



California Energy Commission

# Grant Solicitation System (GSS) How to Apply: Tutorial and Tips for Applicants

Contracts, Grants & Loans Office

For assistance, please contact:

The Commission Agreement Officer listed in the solicitation, or  
the Contract, Grants & Loans Office Main Line (916) 767-4991



# Benefits of GSS

- Upload electronic applications
- Eliminates hard copy submissions
  - No added travel and printing costs
  - No paper waste
- Streamlines review and evaluation time



# GSS WARNING

## START THE PROCESS EARLY!

- Applications must be fully submitted **BEFORE** the deadline listed in the solicitation manual
- **The GSS system will shut off at the deadline**
- Applications in the process of being submitted prior to the deadline will NOT be accepted after the deadline
- Applications will NOT be accepted after the deadline



# GSS Structure

- Register as a New User
- Log In
- 3 Step Application Process:
  1. Select Solicitation
  2. Upload Files
    - Select documents for upload
    - Tag files with document type
    - Designate confidential documents (if applicable)
  3. Review and Submit

**All three steps must be complete BEFORE the deadline**



## Register as a New User

CA.gov | Contact Us | Accessibility | Quick Links

**CA**.GOV **CALIFORNIA ENERGY COMMISSION**

Home | About Us | Analysis & Stats | Efficiency | Funding | Power Plants | Renewables | Research | Transportation

### Grants Solicitation System

---

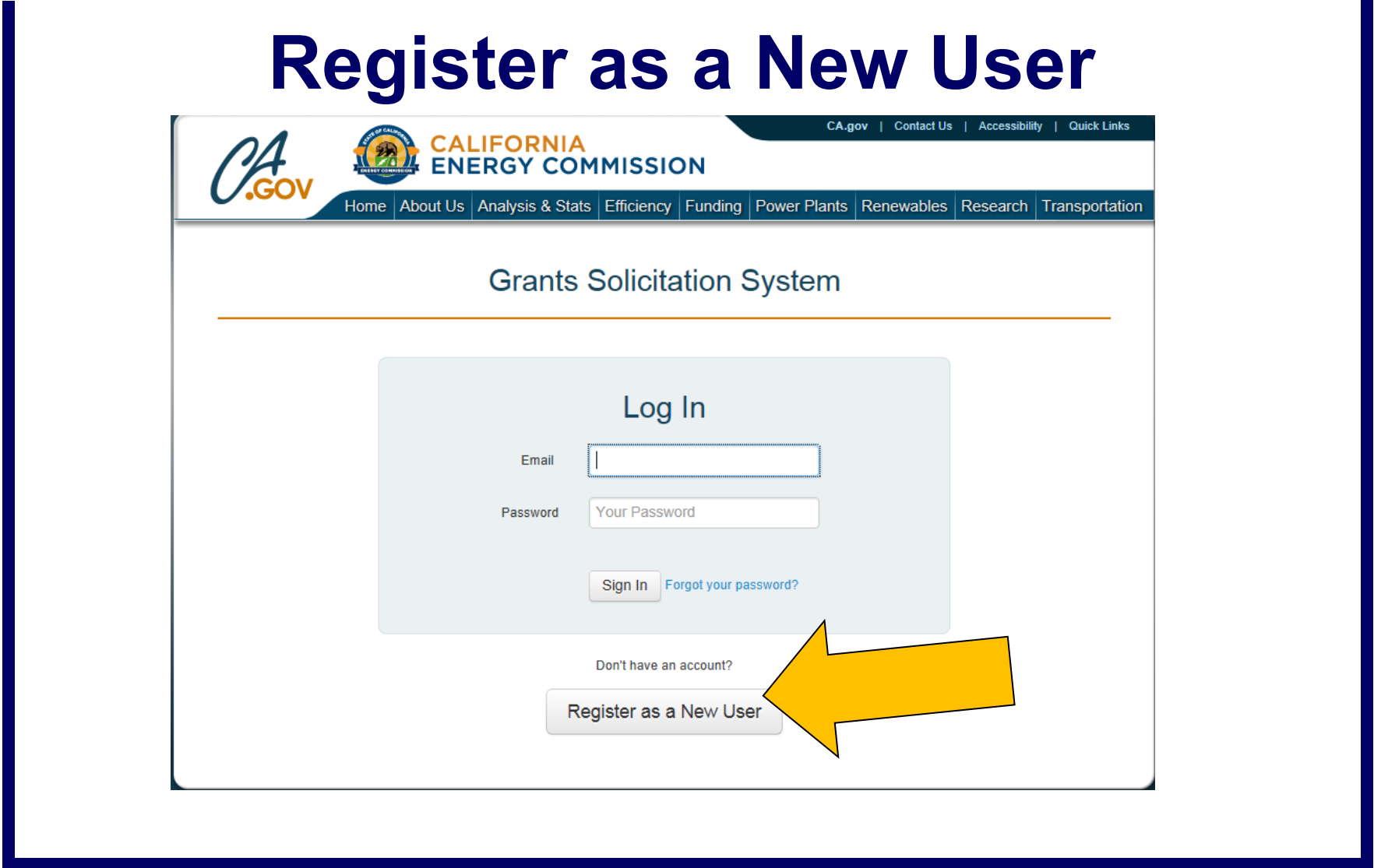
#### Log In

Email

Password

[Forgot your password?](#)

Don't have an account?





## Password Requirements

**Register**  
Fields denoted by an asterisk (\*) are required.

---


|  |   |
|--|---|
| <b>Your Information</b>  | <b>Organization Information</b>   |
| Full Name *<br><input type="text"/>  | Organization * <a href="#">More Information</a><br><input type="text"/>       |
| Email Address *<br><input type="text"/>  | Business Address<br><input type="text"/>                                      |
| Password * <a href="#">Password Requirements</a><br><input type="text"/>                     | City <input type="text"/> State <input type="text"/> Zip <input type="text"/> |
| Confirm Password *<br><input type="text"/>   |   |
| Security Question * <a href="#">in case you forget your password</a><br><input type="text"/> | Business Phone Number <input type="text"/>                                    |
| Security Answer *<br><input type="text"/>  | Business Fax Number <input type="text"/>                                      |
| Phone Number *<br><input type="text"/>   |   |



- Minimum of 15 characters
- One (1) special character  
! @ # ( ) - [ { } ] : ; ' , ? / \*
- One (1) number
- One (1) Upper-case letter
- One (1) lower-case letter



# Verification and Create Account

 I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

**Terms of Use:** By submitting the documents or comments to the California Energy Commission, I understand that I am agreeing to follow the business principles and guidelines established by the Commission for use of this system. If any documents or comments do not conform with the business principles or guidelines, my documents or comments may be rejected by the Commission. In downloading any documents from the Commission's website, I understand that the Commission is not ensuring or guaranteeing that the documents do not contain viruses or other problems that may interfere with the proper operation of my computer. I understand that I must have my own software to read the downloaded documents as the Commission will not supply such software to me.



[Agree & Create Account](#)

[Cancel and Return to Previous Page](#)

- Are you a real person and not a robot?
- Agree to the Terms of Use and create your account



# California Energy Commission

## Log In

CA.gov | Contact Us | Accessibility | Quick Links

**CA**.GOV  **CALIFORNIA ENERGY COMMISSION**

[Home](#) [About Us](#) [Analysis & Stats](#) [Efficiency](#) [Funding](#) [Power Plants](#) [Renewables](#) [Research](#) [Transportation](#)

### Grants Solicitation System

---

#### Log In

Email

Password

[Forgot your password?](#)

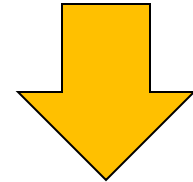
Don't have an account?







## Create a New Application



### My Applications

New Application

Filter:   [Advanced Filters](#)

| Solicitation Number | Solicitation Title                      | Application Title | Status | Action                              |
|---------------------|---|-------------------|--------|-------------------------------------|
| GFO-15-605          | Hydrogen Scooter Stations for the Blind | Application 1     | Draft  | <input type="button" value="Edit"/> |

Page:



# Step 1 Select a Solicitation

1. Title your Application
2. Select the Solicitation by either:
  - a. View All Solicitations
  - b. Search for a Solicitation
3. Save and Continue



## Step 1a – Application Title

### Submit an Application

1 Select Solicitation

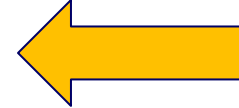
2 Upload Files

3 Review & Submit

### Step 1: Select a Solicitation

Fields denoted by an asterisk (\*) are required.

Application Title \*



Select a Solicitation \*   or [View All Solicitations](#)

Applicant Info Rachel Applicant  
Applicant Testing

You will need to enter an Application Title and select a Solicitation before continuing

[Return to Previous Page](#)



## Step 1b – View All Solicitations

### Submit an Application

1 Select Solicitation

2 Upload Files

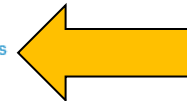
3 Review & Submit

### Step 1: Select a Solicitation

Fields denoted by an asterisk (\*) are required.

Application Title \*

Select a Solicitation \*   or [View All Solicitations](#)



Applicant Info Rachel Applicant  
Applicant Testing

You will need to enter an Application Title and select a Solicitation before continuing

[Return to Previous Page](#)




# California Energy Commission

## Step 1b – Select a Solicitation

Select a Solicitation

Filter:   [Advanced Filters](#)

| Solicitation | Title  | Documents   | Status | Action                                |
|--------------|--|---|--------|---------------------------------------|
| TEST-123     | Test Solicitation  | Application Form, Budget, Contacts List, Work Products, California-Based Entity Form, CEQA Compliance Form  |        | <input type="button" value="Select"/> |
| GFO-16-601   | Zero-Emission Vehicle Regional Readiness and Planning Solicitation | Att. #7 California Environmental Quality Act (CEQA) Worksheet, Att. #6 Contact List, Att. #5 Budget Forms, Att. #4 Schedule of Products and Due Dates, Att. #1 Application Form, Project Narrative, Att. #2 Scope of Work, Att. #1a Activity Description Sheet, Att. #8 Localized Health Impacts Information, (optional) Letters of Support, (optional) Resumes |        | <input type="button" value="Select"/> |
| GFO-16-404   | Local Government Challenge   | Application Form, Project Narrative, Scope of Work, Schedule of Products, Project Team Form, Work Products, Budget, CEQA Compliance Form, NEPA Compliance Certification, Contacts List, Waste Management Plan   |        | <input type="button" value="Select"/> |
| PON-14-308d  | Federal Cost Share Under EPIC:DE-FOA-0001649: Solar                | Application Form, Executive Summary, Fact Sheet, Project Narrative, Project Team Form, CEQA   |        | <input type="button" value="Select"/> |





## Step 1c – Save and Continue

### Submit an Application

1 Select Solicitation

2 Upload Files

3 Review & Submit

### Step 1: Select a Solicitation

Fields denoted by an asterisk (\*) are required.

Application Title \*

Select a Solicitation \*    or [View All Solicitations](#)

Applicant Info Rachel Applicant  
Applicant Testing



Save & Continue

[Return to Previous Page](#)



# Step 2 Upload Files

1. Browse for Files to Upload or Drag and Drop
  - Maximum File Size: 50 MB
  - File Name Length – Maximum 64 characters
  - File Types – Use format provided for the document in the Solicitation
  - Do not group separate file types into one document
2. Click Upload Files button
  - Start Early and Be Patient – **UPLOAD TIMES VARY BASED ON APPLICANT'S SYSTEM BANDWIDTH AND MAY TAKE LONGER THAN EXPECTED**
3. Tag Files with Document Type
4. Designate Confidential Documents



## Step 2a – Select Files to Upload

### Submit an Application

- 1 Select Solicitation
- 2 Upload Files
- 3 Review & Submit

### Step 2: Upload Your Documents

Instructions:

1. **Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
2. **Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files.
3. **Select Document Type:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

#### File Requirements

Drag and drop files here  
- or -  
Select file(s) to upload below

Select File(s) to Upload

You will need upload at least one document and assign Document Type to each uploaded document before continuing.

[Return to Previous Page](#)





## Step 2b – Upload Files

3. **Select Document Type:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

### File Requirements

Drag and drop files here  
- or -  
Select file(s) to upload below

Select File(s) to Upload

### Files Awaiting Upload

|   |        |
|---|--------|
| Grant Solicitation System Help.docx - 1.76 MB (Pending) | Remove |
| Password Requirements 1-25-17.docx - 13.33 kb (Pending) | Remove |



Upload File(s)

You will need upload at least one document and assign Document Type to each uploaded document before continuing.



# California Energy Commission

## Be Patient

3. **Select Document Type:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

### File Requirements

Drag and drop files here  
- or -  
Select file(s) to upload below

Select File(s) to Upload

### Files Awaiting Upload

Grant Solicitation System Help.docx - 1.76 MB (*Uploading*)

Remove

Password Requirements 1-25-17.docx - 13.33 kb (*Pending*)

Remove

Uploaded 100 %

Cancel Upload

You will need upload at least one document and assign Document Type to each uploaded document before continuing.



## Example of Error Message

A screenshot of the California Energy Commission website. The page header includes the "CA.GOV" logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION". A navigation bar contains "Applications", "Profile", and "Help". The user is logged in as "Rachel Grant Kiley" with a "Logout" link. A red error message box states: "The file 'DGS Memo or Late Amendment to Expired Agreement\_500-13-03DGS Memo or Late Amendment to Expired Agreement\_500-13-03DGS Memo or Late Amendment to Expired Agreement\_500-13-03.doc' exceeded the maximum allowable length for file name and upload was discarded." Below the error message is a "Submit an Application" section with a progress bar showing three steps: "1 Select Solicitation", "2 Upload Files", and "3 Review & Submit".

Welcome Rachel Grant Kiley | energy.ca.gov | Logout

CA.GOV CALIFORNIA ENERGY COMMISSION

Applications Profile Help

- The file 'DGS Memo or Late Amendment to Expired Agreement\_500-13-03DGS Memo or Late Amendment to Expired Agreement\_500-13-03DGS Memo or Late Amendment to Expired Agreement\_500-13-03.doc' exceeded the maximum allowable length for file name and upload was discarded.

### Submit an Application

- 1 Select Solicitation
- 2 Upload Files
- 3 Review & Submit

This is an example of a file name length error message



## Step 2c – Tag Files with Document Type

3. **Select Document Type:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

### File Requirements

Drag and drop files here  
- or -  
Select file(s) to upload below

Select File(s) to Upload

### Uploaded Files

|                                     |  |
|-------------------------------------|--|
| Grant Solicitation System Help.docx | <a href="#">Remove file</a>                                  |
| Document Type:                      | Application Form<br>Budget<br>Contacts List<br>Work Products |
| Password Required                   | <a href="#">Remove file</a>                                  |
| Document Type:                      | California-Based Entity Form<br>CEQA Compliance Form         |

You will need upload at least one document and assign Document Type to each uploaded document before continuing.



# Step 2d - Designate Confidential Documents (if applicable)

Uploaded Files

|                                     |                             |
|-------------------------------------|-----------------------------|
| Grant Solicitation System Help.docx | <a href="#">Remove file</a> |
| Document Type: Application Form     |                             |
|                                     |                             |
| Password Requirements 1-25-17.docx  | <a href="#">Remove file</a> |
| Document Type: Budget               | Confidential: Yes           |

Save & Continue

[Return to Previous Page](#)

- Some solicitations allow for certain documents to be designated as confidential
- During the upload process, a confidential selection box will appear after the document type is selected



## DRAFT Applications may be edited

CA.GOV CALIFORNIA ENERGY COMMISSION

Welcome Rachel Grant Kiley | energy.ca.gov | Logout

Applications Profile Help

### My Applications New Application

Filter:

| Solicitation Number | Solicitation Title   | Application Title    | Status    | Action                              |
|---------------------|--|----------------------|-----------|-------------------------------------|
| TEST-123            | Test Solicitation  | Diana's Solicitation | Draft     | <input type="button" value="Edit"/> |
| TEST-123            | Test Solicitation  | Test 12              | Draft     | <input type="button" value="Edit"/> |
| TEST-123            | Test Solicitation  | CR&R Test            | Submitted |                                     |
| TEST-123            | Test Solicitation  | Boby                 | Submitted |                                     |
| GFO-16-601          | Zero-Emission Vehicle Regional Readiness and Planning Solicitation     | ABC                  | Draft     | <input type="button" value="Edit"/> |
| GFO-16-502          | 2016 Natural Gas Energy Efficiency Research Grants for Residential and | TEST ONLY            | Draft     |                                     |

- No Edit Button for submitted applications
- No Edit Button for solicitations with an expired deadline



# Step 3 – Review and Submit

1. Review Uploaded Documents
2. Read Certification and Check “I Agree” Box
3. Click “I Agree & Submit” Button



## California Energy Commission

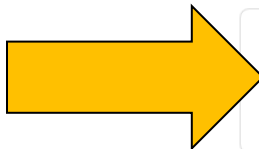
# Step 3a – Review Uploaded Documents

**DO NOT PROCEED TO SUBMIT  
UNTIL YOUR LIST IS  
COMPLETE!**

### Step 3: Review Your Application

#### Your Application

|  |   |   |                                     |
|--|---|---|-------------------------------------|
| Application Title<br><b>Diana's Solicitation</b> | Selected Solicitation<br><b>Test Solicitation</b> | Applicant Info<br><b>Rachel Grant Kiley<br/>Energy Commission</b> | <input type="button" value="Edit"/> |
|--|---|---|-------------------------------------|



|  |                                     |
|--|-------------------------------------|
| <b>Grant Solicitation System Help.docx</b><br>Document Type: Application Form Confidential: No | <input type="button" value="Edit"/> |
| <b>Password Requirements 1-25-17.docx</b><br>Document Type: Budget Confidential: Yes           |                                     |

I hereby authorize the California Energy Commission to make any inquiries necessary to verify the information presented in the application.

I hereby authorize the California Energy Commission to obtain a credit report on the applicant's organization.

I hereby certify under penalty of perjury under the laws of the State of California that:

(1) 1. All confidential information submitted (if allowed under the solicitation) has been properly identified.





## California Energy Commission

# Step 3b – Read Certification and Check “I Agree” Box

I hereby authorize the California Energy Commission to make any inquiries necessary to verify the information presented in the application.

I hereby authorize the California Energy Commission to obtain a credit report on the applicant's organization.

I hereby certify under penalty of perjury under the laws of the State of California that:

(1) 1. All confidential information submitted (if allowed under the solicitation) has been properly identified.

**NOTE: The Energy Commission reserves the right to determine whether confidential information submitted adheres to the confidentiality requirements contained in the solicitation. Applicants purposely or erroneously designating information as confidential beyond what is allowable in accordance with the solicitation may lead to rejection and disqualification of the application.**

(2) All information in the application is correct and complete to the best of the applicant's knowledge.

(3) The applicant has read and understands the terms and conditions and will accept them without negotiation if awarded.

(4) The applicant has received any required licenses (such as copyrights or trademarks) applicable to the submitted application.

(5) 5. I am an authorized representative of the applicant.

I Agree



I Agree & Submit

[Return to Previous Page](#)



## California Energy Commission

# Step 3c – Click “I Agree & Submit” Button

I hereby authorize the California Energy Commission to make any inquiries necessary to verify the information presented in the application.

I hereby authorize the California Energy Commission to obtain a credit report on the applicant's organization.

I hereby certify under penalty of perjury under the laws of the State of California that:

(1) 1. All confidential information submitted (if allowed under the solicitation) has been properly identified.

**NOTE: The Energy Commission reserves the right to determine whether confidential information submitted adheres to the confidentiality requirements contained in the solicitation. Applicants purposely or erroneously designating information as confidential beyond what is allowable in accordance with the solicitation may lead to rejection and disqualification of the application.**

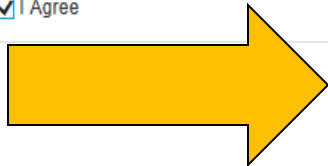
(2) All information in the application is correct and complete to the best of the applicant's knowledge.

(3) The applicant has read and understands the terms and conditions and will accept them without negotiation if awarded.

(4) The applicant has received any required licenses (such as copyrights or trademarks) applicable to the submitted application.

(5) 5. I am an authorized representative of the applicant.

I Agree



I Agree & Submit

[Return to Previous Page](#)

**YOU MUST COMPLETE STEP 3 PRIOR TO THE DEADLINE!**



# California Energy Commission

## Confirmation Page

The screenshot shows the California Energy Commission website. At the top left is the CA.GOV logo. To its right is the California Energy Commission logo and the text "CALIFORNIA ENERGY COMMISSION". In the top right corner, it says "Welcome Rachel Grant Kiley | energy.ca.gov | Logout". Below the logo is a navigation menu with "Applications", "Profile", and "Help". The main content area has the heading "Application Submission Complete" followed by a horizontal line. Below the line, it says "Your application was submitted successfully, and will be reviewed by the California Energy Commission. You will receive an e-mail confirmation regarding this submission." and "Thank you." At the bottom center is a brown "Continue" button.



# Revisions After Submitting an Application

**ONLY AVAILABLE BEFORE THE DEADLINE!**

Submitted applications cannot be modified, but you can submit a revised application before the submission deadline. **Changes or revised applications will not be accepted after the submission deadline.**

1. Submit a NEW COMPLETE application
2. Email the Commission Agreement Officer with a request to withdraw your previous submission
3. The Commission Agreement Officer will complete the requested withdrawal of your previous submission. Withdrawn applications will be deleted.



## Account Navigation Bar

The screenshot shows the top navigation bar of the California Energy Commission website. On the left, there is a "CA.GOV" logo and the California Energy Commission logo. To the right, the text "CALIFORNIA ENERGY COMMISSION" is displayed. In the top right corner, there is a user greeting: "Welcome Rachel Grant Kiley | energy.ca.gov | Logout". Below the logo area, there are three navigation links: "Applications", "Profile", and "Help". A large yellow arrow points to the "Help" link. Below the navigation bar, the heading "Submit an Application" is followed by a horizontal line. Underneath the line is a three-step process bar: "1 Select Solicitation", "2 Upload Files", and "3 Review & Submit". The "3 Review & Submit" step is highlighted in a darker blue color.

- See all of your applications
- View Profile settings
- Find help information



# Tips for Successful Submission

- Never use your browser's Back or Forward Buttons!
- Never refresh your browser during the process
- Watch for error messages on the Uploads Page
- **START EARLY AND BE PATIENT!**
  - There are many factors that can delay upload which are out of Energy Commission's control
  - In the unlikely event that the Energy Commission's system server malfunctions on the submission deadline date, the Energy Commission will post an addendum to extend the deadline
- If you need assistance, please contact the Commission Agreement Officer listed in the solicitation, or the Contract, Grants & Loans Office Main Line (916) 767-4991



# Frequently Asked Questions

1. I am having trouble registering because the system will not accept my password.
  - a) Make sure your password meets all the requirements
  - b) If you still encounter registration issues, contact the Commission Agreement Officer listed in your solicitation
2. I uploaded ten files but only six are showing in Step 3: Review & Submit. Why are four documents missing?
  - a) The likely problem is the four documents had file names that were too long. The system will discard items with file names that contain more than 64 characters.
  - b) Return to Step 2 by clicking the Edit Button next to the files in Step 3
  - c) Upload only the four missing documents
  - d) After uploading is complete and the page refreshes to require the Document Types, scroll to the top of the page to see if an error message about file length appears
  - e) If the file length error message appears, shorten the names of the files and upload again. Continue to shorten the file names until they are accepted by the system
  - f) Other Possible Problems:
    - The files were corrupt
    - The files were too large (50 MB maximum per document)



# Frequently Asked Questions

3. Can I make changes and/or add documents to my submitted application?
  - a) Submitted applications cannot be modified, but you can submit a revised application **before the submission deadline**. **CHANGES OR REVISED APPLICATIONS WILL NOT BE ACCEPTED AFTER THE SUBMISSION DEADLINE.**
  - b) There are two steps to submit a revised application:
    - 1) Submit a NEW COMPLETE application. This will ultimately be your official application, so make sure to include your entire application and not just revised or additional documents. **This step is only available before the submission deadline.**
    - 2) Email the Commission Agreement Officer listed in the solicitation with a request to withdraw your previous submission. The Commission Agreement Officer will complete the requested withdrawal.
4. The uploading seems to be taking too long. Should I refresh or use my browser's back button?
  - a) NO. Do not refresh your browser. Do not use your browser's back button. This will cancel your upload.
  - b) Applicants are warned that there are several factors that can cause delays in uploading files that are outside of the Energy Commission's control (internet provider difficulties, user's internet connectivity and/or bandwidth, etc.)
  - c) If you do receive a timed-out error message, you will need to restart your application upload process. **Applicants are strongly encouraged to start the application process early and not wait until right before the submission deadline to begin uploading.**