**GRANT FUNDING OPPORTUNITY**

**Clean Transportation Program**

**Signage and Other Measures to Increase the Visibility of Electric Vehicle Charging and Hydrogen Refueling Stations**



GFO-22-613

[Solicitation Information](https://www.energy.ca.gov/funding-opportunities/solicitations" \o "California Energy Commission solicitation website)

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

State of California

California Energy Commission

April 2023

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# I. Introduction

## Purpose of Solicitation

This is a competitive grant solicitation. The California Energy Commission’s (CEC’s) Clean Transportation Program announces the availability of up to $1 million in grant funds for projects that will increase the visibility of electric vehicle (EV) chargers, charging stations, and hydrogen refueling stations through the installation of signs along freeways, highways, major urban boulevards, and surface streets, and within larger parking lots such as malls or shopping centers. Other measures to increase station visibility, such as green-painted EV charging spaces, are also eligible.

## Background

The Budget Act of 2021 (Assembly Bill (AB) 128, Ting, Chapter 21, Statutes of 2021, as amended by Senate Bill (SB) 129, Skinner, Chapter 69, Statutes of 2021 and SB 170, Chapter 240, Statutes of 2021) appropriated $785 million from the General Fund to support infrastructure deployments and manufacturing projects for zero-emission light-duty and medium- and heavy-duty vehicles.

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

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

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

## Commitment to Diversity

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

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

## Key Activities and Dates

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

|  |  |
| --- | --- |
| **ACTIVITY** | **ACTION DATE** |
| Solicitation Release | April 13, 2023 |
| Pre-Application Workshop\*  10:00 am to 12:00 pm | April 25, 2023 |
| Deadline for Written Questions\*, 11:59 pm | May 9, 2023 |
| Anticipated Distribution of Questions/Answers | Week of May 22, 2023 |
| **Deadline to Submit Applications by 11:59 p.m.\*** | **June 29, 2023** |
| Anticipated Notice of Proposed Awards Posting | Week of July 31, 2023 |
| Anticipated CEC Business Meeting | November 2023 |

## How Award is Determined

Applicants passing administrative and technical screening criteria will compete based on evaluation criteria and will be scored and ranked based on those criteria. Funding will be divided into two categories. One category will be limited to smaller grant funding award requests while the other will allow for larger grant funding award requests. Applications will be sorted into one of two categories and will compete within the designated funding category.

Funding Category A will have a total budget of up to $200,000. Funding requests must be between $50,000 minimum and up to $199,999 maximum.

Funding Category B will have a total budget of up to $800,000. Funding requests must be between $200,000 minimum and up to $400,000 maximum.

Unless CEC exercises any of its other rights regarding this solicitation (e.g., to cancel the solicitation or reduce funding), applications obtaining at least the minimum passing score will be recommended for funding in ranked order within the appropriate category until all funds available under this solicitation are exhausted within the category.

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

## Availability of Funds

A total of $1 million is available for awards under this solicitation. CEC, at its sole discretion, reserves the right to increase or decrease the amount of funds available under this solicitation.

## Minimum and Maximum Award Amounts

Projects are eligible for up to 100 percent of the total eligible project costs. This funding opportunity seeks to award smaller and larger grants to allow for a range of proposals. Funding Category A will have a total budget of up to $200,000. Funding requests for this category must be between $50,000 minimum and up to $199,999 maximum. Funding Category B will have a total budget of up to $800,000. Funding requests for this category must be between $200,000 minimum and up to $400,000 maximum.

## Maximum Number of Applications

Applicants may submit multiple applications under this solicitation. Each proposed project must be separate and distinct and adhere to all requirements contained in this solicitation. A project may include multiple signage installations bundled across multiple towns or charger stations or hydrogen refueling stations within a set geographic boundary, such as a county or region. Projects may also include green-painted charging spaces, but green paint proposals must be part of a signage application and cannot be submitted independently of a full signage application.

## Pre-Application Workshop

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

**April 25, 2023**

10:00 am – 12:00 pm

## J. Participation Through Zoom

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

**Zoom Instructions:**

To join this workshop, go to Zoom at: <https://energy.zoom.us/j/87889047235?pwd=MTQ5Q2xrcXIrMm5mMG5vYkJjQjhCZz09>

You may also access the workshop by going to the Zoom webpage at <https://join.zoom.us> and enter the unique meeting ID and password below:

Meeting ID: 878 8904 7235

Meeting Password: 757955

Topic: Pre-Application Workshop Signage GFO

**Telephone Access Only:**

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

**Access by Mobile Device:**

Download the application from the Zoom Download Center, <https://energy.zoom.us/download>

**Technical Support:**

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

To determine whether your computer is compatible with Zoom, visit:

<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>.

**K. QUESTIONS**

Applicants may ask questions at the Pre-Application Workshop and may submit written questions via e-mail to the CAO listed in Part I of this solicitation. However, all technical questions must be received by the deadline listed in the “Key Activities and Dates” table above. Questions received after the deadline may be answered at the CEC's discretion. Non-technical questions (e.g., questions concerning application format requirements or attachment instructions) may be submitted to the CAO at any time prior to 5:00 p.m. of the application deadline date.

The question and answer will be posted on the CEC’s solicitation information website at https://www.energy.ca.gov/funding-opportunities/solicitations.

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

## L. Contact Information

Natalie Johnson, Commission Agreement Officer

California Energy Commission

715 P Street, MS-1

Sacramento, California 95814

Telephone: (916) 891-8523

E-mail:natalie.johnson@energy.ca.gov

## M. Reference Documents

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

* 2022-2023 Investment Plan Update for the Clean Transportation Program

<https://www.energy.ca.gov/publications/2022/2022-2023-investment-plan-update-clean-transportation-program-0>

* Signage Informational Workshop Event Page

<https://www.energy.ca.gov/event/workshop/2022-09/informational-workshop-assess-potential-increase-visibility-ev-charging>

* Signage Docket Log 22-TRAN-02

<https://efiling.energy.ca.gov/Lists/DocketLog.aspx?docketnumber=22-TRAN-02>

* California Manual on Uniform Traffic Control Devices (CA MUTCD)

<https://dot.ca.gov/programs/safety-programs/camutcd>

* Caltrans Zero-Emission Vehicle Signage Webpage

<https://dot.ca.gov/programs/safety-programs/ev-signs>

* Energy Commission Agreement Management System (ECAMS) https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources
* Grant Recipient and Contractor Past Performance Evaluation <https://www.energy.ca.gov/sites/default/files/2022-01/Contractor_Past_Performance_Evaluation_FTD_ADA.pdf>

# II. Eligibility Requirements

## Applicant Requirements

1. **Eligibility**

This solicitation is open to all public, not-for-profit, and private entities including, but not limited to:

* Counties, cities, or towns
* Regional government entities
* Community-based organizations
* Not for profit organizations
* Electric vehicle service providers (EVSPs)
* Electric vehicle equipment suppliers (EVSEs)
* Hydrogen refueling station developers and operators
* Site hosts for existing EV charging stations and hydrogen refueling stations
* Original automotive equipment manufacturers (OEMs)
* OEM dealerships

1. **Terms and Conditions**

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

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

1. **California Secretary of State Registration**

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

## Project Requirements

### Eligible Projects

For purposes of this solicitation, a range of signage proposals are eligible. However, the primary purpose is to target signage projects that include the planning and installation of General Service or Specific Service Signs, as defined in the California Manual on Uniform Traffic Control Devices (CA MUTCD), chapters 2I and 2J <https://dot.ca.gov/programs/safety-programs/camutcd> directing motorists to proximate EV charging stations and hydrogen refueling stations near freeways and highways. A freeway-related Signage Project must also include a set of wayfaring signs guiding motorists from the freeway to the charging station or hydrogen refueling station. The subject charging or hydrogen refueling stations must be within 2 miles of the freeway offramp (as driven in a vehicle). Signage projects along large urban expressways and boulevards are eligible projects, even if they do not have a corresponding set of freeway/highway signs. More detail on that type of proposal is included below. Preference will be given to projects designating direct current fast chargers (DCFC), but Level 2 chargers will be evaluated as well.

**Sample General Service Signs**

Sample General Services Signs, two EV charging and two hydrogen signs.

**Sample Wayfaring Sign**



**Specific Service Logo Sign Showing Fossil Fuel Stations and a True Zero Hydrogen Station**



**EV Charging Sign Displayed Co-Equally with Fossil Fueling Signs at a Branded** **Petroleum Fueling Station**



* In summary, the following types of projects are eligible:
  + Projects that include freeway or highway signs within Caltrans rights of way AND wayfaring surface street signs AND site (parking lot) signs
  + Projects that include freeway/highway signs AND wayfaring surface street signs
  + Projects that include wayfaring surface street signs AND site (parking lot) signs.
    - If the project does not include a freeway/highway component, then it must include the site level signage.
  + Projects at branded fossil fueling stations where the EV charger or hydrogen refueling sign is placed equitably with other fuel-related informational signs.
* For signage projects along California freeways and highways, the project must include 1) General or Specific Service signs placed within the Caltrans right of way and 2) a set of wayfaring signs directing motorists from the freeway exit to the EV charging station or hydrogen refueling station address. The CEC will evaluate and consider applications where the wayfaring signs lead to the site host property but do not continue to the actual charger site (e.g., the charging or hydrogen refueling station is within a larger parking lot at a shopping mall). Preference will be given to projects that direct the driver to the exact location of the charger or hydrogen refueling station.

Signage project applications must include:

1. Documentation of planning and coordination with the applicable Caltrans District Office demonstrating Applicant’s ability to comply with all applicable CA MUTCD regulations, and indication of preliminary concurrence from Caltrans to install the General or Specific Service signs within the Caltrans rights of way.
2. Documentation of planning and coordination with the applicable local jurisdiction with authority for permitting and installation of signs along municipal or county roadways.
3. Documentation of consultation (or good faith attempts to consult) with the EV charging or hydrogen refueling station host or applicable EVSE or EVSP.
4. A plan sketch indicating approximate location of proposed signs along freeways or highways, and then along city or county roadways.

* For signage projects along urban expressways and boulevards, the project must include appropriate wayfaring signs (generally blue and white general service signs) directing motorists to the EV charging or hydrogen refueling stations.

Urban signage projects must include:

1. Documentation of planning and coordination with the local authority having jurisdiction (AHJ) over the proposed project area.
2. Documentation that the owner of the proposed project site will grant permission to install signs.
3. A plan sketch indicating approximate location of proposed signs from the boulevard or expressway to the EV charging or hydrogen refueling station.

* For signage projects at branded fossil fuel gas stations where the EV charging or hydrogen refueling sign will be placed equitably with other signs advertising fueling options, the project must include:

1. Documentation of initial planning and consultation with the owner or manager of the site host.
2. Documentation of initial consultation with the responsible corporate representative for branded stations owned or controlled by a petroleum fueling company.

* Signage projects can also include proposals to apply green paint to the surface or boundaries of EV charging parking spaces. For example, an Applicant for signage along a freeway can add a proposal to apply green paint to the EV charging station spaces at the destination charger station.

### Eligible Project Costs

### Costs incurred for the following are eligible for CEC reimbursement:

### Project planning, design, and consultation with Caltrans District Office(s), local AHJs, owners or managers of the EV charging or hydrogen refueling equipment, and owners or managers of the project site.

### Materials and procurements for wayfaring signs.

### Construction-related equipment, materials, labor, and machine time for signage installations.

### Costs related to the design and installation of Specific Service Signs.

### Costs related to material, equipment, and labor for application of green paint to parking spaces used for EV charging.

### For signage projects at branded fossil fuel gas stations:

### Planning and design costs

### Design and fabrication of the EV charging or hydrogen refueling sign

### Installation of the EV charging or hydrogen refueling sign

### Ineligible Project Costs

Processes to comply with otherwise applicable legal requirements (e.g., permits from the local AHJ and compliance with the Americans with Disabilities Act) are not eligible project costs.

## Match Funding Requirements

1. **Total Match Share Requirement**

No match is required for this solicitation.

“Match funding” or “match share” means cash or in-kind (non-cash) contributions provided by the Applicant/Recipient, subrecipients, or other parties that will be used in performance of the proposed project.Match share percentage is calculated by dividing the total match share contributions by the total allowable project cost. *“*Total allowable project cost” is the sum of the CEC’s reimbursable share and Recipient’s match share of the project costs. Match share expenditures have the following requirements:

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

No match is required for this solicitation.

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

1. **In-Kind Match Share**

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

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

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

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

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

## Unallowable Costs (Reimbursable or Match Share)

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

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

# III. Application Format, Required Documents, and Delivery

## Required Format for an Application

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

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

## Method For Delivery

The method of delivery for this solicitation is the [CEC’s Grant Solicitation System](https://gss.energy.ca.gov/)(GSS), available at https://gss.energy.ca.gov/. This online tool allows Applicants to submit their electronic documents to CEC prior to the date and time specified in this solicitation. Electronic files must be in Microsoft Word (.doc format) and Excel Office Suite formats unless originally provided in the solicitation in another format. Completed Budget Forms, Attachment 5, must be in Excel format.

The deadline to submit grant applications through the CEC’s GSS is **11:59 p.m**., **June 29, 2023.** The GSS system automatically closes at 11:59 pm. If the full submittal process has not been completed before 11:59 p.m., your application will not be considered. NO EXCEPTIONS will be entertained.

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

Please give yourself ample time to complete all steps of the submission process: do not wait until right before the deadline to begin the process. Due to factors outside the CEC’s control and unrelated to the GSS system, upload times may be much longer than expected. For example, some past Applicants experienced unexpected issues on their end, causing long delays that prevented timely submission. They spent significant time and resources on applications the CEC will not consider. Please plan accordingly. For instructions on how to apply using the GSS system, please see the How to Apply document available on the CEC website at: [https://www.energy.ca.gov/media/1654](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.energy.ca.gov%2Fmedia%2F1654&data=04%7C01%7C%7C817e9b823203445df9fb08d99e6003f0%7Cac3a124413f44ef68d1bbaa27148194e%7C0%7C0%7C637714957481962127%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=0kp4Rrki60lwhuOQrx%2F%2BM7B48HdUhQtmDQX1dGbf6Rc%3D&reserved=0).

First time users must register as a new user to access the system. Applicants will receive a confirmation email after all required documents have been successfully uploaded. A tutorial of the system will be provided at the pre-application workshop and you may contact the CAO identified in the Questions section of the solicitation for more assistance.

## Page Limitations

The total number of pages for an application is limited to 20 pages. Application forms, resumes, scope of work, schedule of products and due dates, budget forms, contact list, letters of support/commitment, CEQA worksheet, and Localized Health Impacts Information forms do not count towards this page limitation.

## Application Content

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

|  |  |
| --- | --- |
| **Item** | **Attachment Number (if applicable)** |
| Application Form | Attachment 1 |
| Project Narrative | N/A |
| Scope of Work | Attachment 2 |
| Schedule of Products and Due Dates | Attachment 4 |
| Budget Forms | Attachment 5 |
| Resumes | N/A |
| Contact List | Attachment 6 |
| Letters of Support/Commitment | N/A |
| CEQA Worksheet | Attachment 7 |
| Localized Health Impacts Information Form | Attachment 8 |
| Past Performance Reference Form(s) | Attachment 10 |

1. **Application Form (Attachment 1)**

Applicants must include a completed Application Form.

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

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

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

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

* All information in the application is correct and complete to the best of the Applicant’s knowledge.
* The Applicant has read and understands the terms and conditions and will accept them without negotiation if awarded.
* The Applicant has received any required licenses (such as copyrights or trademarks) applicable to the submitted application.
* The person electronically submitting the application through the Grant Solicitation System is an authorized representative of the Applicant. For Applicants providing a hard copy submittal, the person signing the application is an authorized representative of the Applicant.

***For Applicants using the electronic submission through the Grant Solicitation System***, checking the “I Agree” box and clicking the “I Agree & Submit” button provides the required authorizations and certifications.

The CEC **may** have waived the requirement for a signature on application materials for this solicitation. If a notice regarding the CEC’s waiver of the signature requirement appears on the [CEC's solicitation information website](https://www.energy.ca.gov/funding-opportunities/solicitations): https://www.energy.ca.gov/funding-opportunities/solicitations, the waiver applies to this solicitation. In the event of a conflict between the notice and any language in this solicitation regarding signatures, the notice will govern.

1. **Project Narrative**

The Project Narrative must include a table of contents (which will not count towards the page limitations, if any) and a detailed description of the proposed project, its operational goals and objectives, and an explanation of how these will be implemented through the tasks described in the Scope of Work.

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

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

**a. Project Setting**

* + - * Describe the project’s goals and objectives.
      * Describe the EV charging station[s] or hydrogen refueling station[s] to be highlighted with project signage (there may be multiple stations).
      * Describe the station setting.
      * Describe the number of chargers, charger power levels and connectors, approximate daily use levels, and any known expansion plans for the EV charger or hydrogen refueling station.
      * Provide distance from freeway corridor sign to EV charging or hydrogen refueling station, or from first boulevard / expressway sign to station.
      * Include approximate traffic count of targeted freeway, highway, or urban corridor.
* Briefly characterize the existing traffic levels, including, resident or transient traffic, residential or commercial traffic, vehicle class (light duty, medium- or heavy-duty vehicle).
* As available, describe or estimate approximate zero-emission vehicle (ZEV) ownership, ZEV type, and duty cycles.
  + - * + Signage project proposals serving larger and more heavily used EV charger or hydrogen stations, that feature DCFCs, and that are proximate to freeways, highways, or urban thoroughfares with higher levels of traffic volumes, will be scored more favorably.

**b. Team Experience and Qualifications**

* + - * Describe the proposed project team and how the team is qualified and has the experience and expertise to implement the proposed project.
      * Describe the proposed project team’s experience with alternative fueled vehicle signage projects or EV charger or hydrogen refueling station development projects.
      * Demonstrate (through past examples or otherwise) the proposed project team’s ability to meet deadlines and complete milestones associated with projects of similar scale and complexity.
      * List and describe proposed project team members and key project partner functions.
      * If the Applicant has received an award(s) from a prior CEC solicitation(s), Applicant must describe how the requirements of the agreement(s) have been successfully fulfilled or are being successfully fulfilled.

**c. Signage and Paint Plan**

* + - * Describe the signs to be installed, including:
* Type, number, and location of signs along Caltrans rights of way and the number and location of street-level wayfaring signs leading from the freeway offramp to subject EV charging or hydrogen refueling station[s].
* For non-Caltrans projects, the type, number, and location of wayfaring signs to be used along the boulevard or expressway to the EV charging or hydrogen refueling station. Describe the type, number, and location of wayfaring signs along the expressway or boulevard, and then from the expressway / boulevard to the EV charging or hydrogen refueling station.
  + Project signage plans where the wayfaring signs lead directly to the EV charging or hydrogen refueling station will be scored more favorably than signage plans leading to the boundary of a large private area such as a shopping mall or parking garage, although both types of signage plans are eligible projects.
    - * For projects using green paint to highlight EV charging spaces, describe how the painting plan will raise the visibility of the EV charging space and create more user convenience. Include a description and site plan showing the spaces to be painted.
      * For signage projects at branded fossil fuel gas stations, describe how and where the EV charging or hydrogen refueling sign will be placed equitably with other signs advertising fueling options and raising the visibility of the station and improving driver convenience.

**d. Project Readiness**

* + - * Conduct and document planning discussions with the applicable Caltrans District Office, including documentation of Caltrans’ preliminary concurrence with the signage plan for freeway signage and wayfaring signage.
      * Conduct and document planning discussions with the local jurisdiction responsible for reviewing and approving the street-level wayfaring signage plan. (This applies for both freeway and urban projects.)
      * Conduct and document consultation with the EV charging or hydrogen refueling station site host and / or manager.
* Include consultation with the EVSP or EVSE providing service at the charging site.
  + - * For projects using green paint on EV charging parking spaces, conduct and document consultation with the site host, parking lot owner (if different), and AHJ over any needed permits.
      * For signage projects at branded fossil fuel gas stations, conduct and document consultation with the station owner and applicable petroleum company, and AHJ, over any needed permits.

**e. Project Budget**

* + - * Describe how the project budget is cost-effective and appropriate to the purpose of this solicitation.
      * Describe how administrative and overhead costs are minimized.
      * Describe how costs for the following budget categories are clearly documented and justified:
* Planning
* Outreach
* Materials Procurement
* Installation
* Monitoring and Maintenance

**f. Project Monitoring and Success**

* + - * Describe how signs will be monitored and maintained.
      * Identify the specific party responsible for monitoring, maintaining, and repairing project signs
* Delineate responsibility for signs subject to Caltrans jurisdiction, city/county jurisdiction, or for signs on private property.
  + - * Describe the monitoring and maintenance plan for any green-painted EV charging spaces.
      * Describe how the Applicant proposes to assess and measure Project Success. Quantitative “before and after” consumer surveys are not required for this solicitation. Please provide qualitative descriptions of how project success will be defined and measured. For example, is there a demonstrative increase in EV charger or hydrogen station use levels after locator signs have been installed (one month, three months, or six months later)? Is there anecdotal information on whether the new signs attracted new customers?

1. **Scope of Work (Attachment 2)**

Applicants must include a completed Scope of Work utilizing the template contained in Attachment 2. Instructions for completing the Scope of Work as well as a sample are included in Attachment 3. The description of activities proposed in the Project Narrative must conform to the Tasks described in the Scope of Work. Electronic files for the Scope of Work must be in MS Word.

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

1. **Schedule of Products and Due Dates (Attachment 4)**

Applicants must include a completed Schedule of Products and Due Dates. All project work must be scheduled for completion by no later than **March 31, 2026**, to allow timely processing of final invoices before the liquidation date of the CEC funds. Instructions for the Schedule of Products and Due Dates are included in Attachment 4. The Schedule of Products and Due Dates must be in MS Excel.

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

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

1. **Resumes**

Applicants must include resumes for key personnel identified in the application. “Key personnel” are individuals that are critical to the project due to their experience, knowledge, and/or capabilities. Resumes are limited to a maximum of 2 pages each.

1. **Contact List (Attachment 6)**

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

1. **Letters of Support/Commitment**

Applicants must include appropriate letters of support/commitment. Letters must include sufficient contact information, so CEC is able to efficiently contact and verify the support or commitment. Letters must be limited to 2 pages each.

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

1. **CEQA Worksheet (Attachment 7)**

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

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

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

1. **Localized Health Impacts Information Form (Attachment 8)**

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

1. **Past Performance Reference Form(s) (Attachment 10)**

Information provided to address past performance will not count towards the page limitations and should be addressed in Attachment 10, Past Performance Reference Form(s).

The Applicant should address performance under current or prior agreements using public funding (e.g., contract, grant, or loan), including agreements with the CEC, other public agencies, and those that used Settlement Funds administered by a public agency. This must include all CEC agreements (e.g., contract, grant, or loan) within the last 10 years (if any) and the 5 most recent agreements with other public agencies within the past 10 years (if any). Applicants should indicate whether the projects were successfully completed in a timely manner. Applicants should:

* + - Provide a list of all agreements with the CEC received by the Applicant in the last 10 years (if applicable).
    - Provide a list of the 5 most recent agreements (e.g., contract, grant, or loan) with other public agencies received by the Applicant within the past 10 years (if applicable).
    - Provide references for the agreements received by the Applicant and identified above, to verify the Applicant’s past performance. Each reference must include a contact person name, phone number, and email address. If contacted by CEC staff, references should be able to speak to the Applicant’s ability to successfully complete projects in a timely manner and their performance.

For projects that did not complete (or timely complete) project objectives:

* + - Describe the challenges faced, what led to those challenges and indicate whether those challenges were within the Applicant’s control.
    - Describe any severe audit findings and how they were ultimately addressed and resolved.
    - Describe the final outcome of the project.

# IV. Evaluation Process and Criteria

## Application Evaluation

Applications will be evaluated and scored based on the responses to the information requested in this solicitation and on any other information available such as past performance of CEC agreements.[[1]](#footnote-2) The entire evaluation process from receipt of applications to posting of the Notice of Proposed Award is confidential.

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

* 1. **Screening Criteria**

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

* 1. **Administrative Screening Criteria**

|  |  |
| --- | --- |
| **ADMINISTRATIVE Screening Criteria**  *The Application must pass ALL administrative screening criteria.* | **Pass/Fail** |
| 1. The application is received by 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. | Pass  Fail |
| 1. The Applicant provides the required authorizations and certifications. | Pass  Fail |
| 1. The Applicant has not included a statement that is contrary to the required authorizations and certifications. | Pass  Fail |

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

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

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

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

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

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

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

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

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

CEC will recommend awards to the highest ranked projects (according to total score) until available funding under this solicitation has been exhausted.

## Notice of Proposed Awards

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

## Debriefings

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

## Scoring Scale

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

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

## Evaluation Criteria

|  |  |
| --- | --- |
| **Criterion** | **Possible Points** |
| **Project Setting**  Applications will be evaluated on the degree to which Applicants describe:   * The project’s goals and objectives. * The EV charging station[s] or hydrogen refueling station[s] to be highlighted with project signage. * The station setting. * The number of chargers, charger power levels and connectors, approximate daily use levels, known expansion plans, etc. * The distance from freeway corridor sign to EV charging or hydrogen refueling station, or from first boulevard / expressway sign to station. * Approximate traffic count of targeted freeway, highway, or urban corridor, including:   + Existing traffic levels, including resident or transient traffic, residential or commercial traffic, vehicle class (light duty, medium- or heavy-duty vehicle).   + Estimates of approximate ZEV ownership, ZEV type, and duty cycles. | 20 |
| **Team Experience and Qualifications**  Applications will be evaluated on the degree to which:   * The proposed project team is qualified and has the experience and expertise to implement the proposed project. * The proposed project team has experience with alternative fueled vehicle signage projects or EV charger or hydrogen refueling station development projects. * The proposed project team has met deadlines and completed milestones associated with projects of similar scale and complexity.   + - * The functions of the proposed project team and key project partners are appropriate for the proposed project.       * The Applicant has successfully fulfilled the requirements of any previous or active CEC grant agreement(s). | 20 |
| **Signage and Paint Plan**  Applications will be evaluated on the degree to which:   * The signage plan clearly and efficiently leads drivers from the freeway or expressway to the EV charging or hydrogen refueling station[s]. The plan includes the type, number, and location of general or specific service signs along Caltrans freeways and highways, and the number and location of the street-level wayfaring signs from the freeway offramp to the EV charging or hydrogen refueling station. * For urban signage projects, the signage plan clearly and efficiently leads drivers from the boulevard or expressway to the EV charging or hydrogen refueling station[s]. The plan includes the type, number, and location of wayfaring signs along the expressway or boulevard, and then from the expressway / boulevard to the EV charging station or hydrogen refueling station. * For projects using green paint to highlight EV charging spaces, the painting plan raises the visibility of the charging space and creates more user convenience. * For signage projects at branded fossil fuel gas stations, the EV charging or hydrogen refueling sign will be placed equitably with other signs advertising fueling options. | 15 |
| **Project Readiness**  Applications will be evaluated on the degree to which:   * Planning discussions with the applicable Caltrans District Office are documented and include Caltrans’ preliminary concurrence with the signage plan for freeway signage and wayfaring signage. * Planning discussions with the local jurisdiction responsible for reviewing and approving the street-level wayfaring signage plan are documented. * Consultation with the EV charging or hydrogen refueling station site host and / or manager, and consultation with the EVSP or EVSE providing service at the charging site are documented. * Consultation with the site host, parking lot owner (if different), and AHJ over any needed permits for projects using green paint on EV charging parking spaces are documented. * Consultation with the station owner, applicable petroleum company, and AHJ over any needed permits for signage projects at branded fossil fuel gas stations are documented. | 30 |
| **Project Budget**  Applications will be evaluated on the degree to which:   * The project budget is cost-effective and appropriate to the purpose of this solicitation. * Administrative and overhead costs are minimized. * Costs for the following budget categories are clearly documented and justified: * Planning * Outreach * Materials Procurement * Installation * Monitoring and Maintenance | 10 |
| **Project Monitoring and Success**  Applications will be evaluated on the degree to which:   * Signs will be monitored and maintained. * The specific party responsible for monitoring, maintaining, and repairing project signs have been identified, and the responsibility for signs subject to Caltrans jurisdiction, city/county jurisdiction, or for signs on private property are delineated. * Green-painted EV charging spaces will be monitored and maintained (if applicable). * Project success will be assessed and measured. | 5 |
|  |  |
| **Total Possible Points** | 100 |
| **Minimum Passing Score (70%)** | **70** |

## Tie Breakers

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

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# V. Administration

## 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 document from Applicant |
| AHJ | Authority Having Jurisdiction |
| CA MUTCD | California Manual on Municipal Uniform Control Devices |
| CAM | Commission Agreement Manager |
| CAO | Commission Agreement Officer |
| CEC | California Energy Commission |
| DCFC | Direct Current Fast Charger |
| EVSE | Electric Vehicle Service Equipment |
| EVSP | Electric Vehicle Service Provider |
| GAAP | Generally Accepted Accounting Principles |
| H2 | Hydrogen |
| HRS | Hydrogen Refueling Station |
| LLC | Limited Liability Corporation |
| LLP | Limited Liability Partnership |
| OEM | Original Equipment Manufacturer |
| Solicitation | Grant Funding Opportunity, which refers to this entire solicitation document and all its attachments and exhibits |
| State | State of California |
| ZEV | Zero-Emission Vehicle |

## Cost of Developing Application

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

## Confidential Information

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

## Solicitation Cancellation and Amendments

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

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

If the solicitation is amended, CEC will post an addendum on [CEC’s solicitation information website](http://www.energy.ca.gov/contracts/index.html) at https://www.energy.ca.gov/funding-opportunities/solicitations.

## Errors

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

## Modifying or Withdrawal of Application

An Applicant may, by e-mail to the CAO, 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.”

## Immaterial Defect

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

## Disposition of Applicant’s Documents

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

## Applicants’ Admonishment

This solicitation contains the instructions governing the requirements for a firm quotation to be submitted by interested Applicants, the format in which the technical information is to be submitted, the material to be included, the requirements which must be met to be eligible for consideration, and Applicant responsibilities. Applicants 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.

## 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.

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

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

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

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

## No Agreement Until Signed and Approved

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

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

1. The Past Performance Evaluation is available on the CEC website at: https://www.energy.ca.gov/media/6595 [↑](#footnote-ref-2)