**GRANT FUNDING OPPORTUNITY**

**Clean Transportation Program**

**Zero-Emission School Bus Charging and Fueling Infrastructure Block Grant**



GFO-23-605

[Solicitation Information](http://www.energy.ca.gov/contracts/index.html)

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

State of California

California Energy Commission

November 2023

##### Table of Contents

[I. Introduction 4](#_Toc144754658)

[A. Purpose of Solicitation 4](#_Toc144754659)

[B. Background 4](#_Toc144754660)

[C. Commitment to Diversity 5](#_Toc144754661)

[D. Key Activities and Dates 6](#_Toc144754662)

[E. How Award Is Determined 6](#_Toc144754663)

[F. Availability of Funds 6](#_Toc144754664)

[G. Maximum Award Amounts 7](#_Toc144754665)

[H. Maximum Number of Applications 7](#_Toc144754666)

[I. Pre-Application Workshop 7](#_Toc144754667)

[J. Participation Through Zoom 7](#_Toc144754668)

[K. Questions 8](#_Toc144754669)

[L. Contact Information 9](#_Toc144754670)

[M. Reference Documents 9](#_Toc144754671)

[II. Eligibility Requirements 9](#_Toc144754672)

[A. Applicant Requirements 9](#_Toc144754673)

[B. Project Requirements 11](#_Toc144754674)

[C. Eligible Project Costs 16](#_Toc144754675)

[D. Match Funding Requirements 16](#_Toc144754676)

[E. Unallowable Costs (Reimbursable or Match Share) 20](#_Toc144754677)

[III. Application Format, Required Documents, and Delivery 21](#_Toc144754678)

[A. Required Format for an Application 21](#_Toc144754679)

[B. Method for Delivery 21](#_Toc144754680)

[C. Page Limitations 22](#_Toc144754681)

[D. Application Content 22](#_Toc144754682)

[IV. Evaluation Process and Criteria 34](#_Toc144754683)

[A. Application Evaluation 34](#_Toc144754684)

[B. Notice of Proposed Awards 36](#_Toc144754685)

[C. Debriefings 36](#_Toc144754686)

[D. Scoring Scale 37](#_Toc144754687)

[E. Evaluation Criteria 39](#_Toc144754688)

[F. Tie Breakers 41](#_Toc144754689)

[V. Administration 42](#_Toc144754690)

[A. Definition of Key Words 42](#_Toc144754691)

[B. Cost of Developing Application 42](#_Toc144754692)

[C. Confidential Information 42](#_Toc144754693)

[D. Solicitation Cancellation and Amendments 42](#_Toc144754694)

[E. Errors 43](#_Toc144754695)

[F. Modifying or Recalling an Application 43](#_Toc144754696)

[G. Immaterial Defect 43](#_Toc144754697)

[H. Disposition of Applicant’s Documents 43](#_Toc144754698)

[I. Applicants’ Admonishment 43](#_Toc144754699)

[J. Agreement Requirements 43](#_Toc144754700)

[K. No Agreement Until Signed and Approved 44](#_Toc144754701)

[L. Executive Order N-6-22 – Russia Sanctions 44](#_Toc144754702)

##### Attachments

1 Scope of Work Template

2 Scope of Work Instructions

3 Schedule of Products and Due Dates

4 Budget Forms

5 Contact List

6 California Environmental Quality Act (CEQA) Worksheet

7 Localized Health Impacts Information

8 Past Performance Reference Form

9 Applicant Declaration

10 Special Terms and Conditions

# I. Introduction

## Purpose of Solicitation

This is a competitive block grant solicitation. The California Energy Commission’s (CEC’s) Clean Transportation Program is seeking a block grant Recipient to design and implement an up to $375,000,000 incentive program to fund incentive projects for California local educational agencies (LEAs). Incentive projects are defined as individually awarded incentives to LEAs for zero-emission school bus infrastructure projects.   
  
The incentive program will prioritize zero-emission school bus infrastructure awards, but when an LEA provides sufficient information to demonstrate significant barriers to the adoption of zero-emission technology, and alternate approaches to decrease internal combustion vehicle use is not appropriate, the block grant incentive program may fund infrastructure for renewable fuel school buses. The Recipient, working in collaboration and consultation with CEC staff, will plan, produce, and manage an incentive program in alignment with the Project Requirements referenced in Section II.

The goals of the incentive program are to: 

* Launch an incentive program by May 2024 upon award;
* Support the state’s commitment to the transition of zero-emission school buses by providing funding for supporting infrastructure;
* Ensure LEAs are aware of available funding and can quickly and easily access funding;
* Reduce energy equity gaps and invest in underserved communities by prioritizing small and rural school districts or those that serve a high percentage of unduplicated pupils; and
* Prioritize grantees purchasing zero-emission school buses with bidirectional charging where available.

## Background

Section 96 of Senate Bill (SB) 114[[1]](#footnote-2) (Committee on Budget and Fiscal Review, Chapter 48, Statutes of 2023), which amended Section 121 of Assembly Bill (AB) 181 (Committee on Budget, Chapter 52, Statutes of 2022), appropriated $125,000,000 for the 2023-2024 fiscal year to the CEC to fund zero-emission school bus charging or fueling infrastructure and related activities, including, but not limited to, charging or fueling stations, equipment, site design, construction, and related infrastructure upgrades.

The appropriation is intended to complement $375,000,000 appropriated to the California State Air Resources Board (CARB) for the Hybrid and Zero-Emission Truck and Voucher Incentive Program (HVIP), to replace internal combustion school buses owned by LEAs with zero-emission school buses.

SB 114 makes funding available from Proposition 98’s $1.5 billion budget for one-time grants that support the adoption of zero-emission school buses and supporting infrastructure. Proposition 98 is a constitutional amendment passed by the California Legislature in 1988 that sets a minimum annual funding level for K-12 schools and community colleges. The guaranteed annual funding is sourced from the state General Funds and local property tax revenues. The annual amount is affected by the number of students in K-12 attendance and the growth of the economy and is determined by comparing three formulas.[[2]](#footnote-3) Within the guaranteed funding level, the Legislature has complete discretion on how funding is allocated and includes ongoing and one-time investments for educational agencies. SB 114 appropriated a total of $500,000,000 to the CEC and CARB for the 2023-2024 fiscal year with an additional $1 billion intended to be allocated evenly over the 2024-2025 and 2025-2026 fiscal years, subject to future appropriations. Grants from the SB 114 funded incentive program must be encumbered to LEAs by June 30, 2029. LEAs shall have three fiscal years after the fiscal year in which the funds are received to expend the funds. Any funds that are not expended by an LEA by the end of that period shall be returned to the state. Therefore, the term of this agreement is expected to end in March 2032.

## 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 | November 9, 2023 |
| Pre-Application Workshop\* | November 28, 2023 |
| Deadline for Written Questions\* | November 30, 2023 |
| Anticipated Distribution of Questions/Answers | Week of December 11, 2023 |
| Support for Application Submission in the Energy Commission Agreement Management System (ECAMS) until 5:00 p.m. | **Ongoing until January 04, 2024** |
| **Deadline to Submit Applications by 11:59 p.m.\*** | **January 04, 2024** |
| Anticipated Notice of Proposed Awards Posting | February 2024 |
| Anticipated CEC Business Meeting | April 2024 |
| Anticipated Grant Start Date | April 2024 |

## How Award Is Determined

Applicants passing administrative and technical screening will compete based on evaluation criteria and will be scored and ranked based on those criteria. Unless CEC exercises any of its other rights regarding this solicitation (e.g., to cancel the solicitation or reduce funding), the highest ranked application that obtains at least the minimum passing score will be recommended for funding subject to the terms of this solicitation.

## Availability of Funds

There is up to $125,000,000 in incentive funding and up to $5,000,000 (i.e. up to 4 percent of incentive funding) available under this solicitation to implement zero-emission school bus infrastructure incentive projects throughout California.

An additional $250,000,000 in incentive funding from fiscal year (FY) 2024-2025 and 2025-2026 may be available contingent upon approval of the CEC’s 2024 and 2025 Budget. Funding shall be subject to the appropriation and availability for that purpose in the 2024 and 2025 California State Budget Acts. In the event that incentive funds are appropriated by future California State Budget Acts, an additional $10,000,000 (i.e. up to 4 percent of incentive funding) for program administration may be available for the block grant resulting from this solicitation. In the event that incentive funds are not appropriated by future California State Budget Acts, the CEC does not anticipate adding additional funding for program administration.

The CEC, at its sole discretion, reserves the right to increase or decrease the amount of funds available under this solicitation.

## Maximum Award Amounts

Up to $125,000,000 in incentive funding and $5,000,000 (i.e. 4 percent of incentive funds) in administrative costs are available under the resulting agreement to implement the block grant incentive project(s).

For the purposes of this solicitation, administrative costs include all costs incurred under the agreement, except for incentive funds disbursed to eligible third-parties. Applicants will be evaluated, in part, on their ability to minimize and control administrative costs under the resulting agreement.

Please note, administrative costs will not be paid from Proposition 98 funding.

## Maximum Number of Applications

Applicants are only eligible to submit one application under this solicitation.

## 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, time and location listed below. Please call the Commission Agreement Officer (CAO) listed below or refer to [CEC's solicitation information website](https://www.energy.ca.gov/funding-opportunities/solicitations) at https://www.energy.ca.gov/funding-opportunities/solicitations to confirm the date and time.

**November 28, 2023**

9:00 a.m.

Via Zoom

## 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: [link](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg). [You may also access the workshop by going to the](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[Zoom Webpage](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://zoom.us/join) [at https://join.zoom.us and enter the unique meeting ID and password below:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

**[Meeting ID:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [870 5212 9975](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

**[Meeting Password:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [972682](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

**[Topic:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [Pre-Application Workshop GFO-23-604- Zero-Emission School Bus Charging and Fueling Infrastructure Block Grant](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

**[Telephone Access Only:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

**[Access by Mobile Device:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[Download the application from the](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[Zoom Download Center](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://energy.zoom.us/download)[, https://energy.zoom.us/download.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

**[Technical Support:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[publicadvisor@energy.ca.gov](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](mailto:publicadvisor@energy.ca.gov)[, or (916) 957-7910.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[To determine whether your computer is compatible with Zoom, visit:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[[this website](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux)[:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux)[.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Questions](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[During the solicitation process, for questions only related to submission of applications in ECAMS, please contact](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[ECAMS.SalesforceSupport@energy.ca.gov](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](mailto:ECAMS.SalesforeSupport@energy.ca.gov)[. By contacting this email address, Applicants will be able to access a team of technical assistants who can answer questions about application submission. Please also see Section III for additional information about ECAMS.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Applicants may ask questions at the Pre-Application Workshop, and may submit written questions via e-mail to the CAO listed in the following section. 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. Similarly, questions related to submission of applications in ECAMS may be submitted to](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[ECAMS.SalesforceSupport@energy.ca.gov](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](mailto:ECAMS.SalesforceSupport@energy.ca.gov) [at any time prior to 5:00 p.m. of the application deadline date.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The question and answer set will be posted on the](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[CEC’s solicitation information website](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](http://www.energy.ca.gov/contracts/index.html) [at www.energy.ca.gov/funding-opportunities/solicitations.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Contact Information](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Laura Williams, Commission Agreement Officer](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[California Energy Commission](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[715 P Street, MS-18 3](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)[rd](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [Floor](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Sacramento, California 95814](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Telephone: (916) 879-1383](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[E-mail: laura.williams@energy.ca.gov](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Reference Documents](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Applicants responding to this solicitation may want to familiarize themselves with the following documents:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* [[2023-2024 Investment Plan Update for the Clean Transportation Program](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://www.energy.ca.gov/publications/2023/2023-2024-investment-plan-update-clean-transportation-program#:~:text=This%202023%E2%80%932024%20Investment%20Plan%20Update%20establishes%20funding%20allocations%20based,%2C%20economic%20stimulus%2C%20and%20equity.) [(CEC-600-2023-029-SD)   
  https://www.energy.ca.gov/publications/2023/2023-2024-investment-plan-update-clean-transportation-program](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [[Energy Commission Agreement Management System (ECAMS)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources) [https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [[Draft Guiding Principles SB 114 Funded charging and Refueling Infrastructure Program](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://efiling.energy.ca.gov/GetDocument.aspx?tn=253049&DocumentContentId=88248)

[https://efiling.energy.ca.gov/GetDocument.aspx?tn=253049&DocumentContentId=88248](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* [[Home - Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project | California HVIP](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://californiahvip.org/)

[https://californiahvip.org](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* [Senate Bill 114 (Committee on Budget and Fiscal Review, Chapter 48, Statutes of 2023) https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\_id=202320240SB114](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

# [II. Eligibility Requirements](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Applicant Requirements](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Eligibility](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[This solicitation is open to all public entities and not-for-profit technology entities with a physical office in California. For the purpose of this solicitation, a not-for-profit technology entity is defined as an entity filing as and operating under the Internal Revenue Service’s requirements of a 501(c)(3) corporation and organized to advance transportation technologies.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The Applicant does not need to have its company headquarters in California, but it must have at least one existing physical office within the State of California (State).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Terms and Conditions](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[The 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. In addition to the terms and conditions corresponding to the Applicant’s organization, special terms and conditions also apply. See Attachment 10.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The standard terms and conditions are located](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[at CEC's funding resources website](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://www.energy.ca.gov/media/7903) [at https://www.energy.ca.gov/funding-opportunities/funding-resources.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[California Secretary of State Registration](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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). Applicants should provide the exact legal names of entities included in their applications, along with any fictitious business names. Fictitious business names must be currently valid, i.e., not expired with the Secretary of State. As part of the CEC’s due diligence, particularly during the agreement development phase, CEC staff may request the supporting documentation regarding the above registration requirements.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Project Requirements](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[At a minimum, the block grant recipient selected through this solicitation will be required to complete the following tasks under the awarded grant agreement.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) ***[These activities are not required to be completed as part of the application in response to this solicitation, but Applicants must describe within their project narrative their approach and ability to complete the following tasks](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)***[:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. [Design an incentive project that can be launched no later than](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) **[May 2024.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**
2. [Adhere to the Staff Draft Guiding Principles of the Senate Bill (SB) 114 Funded Charging and Fueling Infrastructure Program and the Final Guiding Principles of the SB 114 Charging and Fueling Infrastructure Program once adopted, including but not limited to:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [In coordination with California Air Resources Board’s (CARB’s) third-party implementer for the Hybrid and Zero-Emission Truck and Voucher Incentive Program (HVIP), release a single application to cover vehicle purchases, infrastructure investments, and other associated funding requests.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Fund the full purchase costs of zero-emission charging or fueling infrastructure and provide funding for associated costs, including workforce development and training.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Prioritize zero-emission school bus infrastructure awards, but when an LEA provides sufficient information to demonstrate significant barriers to the adoption of zero-emission technology, and alternate approaches to decrease internal combustion vehicle use is not appropriate, fund infrastructure for renewable fuel school buses.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Prioritize infrastructure awards that support the replacement of the oldest internal combustion buses in the state as well as grantees that are small and rural school districts, serve a high percentage of unduplicated pupils, or will purchase zero-emission school buses with bidirectional charging where available.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Require at least 90 percent of each grantee’s award to be comprised of the purchase of zero-emission school buses and supporting charging infrastructure and related activities, including but not limited to, charging or fueling stations, equipment, site design, construction, and related infrastructure upgrades.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Allow up to 10 percent of each grantee’s award to be spent towards its school transportation program, including but not limited to technical assistance and workforce development and training.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Ensure that grant awards supplement, not supplant, existing services and funds provided by grantees in support of transportation programs.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
3. [In coordination with CARB’s third-party implementer, design a single, streamlined application with necessary but minimal application questions and supporting documents required for submission for vehicle purchases, infrastructure investments, and other associated funding requests. Give applicants adequate time and reminders to complete the application after the announcement of its opening.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
4. [Develop a list of entities that can provide technical assistance to grant applicants, including but not limited to assistance with completing the application process, choosing appropriate infrastructure equipment, and conducting a site evaluation, utility assessment, or general planning.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
5. [Using the Staff Draft Guiding Principles of the SB 114 Funded Charging and Fueling Infrastructure Program and Final Guiding Principles of the SB 114 Charging and Fueling Infrastructure Program once adopted, develop an Implementation Manual outlining in detail the project eligibility, application process, and expectations of awardees and associated vendors and installers. Incorporate stakeholder feedback and policy decisions made by CARB and CEC staff prior to award.   
     
   The Implementation Manual should include (at a minimum):](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Type of incentive structure (e.g., voucher or rebate)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Type of funding mechanism (e.g., first come, first served, competitive, etc.)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Type(s) of zero-emission school bus charging and fueling infrastructure eligible (e.g., Level 2, direct current fast chargers, wireless, etc.)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Minimum technical requirements of zero-emission school bus fueling equipment (e.g., equipment specifications, warranty requirements, operational requirements, etc.)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Incentive amount per zero-emission school bus charging and fueling infrastructure or project](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Total funding required to complete proposed project](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Bidirectional direct current fast charging station eligibility and requirements](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Types, minimum technical requirements, and incentive amount of renewable fueling equipment, if applicable](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Simplified, streamlined application requirements](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Evaluation criteria for assessing codes, certifications, and standards for funded charging and fueling infrastructure to ensure safety, network communications, remote software updates, managed charging, and interoperability](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Requirements for vendors and installers](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
6. [Develop grant agreements with awarded LEAs that require at least 12 months of data collection, developed and defined in coordination with CEC and reported on a quarterly basis.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
7. [Develop an outreach and program awareness plan targeted at priority grantees with outreach materials that reflect the languages needed by the communities.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
8. [Conduct outreach in accordance with CEC Commission Agreement Manager (CAM) approved outreach and program awareness plan.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   * [Please note: any travel conducted for the purpose of this grant must be associated and in accordance with the CEC-approved outreach and program awareness plan.   
       
     All travel associated with the outreach and program awareness plan must be approved by the CAM prior to travel.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
9. [Engage regional community-based organizations (CBOs), community leaders, California Native American Tribes, and potentially affected local residents in the planning process of incentive projects and education on the benefits of zero-emission vehicle transportation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
10. [Develop key performance indicators (KPIs) to track project milestones, measure project performance, and determine project success. Develop user-friendly, internal access database(s) for CEC staff to receive KPI data on at least a quarterly basis.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
11. [Develop a user-friendly application portal which shall include (at a minimum):](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
    * [Joint online application forms](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
    * [The ability to submit online incentive applications](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
    * [Applicable documents and forms](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
    * [Coordinate with CARB’s third-party implementer where appropriate and applicable](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
12. [Develop public access webpages which shall include (at a minimum):](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
    * [The ability to provide information on disbursements, such as heat map representations of where the funds are being disbursed](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
13. [Conduct an annual technical advisory workshop, in partnership with the CEC, to identify the needs of California school districts. This workshop shall include an assessment of zero-emission school bus charging standards and interoperability.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
14. [Collect (through surveys, webinars, or other means), and submit to the CEC upon request, data on individual incentive recipients including, at a minimum: incentive recipient information, incentive recipient experiences, and motivations for incentive recipients to participate in incentive project.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
15. [Develop a plan to implement internal control processes and documentation standards to minimize errors, fraud, waste, and abuse.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
16. [Develop processes and procedures to mitigate actual or perceived conflicts of interest with potential incentive project Applicants.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
17. [Develop processes and procedures for handling confidential information and personal information in accordance with the CEC’s Special Terms and Conditions (Attachment 10).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
18. [Work with CEC to develop processes and procedures to ensure incentive requests are submitted to the CEC for payment and processing within 30 calendar days of receipt of a complete and valid request for incentive funds.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
19. [Establish, maintain, and submit incentive project records to the CEC, including but not limited to financial records, incentive payment documentation (e.g., completed incentive request forms, photographs of installed infrastructure, and other appropriate documentation to confirm compliance with project requirements), problems/issues experienced, and how identified problems/issues were resolved.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
20. [Establish separate accounts and implement procedures to](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) ***[separately](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [accept, track, disburse and report on funding from sources other than the CEC.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

**[Requirements for Charging Equipment Installed After January 1, 2024.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**[In addition to the other requirements set forth in this solicitation, the terms and conditions applicable to the Applicant and the law, electric vehicle chargers and charging stations installed on or after January 1, 2024 must comply with recordkeeping and reporting standards which CEC is currently in the process of developing. As background,](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)[[AB 2061](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleginfo.legislature.ca.gov%2Ffaces%2FbillNavClient.xhtml%3Fbill_id%3D202120220AB2061&data=05%7C01%7C%7C42d6b61b96eb4134116008daf00cb71d%7Cac3a124413f44ef68d1bbaa27148194e%7C0%7C0%7C638086234657292031%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FjFT6dJ0RhiGO8Tn%2FRwBEe99Xyouv9b4PvmPOJQLU5c%3D&reserved=0) [(Ting, Chapter 345, Statutes of 2022) and Cal. Pub. Resources Code sect. 25231.5 require the CEC, in consultation with the CPUC, to develop recordkeeping and reporting standards for EV chargers and charging stations. CEC is working to develop regulations in compliance with AB 2061. Other requirements, including but not limited to uptime and operation and maintenance requirements, may also be adopted by regulation. Once these regulations are finalized, chargers which are installed on or after January 1, 2024, including chargers installed under agreements resulting from this solicitation, will need to comply with the new regulations. Applicants to this solicitation must be prepared to comply with any new or updated regulations, even if the regulations are not in existence at the time of application to this solicitation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

**[Agreements funding electric vehicle charging infrastructure and equipment:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [AB 841 (Ting, Chapter 372, Statutes of 2020) added Public Utilities Code (PUC) section 740.20, which requires Electric Vehicle Infrastructure Training Program (EVITP) certification to install electric vehicle charging infrastructure and equipment for work performed on or after January 1, 2022, subject to certain exceptions.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Therefore, applying PUC 740.20 EVITP requirements to the grant agreement means that all electric vehicle charging infrastructure and equipment located on the customer side of the electrical meter shall be installed by a contractor with the appropriate license classification, as determined by the Contractors’ State License Board, and at least one electrician on each crew, at any given time, who holds an EVITP certification. Projects that include installation of a charging port supplying 25 kilowatts or more to a vehicle must have at least 25 percent of the total electricians working on the crew for the project, at any given time, who hold EVITP certification. One member of each crew may be both the contractor and an EVITP certified electrician. The requirements stated in this paragraph do not apply to any of the following:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[(1) Electric vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[(2) Electric vehicle charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Subarticle 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[(3) Single-family home residential electric vehicle chargers that can use an existing 208/240-volt outlet.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Eligible Project Costs](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Costs incurred must be for the development and implementation of a block grant designed to provide incentives for zero-emission school bus charging and fueling infrastructure projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Administrative costs, which are described in Section I, are capped at 4 percent of incentive funds under the resulting agreement. Additional incentive funds may be added to the agreement in future fiscal years as described in Section I.F. If incentive funds are added, additional funds for administrative costs may be added too, and will be capped at 4 percent of total incentive funds. at any point in time.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

***[NOTE: Costs incurred prior to a fully executed agreement resulting from this solicitation are not eligible for reimbursement from the CEC.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)***

## [Match Funding Requirements](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Total Match Share Requirement](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[No match funding is required for this solicitation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[“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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)[Match share percentage is calculated by dividing the total match share contributions by the total allowable project cost.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) *[“](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*[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:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. [Total match share must conform to the “Cash Match Share Requirement” contained in this solicitation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
2. [All match share expenditures must conform to the terms and conditions of this solicitation and the resulting grant agreement.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
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 must submit a letter of commitment from each match share partner identifying the source(s) and availability of match funding.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
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).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
7. [Match share expenditures (cash and/or in-kind) must be documented, reasonable, allowable, and allocable to the project as determined by CEC.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
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 the release of a 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 costs 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 or this](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [solicitation. Please note that non-match expenditures incurred prior to agreement execution are not reimbursable from CEC funds.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
9. **[Cash Match Share Requirement](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[No cash match is required for this solicitation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[In-Kind Match Share](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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 agreement budget and supported with appropriate documentation. Cost allocations must be reasonable and allocable to the proposed project.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Match Share Restrictions](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**
2. ***[Other Sources of CEC Funding](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [– Other sources of CEC funding may not be claimed as match share. This includes block grants funded by the CEC.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
3. ***[Property Not Owned by the Applicant](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [– 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
4. ***[Existing Property Owned by the Grant Recipient](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [– 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
5. ***[Valuation of Land](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [–](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
6. ***[Property Owned by a Related Party](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [–](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)[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, Applicants must disclose 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[If CEC funds are used to reimburse lease/rental payments for property owned by a related party, the Applicant can only claim the](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) ***[lesser](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [of fair market value or actual lease payments, regardless of lease agreement terms.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. ***[Prorated Value of Property](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [– 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% of the monthly fair market value of the entire building can be claimed as match while the building is being used for the project.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
2. ***[Documentation](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [– 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Unallowable Costs (Reimbursable or Match Share)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[For an item of cost to be allowable for reimbursement with CEC funds or as match share expenditure, 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. ***[Forgone Profit](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [– For example, if a company usually charges 10% profit but only charges 4% to CEC the unclaimed difference is not an allowable item of cost.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
2. ***[Forgone Rent](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [– For example, rent that is not paid is not an allowable item of cost.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
3. ***[Discounted or Refunded Equipment Costs](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [– 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
4. ***[Forgone Salary, Fringe, Indirect or Other Types of Cost](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [– 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](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) ***[actually](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [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 forgone 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

# [III. Application Format, Required Documents, and Delivery](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Required Format for an Application](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Method for Delivery](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The method of delivery for this solicitation is the](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[Energy Commission Agreement Management System (ECAMS)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://ecams.energy.ca.gov/s/login/)[, available at https://ecams.energy.ca.gov/.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Information about ECAMS will be provided at the Pre-Application Workshop. Information about how to register for an ECAMS account and guidance on how to apply through the system is available at](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[https://www.energy.ca.gov/funding-opportunities/funding-resources](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://www.energy.ca.gov/funding-opportunities/funding-resources) [under General Funding Information.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The CEC is providing a team of technical assistants to support Applicants with this new process. Please email](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)[[ECAMS.SalesforceSupport@energy.ca.gov](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](mailto:ECAMS.SalesforceSupport@energy.ca.gov) [for support.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[ECAMS allows Applicants to complete and submit their application to the CEC prior to the date and time specified in this solicitation. Files uploaded to the system must be in Microsoft Word (.doc format) and Excel Office Suite formats unless originally provided in the solicitation in another format. PDF format is acceptable. The completed Proposal Budget Template, Attachment 4, must be in Excel format.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The deadline to submit grant applications through ECAMS is](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**[11:59 p.m](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**[. ECAMS 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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 cannot guarantee staff will be available for in-person consultation on the due date, so please plan accordingly.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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 ECAMS, 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Please plan accordingly. First time users must register as a new user to access the system. There will be two types of user accounts to establish: 1) An organizational account, for the entity applying to the solicitation; and 2) user accounts for individuals who will be submitting the application on behalf of the organization.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Applicants will be required to upload all attachments marked “required” in the system in order for the application to be submitted.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Page Limitations](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The total number of pages for an Application is limited to 20 pages. The scope of work, schedule of products and due dates, budget forms, resumes, contact list, letters of support/commitment, CEQA worksheet, localized health impacts information form, past performance reference form(s), and the applicant declaration do not count towards this page limitation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Application Content](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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 this solicitation package.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

|  |  |
| --- | --- |
| **[Item](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** | **[Attachment Number (if applicable)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** |
| [Project Narrative](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [N/A](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Scope of Work](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Attachment 1](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Schedule of Products and Due Dates](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Attachment 3](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Budget Forms](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Attachment 4](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Resumes](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [N/A](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Contact List](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Attachment 5](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Letters of Support/Commitment](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [N/A](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [CEQA Worksheet](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Attachment 6](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Localized Health Impacts Information Form](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Attachment 7](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Past Performance Reference Form(s)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Attachment 8](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Applicant Declaration](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Attachment 9](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |

1. **[Applicant Certifications](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

***[ECAMS will require Applicants to provide the required authorizations and certifications listed below prior to final submission of their application:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)***

[All Applicants must certify under penalty of perjury under the laws of the State of California that:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* [I am authorized to submit this application on behalf of the Applicant.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [I authorize the CEC to make any inquiries necessary to verify the information presented in this application.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [I authorize the CEC to obtain business credit reports and make any inquiries necessary to verify and evaluate the financial condition of the Applicant.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [I have read and understand the terms and conditions contained in this solicitation. I accept the terms and conditions contained in this solicitation on behalf of the Applicant and the Applicant is willing to enter into an agreement with the CEC to conduct the proposed project according to the terms and conditions without negotiation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [I certify that (1) this application does not contain any confidential or proprietary information, or (2) if confidential information is allowed under the solicitation it has been properly identified.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [I certify under penalty of perjury under the laws of the State of California that, to the best of my knowledge, the information contained in this application is correct and complete.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [I am authorized to agree to the above certifications on behalf of the Applicant.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Project Narrative](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The Project Narrative must respond directly to each criterion with the headings as titled below, and must include the following information:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Applicant’s Past Performance:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [Information provided to address past performance will not count towards the page limitations and should be addressed in Attachment 8, Past Performance Reference Form.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The Applicant should address performance under current or prior agreements using public funding (e.g., contract, grant, or loan), including agreements with the CEC, and 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:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* 1. [Provide a list of all agreements (e.g., contract, grant, or loan) with the CEC received by the Applicant in the last 10 years (if applicable).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  2. [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).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  3. [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 and phone number (or 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  4. [(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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  5. [Describe any severe audit findings and how they were ultimately addressed and resolved.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  6. [Describe the final outcome of the project.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Team Resources, Qualifications, and Experience](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** 
   1. [Describe the team’s experience related to transportation-related projects and administering incentive projects. Applicants should emphasize experience related to school bus and/or medium- and heavy-duty (MDHD) zero-emission vehicle (ZEV) fueling infrastructure and related innovative deployment approaches. Applicants should also discuss team experience in IT, administration, outreach, zero-emission technology, and school district/school buses.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   2. [Describe the team’s knowledge, skills, abilities, and experience in understanding and identifying market trends and needs within the school bus and/or MDHD ZEV sector.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   3. [Describe the team’s experience in administering high-quality and cost-effective incentive projects, including handling large amounts of funding, accurately tracking and accounting for funds from multiple sources, providing accurate and real-time data on status of ZEVs or infrastructure incentive projects, and ensuring projects are cost-effective and adhere to realistic and aggressive timelines.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   4. [Describe the team’s experience and expertise related to data collection and management of large databases.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   5. [Describe the team’s experience in working with and conducting outreach activities to LEAs, as defined in the Staff Draft Guiding Principles for SB 114.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   6. [Describe the team’s experience and ability to assist, guide and support incentive recipients including, but not limited to: technical assistance related to zero-emission fueling infrastructure and financial assistance in coordinating multiple funding sources.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   7. [Describe the team’s experience with innovative approaches to infrastructure deployment. Also, if applicable, describe the team’s experience with renewable energy sources, storage, demand response, managed charging, on-site generation, distributed generation, and use of infrastructure to increase energy resiliency.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
2. **[Implementation and Technical Readiness](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**
   1. [Describe the team’s expected expedited block grant project timeline in accordance with a May 2024 launch date. Include expected dates for the following project components:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
3. [Completion and implementation of the project design.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
4. [Website development to be completed and public access is made available for applications.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
5. [When project incentive applications are anticipated being received.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   1. [Describe the team’s approach to developing and implementing high-quality and effective incentive projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   2. [Describe how the team will maximize project performance. Include specific steps with expected timelines.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   3. [Describe the team’s approach to comprehensively collect, track and report data in a timely and transparent manner.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   4. [Describe the team’s approach to collect, track, and report on incentive project funding and status. Include planned website development, maintenance, and online features.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   5. [Describe the team’s internal controls to ensure complete and accurate accounting of project funds.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
      1. [Complete and accurate accounting of earned interest.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
      2. [Adherence to Generally Accepted Accounting Principles.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
      3. [Complete and accurate accounting for funding originating from multiple sources to implement multiple incentive projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
      4. [Minimization of errors, fraud, waste, and abuse.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   6. [Describe the team’s approach to mitigate actual or perceived conflicts of interest with potential incentive project Applicants.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   7. [Describe the team’s approach to confirm and oversee adherence by the incentive recipient to the incentive project requirements.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   8. [Include discussion on how the team will enforce requirements and resolve issues in a timely manner.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   9. [Describe the team’s approach and ability to timely scale resources necessary to ensure successful implementation of one or multiple simultaneous incentive projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   10. [Describe how the proposed approach will ensure that incentive requests are submitted to the CEC within 30 calendar days upon receipt of a valid incentive payment request for process and payment.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   11. [Describe how the proposed block grant award, once implemented, will ensure that expenditures will be cost-effective and maximize benefits for each dollar spent from reimbursable funds.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   12. [Describe how incentive recipient’s experiences and motivations will be collected and utilized to improve implementation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   13. [Describe how the proposed block grant award will prioritize infrastructure awards that support the replacement of the oldest internal combustion buses in the state as well as grantees that are small and rural school districts, serve a high percentage of unduplicated pupils, or will purchase zero-emission school buses with bidirectional charging where available.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
6. **[Budget](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**
   1. [Describe the types and amounts of administrative costs to be incurred.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   2. [Provide the maximum percentage of funds that will be utilized for administrative costs.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   3. [Discuss expected efficiencies or economies of scale related to incentive project size.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   4. [Describe the team’s approach and ability to control and minimize administrative costs while ensuring effective and successful project implementation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   5. [Describe how the administrative costs are reasonable to ensure effective and successful implementation of school bus infrastructure incentive projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   6. [Describe and discuss known or expected risks or budget contingencies and how those risks or contingencies will be addressed.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
7. **[Innovation](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**
   1. [Describe unique and innovative ideas and approaches related to the incentive project design and implementation that will lead to strategic, cost-effective solutions for future deployment of school bus charging or fueling infrastructure for school bus fleet vehicles.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   2. [Using the hypothetical project assignment below, the Applicant should describe their specific methodology and approach to developing and implementing the incentive project. Response is limited to one page.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

***[Hypothetical Project Assignment.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [Under this grant you deployed a plan to fund zero-emission school bus charging or fueling infrastructure to support LEA investments in zero-emission school buses, including workforce development and training. Applicants should prioritize the implementation of funds for unduplicated pupils, oldest internal combustion engines, small and rural school districts, and bidirectional chargers. It is experiencing unforeseen delays. What is your plan to ensure that the project gets back on track?](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Scope of Work (Attachment 1)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[Applicants must include a completed Scope of Work utilizing the template contained in Attachment 1. Instructions for completing the Scope of Work as well as a sample are included in Attachment 2. 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Schedule of Products and Due Dates (Attachment 3)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[Applicants must include a completed Schedule of Products and Due Dates. All work must be scheduled for completion by no later than](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) **[March 30, 2029](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**[, to allow timely processing of final invoices before the liquidation date of CEC funds. Instructions for the Schedule of Products and Due Dates are included in Attachment 3. The Schedule of Products and Due Dates must be in MS Excel.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Budget Forms (Attachment 4)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[Because this solicitation is utilizing ECAMS for submitting applications, Applicants have two options for uploading a budget:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Option 1: Prime Applicant’s budget is both keyed directly into ECAMS and uploaded as an MS Excel attachment; Major Subrecipient(s) budgets are uploaded as MS Excel attachments.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [ECAMS allows Applicants to build the Prime Applicant’s budget directly into the system. At this time, there is no way to input major subrecipient budgets directly into the system. Instructions for inputting budget items into ECAMS are included at](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[https://www.energy.ca.gov/media/7956](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://www.energy.ca.gov/media/7956)[.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
2. **[Option 2: Upload all budgets (Prime and Major Subrecipients) as MS Excel attachments](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [and leave the ECAMS budget sections blank in ECAMS.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The Applicant must submit information on](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) ***[all](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)*** [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* + 1. [Detailed instructions for completing these forms are included at the beginning of Attachment 4.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
       1. [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](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[ECAMS Resources webpage](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources) [under](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[Budget Category Guidance](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](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).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
       2. [The information provided in these forms will not be kept confidential.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
       3. [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
       4. [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 remotely, as determined by the CAM.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
       5. [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
       6. [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
       7. [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
    2. [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
    3. [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% 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% profit on $80,000 ($100,000 minus $20,000). See terms and conditions for additional restrictions and requirements.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Resumes](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[Applicants must include resumes for key personnel identified in the proposal. “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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Contact List (Attachment 5)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Letters of Support/Commitment](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[Applicants must submit a match funding commitment letter from each entity that is committing to providing match funding. A commitment letter commits an entity or individual to providing the service or funding described in the letter. Letters of support may also be submitted, but are not required. A support letter details an entity or individual’s support for the project.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* 1. **[Key Project Partners (if applicable):](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  2. **[Third-party Match Share Contributors Letters of Commitment (if applicable):](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [Any third-party match share contributors must identify the intended 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  3. **[Letters of Support (optional):](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[CEQA Worksheet (Attachment 6)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Localized Health Impacts Information Form (Attachment 7)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Past Performance Reference Form(s) (Attachment 8)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[Applicants must complete and submit a separate Past Performance Reference Form for each CEC agreement (e.g., contract, grant or loan) received by the Applicant in the last 10 years, including ongoing agreements, and the 5 most recent agreements with other public agencies within the past 10 years.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. **[Applicant Declaration (Attachment 9)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[This form requests the Applicant declare that they: are not delinquent on taxes nor suspended by the California Franchise Tax Board; are not being sued by any public agency or entity; are in compliance with the terms of all settlement agreements, if any, entered into with the CEC or another public agency or entity; are in compliance with all judgments, if any, issued against the Applicant in any matter to which the CEC or another public agency or entity is a party; are complying with any demand letter made on the Applicant by the CEC or another public agency or entity; and are not in active litigation with the CEC regarding the Applicant’s actions under a current or past contract, grant, or loan with the CEC. The declaration must be signed under penalty of perjury by an authorized representative of the applicant’s organization.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The CEC may have waived the requirement for a signature on application materials for this solicitation. If a notice regarding CEC’s waiver of the signature requirement appears here:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[https://www.energy.ca.gov/funding-opportunities/solicitations](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

# [IV. Evaluation Process and Criteria](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Application Evaluation](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Applications will be evaluated and scored based on the responses to the information requested in this solicitation](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [and on any other information available such as past performance of CEC agreements.[[3]](#footnote-4) The entire evaluation process from receipt of applications to posting of the Notice of Proposed Award is confidential.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* 1. **[Screening Criteria](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* 1. **[Administrative Screening Criteria](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

|  |  |
| --- | --- |
| **[ADMINISTRATIVE Screening Criteria](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**  *[The Application must pass ALL administrative screening criteria.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)* | **[Pass/Fail](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** |
| 1. [The application is received by the due date and time specified in the “Key Activities Schedule” in Section I of this solicitation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Pass  Fail](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| 1. [The Applicant has not included a statement that is contrary to the required authorizations and certifications when submitting in ECAMS.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Pass  Fail](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |

* 1. **[Technical Screening Criteria](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**
  2. [The Applicant is an eligible applicant.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  3. [The project is an eligible project.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  4. [The project meets the minimum match share requirement, if any.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  5. [The Applicant passes the past performance screening criterion.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  6. **[Applicant’s Past Performance Screening Criterion (Pass/Fail)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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 and/or other public agencies (e.g., contract, grant, or loan) and entered into an agreement(s) with the CEC and/or other public agencies. Any Applicant that does not have an active or prior agreement equates to no severe performance issues and therefore would pass this screening criteria.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Severe performance issues](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)[are characterized by significant negative outcomes under an agreement and may include:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* + [Agreement was terminated with cause.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  + [CEC filed litigation against the Applicant.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  + [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  + [Project objectives were not met and were caused by factors that are, or should have been, within the Applicant’s control.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  + [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  + [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  + [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 experiences loss of a key project partner or site control may be considered significant.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
  1. **[Grounds to Reject an Application or Cancel an Award](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. [The application contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the Applicant.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
   1. **[Technical Evaluation](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The Evaluation Committee reserves the right to schedule a clarification interview with an Applicant to clarify and/or verify information submitted 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[CEC will recommend award to the highest ranked project with a passing score (according to final overall application score).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Notice of Proposed Awards](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Debriefings](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Applicants that are not proposed for funding may request a debriefing after the release of the NOPA by e-mailing the CAO listed in Part I. A request for debriefing should be received no later than 15 calendar days after the NOPA is released.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Scoring Scale](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Using this Scoring Scale, the Evaluation Committee will give a score for each criterion described in the Evaluation Criteria.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

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| --- | --- | --- |
| **[% of Possible Points](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** | **[Interpretation](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** | **[Explanation for Percentage Points](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** |
| [0%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Not Responsive](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Response does not include or fails to address the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [10-30%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Minimally Responsive](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [40-60%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Inadequate](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [70%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Adequate](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Response adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [75%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Between Adequate and Good](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Response better than adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [80%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Good](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [85%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Between Good and Excellent](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [90%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Excellent](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [95%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Between Excellent and Exceptional](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [100%](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Exceptional](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |

## [Evaluation Criteria](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

|  |  |
| --- | --- |
| **[Criterion](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** | **[Possible Points](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** |
| **[Team Resources, Qualifications, and Experience](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**  [Applications will be evaluated on the degree to which:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)   * [The proposed team’s qualifications are suitable to the tasks described in the proposed scope of work.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The Applicant demonstrates ability to establish and adhere to realistic and aggressive timelines.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The proposed team has verifiable experience and knowledge related to the following:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Implementation of high quality and cost-effective incentive projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [School bus and MDHD ZEV fueling infrastructure markets (including trends and needs).](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Collection, management and reporting on large amounts of data including providing accurate real-time data.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Outreach to potential LEA applicants.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Accounting for and handling large amounts of funding.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Excellent and timely customer service.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Soliciting and obtaining funding from a variety of sources.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Linkages to innovative approaches to infrastructure deployment and experience in renewable energy sources, storage, demand response, managed charging, on-site generation, distributed energy, use of infrastructure to increase energy resiliency, etc.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The Applicant and team have demonstrated exceptional administrative and technical performance under existing or prior funding agreements, (CEC and/or other public agencies), if the Applicant worked on such projects, including:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Adherence to schedule and due dates.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Effective and timely issue resolution.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Quality of deliverables.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Objectives of past projects have been attained.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Honest, timely, and professional communication with staff from the funding entity.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Effective coordination with project partners, subcontractors, and other stakeholders.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Timely and accurate invoicing.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [30](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| **[Implementation and Technical Readiness](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**  [Applications will be evaluated on the degree to which:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)   * [The Applicant will meet the expedited project timeline in accordance with a May 2024 launch date.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The proposed approach to development and implementation of incentive projects is comprehensive, high-quality, effective, realistic, and timely and will maximize project performance.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The proposed approach to collect, track and report on data is comprehensive, timely and transparent.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Internal controls are adequate to minimize errors and instances of fraud, waste, and abuse.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The Applicant demonstrates ability to properly account for (using Generally Accepted Accounting Principles), track and administer large amounts of funding.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The Applicant demonstrates ability to manage, oversee, and account for multiple, simultaneous incentive projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The proposed approach will maximize adherence to incentive project requirements.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The proposed approach will identify and resolve problems in a timely manner.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The proposed approach will](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [mitigate actual or perceived conflicts of interest to ensure potential incentive project Applicants do not receive preferential treatment.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The proposed approach will ensure that incentive requests are submitted to the CEC within 30 calendar days upon receipt of a valid incentive payment request.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The Applicant demonstrates the ability to ensure that expenditures will be cost-effective and maximize benefits for each dollar spent from reimbursable funds.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The team has the ability to collect and analyze feedback from incentive recipients to increase effectiveness of future incentive projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The Applicant will prioritize infrastructure awards that support the replacement of the oldest internal combustion buses in the state as well as grantees that are small and rural school districts, serve a high percentage of unduplicated pupils, or will purchase zero-emission school buses with bidirectional charging where available.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [30](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| **[Budget](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**  [Applications will be evaluated on the degree to which:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)   * [Administrative costs are reasonable to ensure the successful implementation of the incentive projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Administrative costs are minimized.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Efficiencies and economies of scale related to incentive project size are maximized.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Risks and contingencies are identified and addressed through the proposed approach.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [20](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| **[Innovation](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)**  [Applications will be evaluated on the degree to which:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)   * [The proposed approach incorporates unique, innovative, and cost-effective approaches that will enhance successful implementation of incentive projects.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [The response to the hypothetical project assignment is:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Comprehensive.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Reasonable.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) * [Justified.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [20](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| **[Total Possible Points](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** | [100](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| **[Minimum Passing Score (70%)](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** | [70](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |

## [Tie Breakers](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[If the score for two or more applications are tied, the application with a higher score in the Implementation and Technical Readiness criterion will be ranked higher. If still tied, an objective tiebreaker (such as a random drawing) will be utilized.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

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# [V. Administration](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Definition of Key Words](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Important definitions for this solicitation are presented below:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

|  |  |
| --- | --- |
| **[Word/Term](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** | **[Definition](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)** |
| [Applicant](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Respondent to this solicitation](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Application](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Formal written response to this document from applicant](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [CAM](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Commission Agreement Manager](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [CAO](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Commission Agreement Officer](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [CBO](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Community Based Organization](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [CEC](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [California Energy Commission](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [CEQA](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [California Environmental Quality Act](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [GAAP](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Generally Accepted Accounting Principles](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [GFO](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Grant Funding Opportunity refers to this entire solicitation document and all its attachments and exhibits](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Implementer](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Recipient awarded a grant under CEC GFO](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [LEAs](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Local Educational Agencies](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [NOPA](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Notice of Proposed Award](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [Solicitation](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Grant Funding Opportunity, which refers to this entire solicitation document and all its attachments and exhibits](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [State](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [State of California](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |
| [ZEV](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) | [Zero-emission vehicle](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) |

## [Cost of Developing Application](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The Applicant is responsible for the cost of developing an application, and this cost cannot be charged to the State.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Confidential Information](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[CEC will not accept or retain any applications that have any portion marked confidential.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Solicitation Cancellation and Amendments](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

* [Cancel this solicitation;](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [Revise the amount of funds available under this solicitation;](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [Amend this solicitation as needed; and/or](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)
* [Reject any or all applications received in response to this solicitation.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[If the solicitation is amended, CEC will post an addendum on](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[CEC’s solicitation information website](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](http://www.energy.ca.gov/contracts/index.html) [at www.energy.ca.gov/funding-opportunities/solicitations.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Errors](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Modifying or Recalling an Application](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[An Applicant may recall or modify a submitted application within ECAMS 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.”](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Immaterial Defect](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The CEC may waive any immaterial defect or deviation contained in an applicant’s application. CEC’s waiver shall in no way modify the application or excuse an Applicant proposed for funding from full compliance with solicitation requirements.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Disposition of Applicant’s Documents](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Applicants’ Admonishment](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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 are responsible for carefully reading the entire solicitation, asking appropriate questions in a timely manner, submitting all required responses in a complete manner by the required date and time, and making sure that all procedures and requirements of the solicitation are followed and appropriately addressed.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Agreement Requirements](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[The content of this solicitation shall be incorporated by reference into the final agreement. See the standard terms and conditions on the CEC Funding Resources page at:](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg) [[https://www.energy.ca.gov/funding-opportunities/funding-resources](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)](https://www.energy.ca.gov/funding-opportunities/funding-resources)[. This information is also in Section II.A.2.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[Public agencies that receive 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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[CEC will send the approved agreement, including the standard 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. Recipients are approved to begin the project only after full execution of the agreement.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [No Agreement Until Signed and Approved](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[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.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[CEC reserves the right to modify the award documents prior to executing the agreement.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

## [Executive Order N-6-22 – Russia Sanctions](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

[On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and  
individuals. “Economic Sanctions” refers to sanctions imposed by the U.S.  
government in response to Russia’s actions in Ukraine, as well as any sanctions  
imposed under state law. By submitting a bid or proposal, Applicant represents  
that it is not a target of Economic Sanctions. Should the State determine  
Applicant is a target of Economic Sanctions or is conducting prohibited  
transactions with sanctioned individuals or entities, that shall be grounds for  
rejection of the Applicant’s bid/proposal any time prior to agreement execution, or, if determined after agreement execution, shall be grounds for termination by the State.](https://energy.zoom.us/webinar/register/WN_qNSSHYQtQee1cp2JPstOdg)

1. Senate Bill 114 Education Finance: Education Omnibus Budget Trailer Bill, Committee on Budget and Fiscal Review, Chapter 48, Statutes of 2023.

   https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=202320240SB114 [↑](#footnote-ref-2)
2. For more information about Proposition 98 and how the minimum guaranteed annual funding is calculated, refer to Legislative Analyst’s Office. 2005. “Proposition 98 Primer.”

   https://lao.ca.gov/2005/prop\_98\_primer/prop\_98\_primer\_020805.htm [↑](#footnote-ref-3)
3. The Past Performance Evaluation is available on the CEC website at: https://www.energy.ca.gov/media/6595 [↑](#footnote-ref-4)