- Will not count towards page limitations.
- Electronic application submittals do not need to include a table of contents.
• Limited to 30 pages.

• Project Narrative must include:
  • A detailed description of the approach to complete the proposed project.

  • An explanation of how the project will be implemented through the tasks described in the Scope of Work.

  • Respond to the scoring criteria described in Section III.D.3.a-d.
Scope of Work (Attachment 2)

• Tell us exactly what you are proposing to do in your project.

• Identify what will be delivered to the CEC.

• Be sure to include in the technical tasks:
  • At least one product deliverable per task.
  • Address requirements in Section II.B under Project Requirements.
Schedule of Products and Due Dates (Attachment 4)

- Product deliverables that correspond with the Scope of Work.
- Realistic dates on when product deliverables can be completed.
Budget (Attachment 5)

• No funding is currently available under this solicitation.
• Prepare a budget for $100 million.
  • CEC reserves the right to determine the initial funding level for each agreement resulting from this solicitation.
• Identify how CEC funds and match funds will be spent to complete the project.
• Must request specific dollar amount for start-up costs.
• Must request a specific percentage of awarded funds for administrative costs.

Solicitation Manual pp. #31-34
Applicants must include resumes for key personnel identified in the application.

Resumes are limited to a maximum of 2 pages each.
Applicants must include a completed Contact List (Attachment 6) by including the appropriate points of contact for the Applicant.

The CEC will complete the CEC points of contact during agreement development.
Letters of Support/Commitment

• Follow guidelines provided for commitment and support letters.
  • Commitment letters are required for entities or individuals that are committing match funding, including the **Prime** applicant.
  • Support letters describe a project stakeholder’s interest or involvement in the project.
• Any project partners that will make contributions to the project must submit a commitment letter.
• Limit of two pages per letter.
CEQA Worksheet (Attachment 7)

- Applicants must submit a completed CEQA Worksheet (Attachment 7) to determine CEQA compliance obligations.
- The CEC requires this information to assist it in making its own determination under CEQA.
- Failure to complete the worksheet may lead to disqualification of the proposal.
Local Health Impacts Information Form (Attachment 8)

• Applicants must complete and submit a Local Health Impacts Information Form (Attachment 8).

• The CEC requires this information to assist in developing and publishing a localized health impacts report.
Past Performance Reference Form (Attachment 10)

• Provide references for:
  • Agreements (e.g., contract, grant, or loan) with the CEC received by the Applicant in the last 10 years.
  • The five most recent agreements with other public agencies received by the Applicant within the past 10 years.
  • References may be contacted by CEC staff.
  • Applicants should fill out a separate Past Performance Reference Form for each reference addressed in the Project Narrative.

Solicitation Manual pp. #35-36
How Will My Application Be Evaluated?

Stage One: Application Screening
- Administrative Screening (Pass/Fail)
- Technical Screening (Pass/Fail)

Applicants must pass BOTH the administrative and technical screening criteria, or the application shall be disqualified and eliminated from further evaluation.

Stage Two: Application Scoring
- Technical Evaluation (Evaluation Criteria)
1. The application is received by CEC’s Contracts, Grants, and Loans Office by the due date and time specified in the “Key Activities Schedule” in Section I of this solicitation.

2. The applicant provides the required authorizations and certifications.

3. The applicant has not included a statement that is contrary to the required authorizations and certifications.
Technical Screening Criteria

1. The applicant is an eligible applicant.
2. The project is an eligible project.
3. The project meets the minimum match share requirement, if any.
4. The applicant passes the past performance screening criterion.
Past Performance Screening

1. CEC staff will screen applications per criteria in Section IV.A.4.

2. The Applicant may be disqualified due to severe performance issues characterized by significant negative outcomes under one or more prior or active CEC agreement(s) within the last 10 years.

3. Any applicant that does not have an active or prior agreement equates to no severe performance issues and therefore would pass this screening criteria.
Technical Evaluation

- Evaluation Committee applies the scoring scale to the evaluation criteria.

- Applications must obtain a minimum passing score of **70%** or **84 points** in order to be considered for funding.

- Review Section IV of the solicitation manual and ensure the application provides a clear and complete response to each scoring criteria.

### Scoring Criteria

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Team Experience and Qualifications</td>
<td>35</td>
</tr>
<tr>
<td>2. Implementation and Technical Readiness</td>
<td>40</td>
</tr>
<tr>
<td>3. Budget</td>
<td>25</td>
</tr>
<tr>
<td>4. Innovation and Benefits</td>
<td>20</td>
</tr>
</tbody>
</table>

**Total Possible Points** 120

**Minimum Points to Pass** 84
GFO Submission Requirements (Electronic)

Preferred method of delivery is the CEC’s Grant Solicitation System, available at: https://gss.energy.ca.gov

- First time users must register as a new user to access system.
- Electronic files must be in Microsoft Word (.doc, .docx) and Excel (.xls, .xlsx) formats, unless originally provided in the solicitation in another format.
- Until further notice, any requirement in CEC solicitations to provide a signature is waived (even if it is in the screening criteria). No signature, even electronic is necessary.
  - Notice on CEC’s waiver of the signature requirement appears here: https://www.energy.ca.gov/funding-opportunities/solicitations
GFO Submission Resources

• How to Apply via the Grant Solicitation System (YouTube): https://youtu.be/571TZWtWGxo

• How to Apply PowerPoint Presentation: https://www.energy.ca.gov/sites/default/files/2019-05/GSS_How_to_Apply.pptx

Due to COVID-19, application hard copies will only be accepted via U.S. Mail, Federal Express (FedEx), or United Parcel Service (UPS).

In order to be consistent with orders and recommendations from state and local officials to encourage physical distancing to slow the spread of COVID-19, in-person delivery of applications will NOT be allowed.

Submit Applications with all attachments in the order specified by the due date and time listed in solicitation manual.

Provide one original hard copy and one electronic copy (on a USB stick) containing electronic files of the application.

Application documents should meet formatting requirements, page limits, and number of copies specified.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitation Release</td>
<td>April 5, 2021</td>
</tr>
<tr>
<td>Pre-Application Workshop</td>
<td>April 21, 2021</td>
</tr>
<tr>
<td><strong>Deadline for Written Questions by 5:00 p.m.</strong></td>
<td><strong>April 28, 2021</strong></td>
</tr>
<tr>
<td>Anticipated Distribution of Question/Answers</td>
<td>May 14, 2021</td>
</tr>
<tr>
<td><strong>Deadline to Submit Applications by 5:00 p.m.</strong></td>
<td><strong>June 11, 2021</strong></td>
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<tr>
<td>Anticipated Notice of Proposed Awards Posting</td>
<td>August 2021</td>
</tr>
<tr>
<td>Anticipated Energy Commission Business Meeting</td>
<td>November 2021</td>
</tr>
</tbody>
</table>
Three ways to ask questions:
Please state your name and affiliation. Keep questions under 3 minutes to allow time for others.

1. **Use the raise hand function in Zoom**
   Zoom Phone Controls:
   • *6 – Toggle mute/unmute
   • *9 – Raise hand

2. **Type questions in the Zoom Q&A Box**

3. **Submit written questions**
   Send written questions to Douglas.Harvey@energy.ca.gov
   Deadline: April 28, 2021 5:00 p.m. PST

Note that an official CEC response will be provided in writing and posted on the GFO webpage in approximately two weeks.
Written Questions

Please send all questions related to GFO-20-607 to:

Doug Harvey
Commission Agreement Officer
1516 Ninth Street, MS-18
Sacramento, CA 95814
(916) 827 – 8326
Douglas.Harvey@energy.ca.gov
(Please add subject line: GFO-20-607)

Deadline to submit questions: **Wednesday, April 28, 2021 5:00 p.m. PST**

Deadline to submit applications: **Friday, June 11, 2021 5:00 p.m. PST**
Next Steps

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Updates to solicitation documents will be posted on the GFO Webpage: [https://www.energy.ca.gov/solicitations/2021-04/gfo-20-607-second-block-grant-light-duty-electric-vehicle-charger-incentive](https://www.energy.ca.gov/solicitations/2021-04/gfo-20-607-second-block-grant-light-duty-electric-vehicle-charger-incentive)
Thank You!

Applications are due June 11, 2021 by 5:00 pm.