**GRANT FUNDING OPPORTUNITY**

**Clean Transportation Program**

**Military Electric Vehicle (EV) Chargers**



**GFO-23-608**

**ADDENDUM 3**

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

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

State of California

California Energy Commission

[~~June 2024~~] **October 2024**

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# I. Introduction

## Purpose of Solicitation

This is a first come, first served grant solicitation, with minimum requirements and certain conditions as further described in this manual. The California Energy Commission’s (CEC) Clean Transportation Program announces the availability of up to $7.0 million in grant funds for projects that will install electric vehicle (EV) chargers at military bases and facilities for use by non-tactical government-owned vehicles and privately-owned vehicles with authorized access (e.g., personnel, delivery vehicles, visitors).

The intent of this solicitation is to award follow-on funding support for EV charging infrastructure projects with eligible applicants that have an active award from an eligible United States federal agency. This solicitation is intended to potentially double the number of chargers installed at a military base or facility, compared to what would otherwise be installed with only the federal funding, and accelerate the adoption of zero emission vehicles statewide.

Project Requirements are further defined in Section II.B. and Notice of Proposed Awards expectations are further defined in Section IV. B. of this solicitation.

## Background

Assembly Bill (AB) 118 (Nuñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program. The statute authorizes the CEC to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state’s climate change and clean air goals. AB 126 (Reyes, Chapter 319, Statutes of 2023) reauthorized the funding program through July 1, 2035 and focused the program on zero-emission transportation.

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

* Develop and deploy zero-emission technology and fuels in the marketplace where feasible and near-zero-emission technology and fuels elsewhere.
* Produce alternative and renewable low-carbon fuels in California.
* Deploy zero-emission fuel infrastructure, fueling stations, and equipment where feasible and near-zero-emission fuel infrastructure, fueling stations, and equipment elsewhere.
* Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

Furthermore, the California Budget Act of 2022 (Senate Bill (SB) 154, Skinner, Chapter 43, Statutes of 2022, as amended by AB 178, Ting, Chapter 45, Statutes of 2022 and AB 179, Ting, Chapter 249, Statutes of 2022) and AB 211 (Committee on Budget, Chapter 574, Statutes of 2022) provided $754 million from the General Fund to support infrastructure deployments, emerging opportunities, and manufacturing projects for zero-emission light-duty and medium- and heavy-duty vehicles.

## Commitment to Diversity

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

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

## Key Activities and Dates

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

|  |  |
| --- | --- |
| **ACTIVITY** | **ACTION DATE** |
| Solicitation Release | April 4, 2024 |
| Pre-Application Workshop\*  | April 19, 2024 |
| Deadline for Written Questions\* | April 23, 2024 |
| Anticipated Distribution of Questions/Answers | Week of May 27, 2024 |
| **Begin Application Submission Window\*** | **June 17, 2024** |
| Support for Application Submission in the Energy Commission Agreement Management System (ECAMS) until end date at 5:00 p.m. | **Starting June 17, 2024 - until December 31, 2025** |
| **Deadline to Submit Applications by 11:59 p.m.\*** | **December 31, 2025\*\*** |
| First Anticipated Notice of Proposed Awards Posting  | August 2024, ongoing thereafter |
| First Anticipated CEC Business Meeting  | December 2024 |

\*\* **Or until funds are exhausted**.

## How Award Is Determined

Applications will be evaluated as described in Section IV on a first come, first served basis. Applications that pass administrative and technical screening will be scored based on evaluation criteria listed in this solicitation. Unless CEC exercises any of its other rights regarding this solicitation (e.g., to cancel the solicitation, reduce funding, or meet minimum funding levels for Navy, Marines, Army, and Air Force), applications obtaining at least the minimum passing score will be placed in a funding queue and recommended for funding until all funds available under this solicitation are exhausted, regardless of category.

Applications must be from one of two categories of applicants to be eligible under this solicitation:

* Category 1: Military including federal military agencies.
* Category 2: Authorized Private Entities that are already in contract with the military to provide services related to the installation of EV chargers.

All funding reserved for projects that do not become executed agreements, as determined by the CEC, will return to the solicitation’s pool of funds and become available for reservation by the next applicable application.

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

## Availability of Funds

A total of $7.0 million is available for awards under this solicitation. CEC, at its sole discretion, reserves the right to increase or decrease the amount of funds available under this solicitation.

## Minimum and Maximum Award Amounts

Each application is eligible for awards based on Applicant Categories as follows:

|  |  |
| --- | --- |
| **Applicant Category** | **Eligible Award Amount** |
| Category 1Military | 50 percent of total eligible project costs or $1.5 million, whichever is less but not less than $500,000. |
| Category 2Private | The CEC will fund up to 100 percent of the eligible costs of an existing EV charger installation agreement in effect with the federal government or $1.5 million, whichever is less but not less than $500,000.\* |

\*The private entity applicant must be in contract, or be a subcontractor under an existing contract, with the military with authority to install EV chargers.

The minimum award amount regardless of category is $500,000 and the maximum award amount regardless of category is $1.5 million.

In addition, of the initial $7 million in available funding, a minimum of $1 million must go to projects at the respective bases or facilities of each branch of the military listed below. These minimum amounts are cumulative of total projects submitted regardless of applicant categories.

* Navy - $1 million
* Marines - $1 million
* Army - $1 million
* Air Force - $1 million

Finally, each branch of the military (e.g., Army, Navy, Air Force, Marines, Space Force, Coast Guard, National Guard) is limited to 50 percent of the total funding (or $3.5 million) for projects located at their respective bases or facilities regardless of applicant category.

The amounts listed in this section may be increased or decreased at CEC’s discretion.

## Maximum Number of Applications

Applicants may submit multiple applications under this solicitation and must specify which applicant category they are applying under. Each proposed project must be separate and distinct and adhere to all requirements contained in this solicitation. Individual applications may include projects at multiple military sites (e.g., construction agreement for EV charger installations or “charge as a service” agreements at eight different Coast Guard stations.)

## 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 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.

April 19, 2024

10 a.m.-12p.m. PST

Via Zoom

Due to the ongoing nature of this solicitation, the CEC, at its sole discretion, may conduct additional pre-application workshops as needed. This will be announced through the normal public notification process.

## Participation Through Zoom

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

**Zoom Instructions:**

To join this workshop, go to Zoom at: <https://energy.zoom.us/j/84647292387?pwd=Q1REZmZzcjBmVGJtazV2UzFTVGVSQT09> . You may also access the workshop by going to the [Zoom webpage](https://join.zoom.us) at https://join.zoom.us and enter the unique meeting ID and password below:

**Meeting ID:** 846 4729 2387

**Meeting Password:** 362064

**Topic:** GFO-23-608 (Military EV Chargers) Pre-Application Workshop

**Telephone Access Only:**

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

**Access by Mobile Device:**

Download the application from the [Zoom Download Center](https://energy.zoom.us/download) at https://energy.zoom.us/download.

**Technical Support:**

For assistance with problems or questions about joining or attending the meeting, please call Zoom technical support at (888) 799-9666 ext. 2, or you may contact the CEC’s Public Advisor’s Office at publicadvisor@energy.ca.gov, or (916) 957-7910.

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

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

## Questions

During the solicitation process, for questions only related to submission of applications in ECAMS, please contact ECAMS.SalesforceSupport@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.

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 ECAMS.SalesforceSupport@energy.ca.gov at any time prior to 5:00 p.m. of the application deadline date.

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

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

## Contact Information

Phil Dyer, Commission Agreement Officer

California Energy Commission

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Sacramento, California 95814

Telephone: (916) 891-8474

E-mail: Phil.Dyer@energy.ca.gov

## Reference Documents

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

* [2022-2023 Investment Plan Update for the Clean Transportation Program](https://www.energy.ca.gov/publications/2022/2022-2023-investment-plan-update-clean-transportation-program) (CEC-600-2022-062). https://www.energy.ca.gov/publications/2022/2022-2023-investment-plan-update-clean-transportation-program-0.
* [Assembly Bill 2127 Electric Vehicle Charging Infrastructure Assessment – Analyzing Charging Needs to Support Zero-Emission Vehicles in 2030](https://www.energy.ca.gov/publications/2020/assembly-bill-2127-electric-vehicle-charging-infrastructure-assessment-analyzing) (CEC-600-2021-001-CMR) https://www.energy.ca.gov/publications/2020/assembly-bill-2127-electric-vehicle-charging-infrastructure-assessment-analyzing.
* [CalEnviroScreen](https://oehha.ca.gov/calenviroscreen). https://oehha.ca.gov/calenviroscreen.
* California Air Resources Board, [Electric Vehicle Supply Equipment (EVSE) Standards](https://ww2.arb.ca.gov/our-work/programs/electric-vehicle-supply-equipment-evse-standards). https://ww2.arb.ca.gov/our-work/programs/electric-vehicle-supply-equipment-evse-standards.
* California Department of Food and Agriculture, Division of Measurement Standards. [Zero-Emission Vehicle Projects](https://www.cdfa.ca.gov/dms/programs/zevfuels/). https://www.cdfa.ca.gov/dms/programs/zevfuels/.
* [2022 Senate Bill 1000 California Electric Vehicle Infrastructure Deployment Assessment: Drive Times to Direct-Current Fast Chargers (CEC-600-2022-059)](https://www.energy.ca.gov/publications/2022/2022-senate-bill-1000-california-electric-vehicle-infrastructure-deployment) https://www.energy.ca.gov/publications/2022/2022-senate-bill-1000-california-electric-vehicle-infrastructure-deployment.
* [CARB Senate Bill 350 Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents](https://ww2.arb.ca.gov/resources/documents/carb-barriers-report-final-guidance-document) https://ww2.arb.ca.gov/resources/documents/carb-barriers-report-final-guidance-document.
* [Executive Order N-79-20](https://www.gov.ca.gov/wp-content/uploads/2020/09/9.23.20-EO-N-79-20-Climate.pdf) https://www.gov.ca.gov/wp-content/uploads/2020/09/9.23.20-EO-N-79-20-Climate.pdf.
* [Senate Bill 454 (Corbett, Chapter 418, Statutes of 2013)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201320140SB454) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201320140SB454.
* [Senate Bill 350 (De León, Chapter 547, Statutes of 2015)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB350) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201520160SB350.
* [Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB1550) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201520160AB1550.
* [Assembly Bill 2127 (Ting, Chapter 365, Statutes of 2018)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB2127) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201720180AB2127.
* [Senate Bill 1000 (Lara, Chapter 368, Statutes of 2018)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1000) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201720180SB1000.
* [Assembly Bill 841 (Ting, Chapter 372, Statutes of 2020)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB841) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\_id=201920200AB841.
* [Assembly Bill 2061 (Ting, Chapter 345, Statutes of 2022)](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2061) https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\_id=202120220AB2061.
* [Energy Commission Agreement Management System (ECAMS)](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources) https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources.

# II. Eligibility Requirements

## Applicant Requirements

1. **Eligibility**

This solicitation is open to the following categories of applicants:

* Category 1: Military
	+ - All branches of the military at facilities in California. Chargers must be installed on base or at an off-base site owned by the military.
* Category 2: Authorized Private Entities
	+ - The private entity applicant must be in contract, or be a subcontractor under an existing contract, with the military with authority to install EV chargers.
		- Examples include, but are not limited to:
			* Electric vehicle service providers.
			* Property management companies.
			* Installation and maintenance contractors.
			* “Charge as a Service” agreement providers.
			* Other entities with agreements to install, operate, and maintain electric vehicle charging equipment for use on military bases or related facilities in California.

Ineligible applicants include investor-owned utilities, local governments, and entities without an active agreement with a United States federal agency for EV charging infrastructure projects.

1. **Terms and Conditions**

CEC does not have existing terms and conditions that apply to federal military entities. Therefore, if a military entity is proposed for award, the CEC and the proposed awardee shall work together to negotiate terms and conditions satisfactory to both parties.

Each grant agreement resulting from this solicitation will include terms and conditions that set forth the grant Recipient’s rights and responsibilities. By providing the authorizations and certifications required under this solicitation, each Category 2 Applicant agrees to enter into an agreement, if awarded, with the CEC to conduct the proposed project according to the terms and conditions that correspond to its organization, without negotiation: (1) University of California and California State University terms and conditions; (2) U.S. Department of Energy terms and conditions; or (3) standard terms and conditions.

The standard terms and conditions are located at [CEC's funding resources website](http://www.energy.ca.gov/research/contractors.html) at https://www.energy.ca.gov/funding-opportunities/funding-resources.

If a Category 2 Applicant fails 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, the application may be rejected. Category 2 Applicants must read the terms and conditions carefully. CEC reserves the right to modify the terms and conditions prior to executing grant agreements.

**Delay in award**. Any delay in the applicant’s ability to provide the documentation specified in a grant agreement that results from this solicitation may result in delayed award of the grant agreement.

**Reservation of right to cancel proposed award.** Funds available under this solicitation have encumbrance and liquidation deadlines which the CEC must meet to avoid expiration of the funds. In addition to any other rights reserved to it under this solicitation or that it otherwise has, the CEC reserves the right to cancel a proposed award if it determines, in its sole and absolute discretion, that the task deliverables or associated documentation described in a grant agreement that results from this solicitation would likely not be provided or otherwise satisfied prior to applicable deadline(s).

1. **California Secretary of State Registration**

All corporations, limited liability companies (LLCs), limited partnerships (LPs) and limited liability partnerships (LLPs) that conduct intrastate business in California are required to be registered and in good standing with the California Secretary of State prior to its project being recommended for approval at a CEC Business Meeting. If not currently registered with the California Secretary of State, Applicants and project team members (e.g. subrecipients and even match fund partners) are encouraged to contact the Secretary of State’s Office as soon as possible to avoid potential delays in beginning the proposed project(s) (should the application be proposed for funding). 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.

For more information, contact the Secretary of State’s Office via the Secretary of State Office’s website at www.sos.ca.gov. Sole proprietors using a fictitious business name must be registered with the appropriate county and provide evidence of registration to CEC prior to their project being recommended for approval at a CEC Business Meeting.

## Project Requirements

To be eligible for funding, projects in both applicant categories must meet all of the following requirements:

* 1. **Eligible Projects**
* The proposed project must be located at a military base or facility in California.
* The eligibility of a project under each applicant category is as follows:
	+ Category 1: Military:
		- Up to 50 percent of the total project costs are eligible for funding.
	+ Category 2: Private:
		- The CEC will provide funding that will fund up to 100 percent of the project costs of an existing EV charger installation agreement with the military provided that CEC funding is used for additional EV charger installations above what is planned in the existing agreement.
		- The CEC project will mirror the project costs under the existing military agreement.
* A project may include, but is not limited to, the following:
	+ A construction contract for installations of EV chargers with additional tasks that include on-going operation and maintenance duties for a defined cost and duration.
	+ A “charge as a service” type agreement that includes installation, operation, and maintenance of eligible chargers for a defined cost and duration.
	+ Installations at one or more locations within a single military base/facility and/or installations at multiple military bases/facilities.
* Chargers cannot be installed at single family residences for the sole use of that single family residence.
* Charger installations at multi-unit military housing facilities must be accessible and useable by more than one resident in the unit with regular frequency to meet reasonable travel needs.
* All deployments must be at existing structures or facilities and involve negligible or no expansion of existing or former use.
* Charging locations and parking areas must be well-lit and have adequate lighting to allow the user to safely move from the charger to the charging port on the vehicle.
* The user of the charger must be able to easily read and understand any instructions on the charger.
* Properties must incorporate signage as required by any applicable laws, ordinances, regulations, and standards.
* All chargers must be available for use by non-tactical government-owned vehicles and privately-owned vehicles with authorized access to military bases (e.g., personnel, delivery vehicles, visitors) equally (i.e., same hours per day up to 24/7 and same locations) except during military security lockdowns at which time the chargers may also be used by government-owned tactical vehicles as deemed necessary by the military.
	1. **Eligible Charger Types

	Please Note:** The added language below appears in **bold underline.**
* Level 2 chargers that are directly connected to a standard utility power grid. For purposes of this solicitation, all Level 2 chargers (208/240V) installed as part of this GFO shall be configured to deliver, at minimum, 24A to the vehicle.
* DC fast chargers that are directly connected to a standard utility power grid.
* A free-standing Level 2 or DC fast charger off-grid package unit with solar and battery storage when standard utility power is unavailable.
* Skid-mounted chargers (excluding mobile, on-wheel chargers) that remain at a military base or facility for the duration of the project. Chargers cannot be relocated unless otherwise approved by the CEC and the associated military branch.
	1. **Eligible Charging Equipment**
* Level 2 or DC fast chargers of all kilowatt rating levels.
* All chargers must meet applicable requirements, including those of Senate Bill 454 (Corbett, Chapter 418, Statutes of 2013), the California Air Resources Board Electric Vehicle Supply Equipment (EVSE) Standards, and the California Department of Food and Agriculture Division of Measurement Standards, for public chargers.
* All chargers must be networked. For the purposes of this solicitation, a networked charger is defined as a charger that has:
* Network connectivity with one of the following:
	+ - IEEE 802.11n for high-bandwidth wireless networking, or
		- IEEE 802.3 for Ethernet for local- or wide-area network applications, or
		- Cellular network of 4G or newer
* The ability to receive remote software updates, real-time protocol translation, encryption, and decryption, including:
	+ Internet Protocol (IP)-based processor which must support multiple protocols, and
	+ Compliance with Transmission Control Protocol (TCP)/IP and IPv6.
* The ability to connect to a network’s back-end software.
* For projects proposing to use Level 2 chargers – For each Level 2 charging site, at least 50 percent of the connectors must be SAE standard J1772; North America Charging Standard connectors are optional and eligible.
* The equipment must be able to withstand extreme weather conditions associated with the deployment area, including extreme temperature, flooding, heavy rains, and high winds.
* Display screens must be protected from malfunctions due to condensation and any local area weather conditions.
* Networked EVSE shall be certified for OCPP 1.6 or newer by the Open Charge Alliance (Core and Safety certificates).
* Networked EVSE shall be ISO 15118 ready.[[1]](#footnote-2)
* Equipment not listed above but deemed necessary, by the military, to meet operational and/or national security needs, are deemed eligible, when the equipment is needed to make the chargers fully operational for use at a military base or facility. This applies to all Level 2, or DC fast chargers that are directly connected to the standard utility power grid or a free-standing Level 2, or DC fast charger, with solar and battery, off-grid package unit (e.g., specialized billing equipment or software, additional connector to fit government fleet vehicles.)
	1. **Eligible Charger Installation Costs**

All installation costs are limited to the actual costs related directly to an eligible EV charger.

* + - Planning and engineering design costs​.
		- Mandatory utility upgrades not paid by the utility.
		- Transformers.
		- Electric panels.
		- Conduit.
		- Wiring.
		- Electric meters​.
		- Installation costs.
		- EV charger related signage​.
		- Electrical stub-outs​ (i.e. conduit placed early, for staging reasons, for later connection of charging infrastructure installed as part of this project.)
		- Network and billing system equipment and software.
		- Demand management equipment​ or software (only if it is a component of the EV charger).
		- Commissioning.
	1. **Eligible Operation and Maintenance Costs**

These costs are only for equipment installed under this grant project. These costs must be fully defined, budgeted, disclosed, for a defined length of time and described in the application.

* 1. **Transfer of Ownership**

Private applicants must transfer ownership of all charger equipment and installation materials installed as part of the grant project to the military entity operating the base and/or site owner of the facility where the chargers are installed by the conclusion of the grant agreement.

* 1. **Data Collection and Analysis Requirements**

The grant recipient will be required to collect, analyze, and report data as specified in the Scope of Work (Attachment 2).

* 1. **Serving Underserved Communities**

Projects are encouraged to serve military bases or related military facilities within disadvantaged communities and/or low-income communities.

Disadvantaged communities are communities disproportionately burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution. Disadvantaged communities are designated by the California Environmental Protection Agency[[2]](#footnote-3) per Senate Bill 535. Low-income communities are defined by Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016).

Applicants should use the California Air Resources Board [California Climate Investments Priority Populations 2022 CES 4.0 map](https://webmaps.arb.ca.gov/PriorityPopulations/) (<https://webmaps.arb.ca.gov/PriorityPopulations/>) to identify disadvantaged communities and/or low-income communities.

Projects must equally serve non-tactical government owned vehicles and residents residing in military housing, visitors, or businesses authorized to enter a military facility.

A project that receives incentive funding from another CEC grant funding opportunity (GFO) or block grant incentive project is not eligible for this GFO.

**Requirements for Charging Equipment Installed After January 1, 2024.**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, [AB 2061](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.

**Agreements funding electric vehicle charging infrastructure and equipment:** 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.

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:

(1) Electric vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.

(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).

(3) Single-family home residential electric vehicle chargers that can use an existing 208/240-volt outlet.

## Match Funding Requirements

1. **Total Share Requirement**

Category 1 applications must include match share based on their applicant category as follows:

|  |  |
| --- | --- |
| **Applicant Category** | **Match Share** |
| Category 1 - Military | Minimum match share of 50 percent of total allowable project cost is required. Cash match only.In-kind match is not eligible. |
| Category 2 - Private | No match share is required.  |

“Match funding” or “match share” means cash or in-kind (non-cash is not eligible) contributions provided by the Applicant/grant recipient, subrecipients, or other parties that will be used in performance of the proposed project.Match share percentage is calculated by dividing the total match share contributions by the total allowable project cost.*“*Total allowable project cost” is the sum of the CEC’s reimbursable share and grant recipient’s match share of the project costs. Match share expenditures have the following requirements:

1. Match share funding under this solicitation must be in the form of cash. In-kind match is not an allowable form of match funding.
2. Match share must conform to the “Cash Match Share Requirement” contained in this solicitation.
3. All match share expenditures must conform to the terms and conditions of this solicitation and the resulting grant agreement.
4. 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.
5. During the term of the grant agreement, grant recipients will be required to document and verify all match share expenditures through invoices submitted to CEC.
6. Equipment, facilities, and property does not count as match funds under this solicitation.
7. Match share expenditures (cash) must be documented, reasonable, allowable, and allocable to the project as determined by CEC.
8. Match share expenditures are allowable under an agreement only if they are incurred after CEC notifies the Applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). Match expenditures incurred after 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 solicitation. Please note that non-match expenditures incurred prior to agreement execution are not reimbursable from CEC funds.
9. **Cash Match Share Requirement**

Applications must include cash match based on their applicant category as follows:

|  |  |
| --- | --- |
| **Applicant Category** | **Cash Match** |
| Category 1 – Military | Minimum 50 percent of total allowable project cost is required. |
| Category 2 - Private | No cash share is required.  |

*“*Total allowable project cost” is the sum of the CEC’s reimbursable share and grant recipient’s match share of the project costs.

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

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

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

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

## D. Unallowable Costs (Reimbursable or Match Share)

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.

1. ***Forgone Profit*** – 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.
2. ***Forgone Rent*** – For example, rent that is not paid is not an allowable item of cost.
3. ***Discounted or Refunded Equipment Costs*** – For example, a claim that equipment costs $10,000 but the grant recipient only pays $6,000 due to some “special” discount. The difference of $4,000 is not an allowable match share expense. Another example is if the grant recipient actually pays $10,000 but the vendor refunds $4,000 – only the net $6,000 is an allowable item of cost.
4. ***Forgone Salary, Fringe, Indirect or Other Types of Cost*** – For example, a person normally charges or is paid $100 per hour, but will only charge $50 per hour towards the CEC award. Only actual costs incurred and paid to the employee are allowable. Therefore, if an employee is ***actually*** paid $100 per hour and CEC only reimburses at $40 per hour, then the unreimbursed $60 per hour is an allowable match share cost because this is an actual payment as opposed to a forgone salary amount.
5. ***Utility Provided Electrical Upgrades and Funding***-– For example, expenses that are already paid or to be paid for through a utility program, tariff, or other ratepayer funding is not an allowable item of cost. This includes ratepayer funded enrollment incentives.
6. ***Compliance with Local, Regional, State, or Federal Law, Rule or Regulation*** - For example, expenses associated with ensuring compliance with state or federal building codes, including provisions of the California Green Building Standards Code requiring the installation of a minimum amount of electric vehicle supply equipment, Electric Vehicle Capable, or Electric Vehicle Ready parking spaces, is not an allowable item of cost.
7. ***Ancillary Equipment or Software*** – For example a canopy, solar panels, or battery storage with any associated power management equipment and software (except for a free-standing Level 2 or DV fast charger, off-grid package unit with solar and battery storage when a standard utility power is unavailable), vehicle purchases, Level 1 chargers, nonrenewable distributed energy resources, distribution grid or other equipment costs that are otherwise covered by other programs or tariff rules of the electric utilities, utility service upgrade costs covered by the utility, processes to comply with otherwise applicable legal requirements, paper studies or research projects, forgone profit or rent, valuation of land, is not an allowable item of cost.
8. ***Federal Agreements*** (Attachment 14)–may describe costs that are not eligible under the CEC grant terms, if they are clearly broken down in the federal agreement (e.g., separate task order and budget line items) so CEC can evaluate the EV charger components and costs to be mirrored in an awarded grant under this solicitation. Only eligible project costs must be listed in the CEC application package documents.

# III. Application Format, Required Documents, and Delivery

## Required Format for an Application

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

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

## Method for Delivery

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

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://www.energy.ca.gov/funding-opportunities/funding-resources) https://www.energy.ca.gov/funding-opportunities/funding-resources under General Funding Information.

The CEC is providing a team of technical assistants to support Applicants with this new process. Please emailECAMS.SalesforceSupport@energy.ca.gov for support.

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.

The deadline to submit grant applications through ECAMS is **11:59 p.m**. ECAMS automatically closes at 11:59 p.m. If the full submittal process has not been completed before 11:59 p.m., your application will not be considered. NO EXCEPTIONS will be entertained.

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

Please give yourself ample time to complete all steps of the submission process: do not wait until right before the deadline to begin the process. Due to factors outside the CEC’s control and unrelated to 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.

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.

Applicants will be required to upload all attachments marked “required” in the system in order for the application to be submitted.

## Page Limitations

The total number of pages for an application is limited to 25 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.

## Application Content

All items listed below are required as part of the application package. Failure to provide any items (except optional) may result in disqualification of the application. Attachment requirements are expanded and explained below in this section and in the attachments themselves.

|  |  |
| --- | --- |
| **Item** | **Attachment Number** |
| Project Narrative | Attachment 1 |
| Scope of Work Template | Attachment 2 |
| Schedule of Products and Due Dates | Attachment 4 |
| Proposal Budget Template | Attachment 5 |
| Resumes | Attachment 6 |
| Contact List | Attachment 7 |
| Letters of Commitment | Attachment 8 |
| Letters of Support (optional) | Attachment 9 |
| California Environmental Quality Act CEQA Worksheet | Attachment 10 |
| Localized Health Impacts Information Form | Attachment 11 |
| Past Performance Reference Form(s) | Attachment 12 |
| Applicant Declaration | Attachment 13 |
| Existing EV Federal Agreement(s) | Attachment 14 |

1. **Applicant Certifications**

***ECAMS will require Applicants to provide the required authorizations and certifications listed below prior to final submission of their application:***

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

* I am authorized to submit this application on behalf of the Applicant.
* I authorize the CEC to make any inquiries necessary to verify the information presented in this application.
* I authorize the CEC to obtain business credit reports and make any inquiries necessary to verify and evaluate the financial condition of the Applicant.
* 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. (does not apply to military entity applicants)
* I certify that this application does not contain any confidential or proprietary information.
* 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.
* I am authorized to agree to the above certifications on behalf of the Applicant.
1. **Project Narrative (Attachment 1)**

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

Applicants must identify the applicant category they are applying under, pursuant to Section II.B.1 in this solicitation. Applicant must identify the branch of the military that will benefit from the proposed project (e.g., Army, Navy, Air Force, Marines, Space Force, Coast Guard, National Guard).

Applicants must identify the planned count of Level 2 and DC Fast Chargers to be installed because of the addition of CEC grant funding.

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

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

1. **Team Resources, Qualifications, and Experience**
	1. Explain how the proposed project team is qualified and has the experience and expertise to implement the proposed project.
	2. Explain how the proposed team demonstrates their ability to manage and implement large, complex projects and meet deadlines and milestones.
	3. Explain how the team demonstrates ability to control project costs.
2. **Implementation and Technical Readiness**
	1. Describe how the station(s) will be completed in an expeditious, effective, and efficient manner.
	2. Explain how the connector type(s) and type(s) of chargers at each site location achieves the purposes of the solicitation.
	3. Describe how the project can meet current and future planned driver needs, effectively serve consumers, reliably meet the needs of near-term vehicle deployment, and support increased EV adoption.
3. **Budget**
	1. Describe how the proposed budget is cost-effective, and costs per charger or per kW of capacity are minimized.
	2. Explain how administrative and overhead costs are minimized.
	3. Explain how cost-effectiveness of equipment procurement and installations are maximized.
4. **Innovation and Benefits**
	1. Describe how innovations or advanced features related to the equipment or site will optimize the charging experience for the drivers and customers.
	2. Describe how the project mitigates potential negative grid impacts related to EV charging.
	3. Describe how the proposed project will provide environmental, economic, and/or disadvantaged communities benefits.
5. **Scope of Work (Attachment 2)**

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

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

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

Applicants must include a completed Schedule of Products and Due Dates. All work must be scheduled for completion by no later than **December 31, 2029** 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 4. The Schedule of Products and Due Dates must be in MS Excel.

1. **Budget Forms (Attachment 5)**

Because this solicitation is utilizing ECAMS for submitting applications, Applicants have two options for uploading a budget:

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.** 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://www.energy.ca.gov/media/7956.) https://www.energy.ca.gov/media/7956.
2. **Option 2: Upload all budgets (Prime and Major Subrecipients) as MS Excel attachments** and leave the ECAMS budget sections blank in ECAMS.

The Applicant must submit information on ***all*** tabs of the budget forms. The salaries, rates, and other costs entered must reflect the salaries, rates, and other costs the Applicant would include if selected as a grant recipient. A separate set of complete budget forms is required for the Applicant and for each subaward containing $100,000 or more of CEC funds.

* + 1. Detailed instructions for completing these forms are included at the beginning of Attachment 5.
			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 [ECAMS Resources webpage](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources) under [Budget Category Guidance](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources/budget-category-guidance?auHash=cEItgat6JNbO9BFGeVqe4E5T6koCOgTaqliFX6bmwtg) for indirect rates. Unlike indirect rates, the rates for Direct Labor and Fringe Benefits are treated as estimates; a grant recipient can invoice at higher rates as long as it is only invoicing for actual expenditures it has made. The hourly or monthly rates provided shall be unloaded (before fringe benefits or indirect costs).
			2. The information provided in these forms will not be kept confidential.
			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.
			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.
			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.
			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.
			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.
		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.
		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.

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

1. **Resumes (Attachment 6)**

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.

1. **Contact List (Attachment 7)**

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

1. **Letters of Commitment (Attachment 8)**

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.

* 1. **Key Project Partners:** Key project partners identified in the application must provide letters demonstrating their commitment or support to the proposed project and their ability to fulfill their identified roles.
	2. **Match Share Contributors Letters of Commitment:** Any match share contributors (including the Applicant and/or a third-party) 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 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.
1. **Letters of Support (Attachment 9)**

Applicants are encouraged to submit letter(s) of support that substantiate the estimated demand and/or the potential benefits of the proposed project. Third-party letters of support can be provided by, but are not limited to: air districts, state or federal agencies, local safety officials, potential users of the proposed project, and any other relevant organizations.

1. **CEQA Worksheet (Attachment 10)**

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

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

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

1. **Localized Health Impacts Information Form (Attachment 11)**

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

1. **Past Performance Reference Form(s) (Attachment 12)**

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.

1. **Applicant Declaration (Attachment 13)**

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.

[~~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://www.energy.ca.gov/funding-opportunities/solicitations~~](https://www.energy.ca.gov/funding-opportunities/solicitations)~~, the waiver applies to this solicitation. In the event of a conflict between the notice and any language in this solicitation regarding signatures, the notice will govern.~~]

1. **Existing EV Federal Agreements (Attachment 14)**

Category 2 Applicants must submit a copy of an active agreement with an eligible United States federal agency to install EV chargers at a military base or facility located in California.

# IV. Evaluation Process and Criteria

## Application Evaluation

Applications will be evaluated on a first-come, first-served basis and based on the responses to the information requested in this solicitation 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 final Notice of Proposed Award is confidential.

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

* 1. **Screening Criteria**

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

* 1. **Administrative Screening Criteria**

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

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

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

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

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

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

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

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

The Evaluation Committee reserves the right to schedule a clarification interview with an Applicant to clarify and/or verify information submitted in the application. These may be performed over the phone or by email. However, these interviews may not be used to change or add to the contents of the original application. Applicants will not be reimbursed for time spent answering clarifying questions.

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

CEC will recommend awards to first-come first-serve applications receiving a minimum score of 70 percent until available funding under this solicitation has been exhausted. If an application does not receive a score of 70 percent or above the Applicant will be notified in writing and provided a copy of the evaluation committee’s score sheet. The Applicant will be allowed to submit a new application, if desired.

## Notice of Proposed Awards

The results of the evaluation will be posted in a Notice of Proposed Awards (NOPA) and will include (1) the total proposed funding amount; (2) the rank order of Applicants; and (3) the amount of each proposed award. CEC will publish the NOPA on the CEC’s website. Due to the first come, first serve nature of this on-going solicitation, NOPA updates will be posted every 90 days or as needed to facilitate application processing.

## Debriefings

Applicants that are not proposed for funding may request a debriefing after the release of the final 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. The final NOPA is the NOPA that shows all solicitation funds have been exhausted.

## Scoring Scale

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

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

## Evaluation Criteria

|  |  |
| --- | --- |
| **Criterion** | **Possible Points** |
| **Team Experience and Qualifications**Applications will be evaluated on the degree to which:* The proposed project team is qualified and has the experience and expertise to implement the proposed project.
* The proposed team demonstrates their ability to manage and implement large, complex projects and meet deadlines and milestones.
* The team demonstrates ability to control project costs.
 | 35 |
| **Implementation and Technical Readiness**Applications will be evaluated on the degree to which:* The station(s) will be completed in an expeditious, effective, and efficient manner.
* The connector type(s) and type(s) of chargers at each site location achieves the purposes of the solicitation.
* The project can meet current and future planned driver needs, effectively serve consumers, reliably meet the needs of near-term vehicle deployment, and support increased EV adoption.
 | 40 |
| **Budget**Applications will be evaluated on the degree to which:* The proposed budget is cost-effective, and costs per charger or per kW of capacity are minimized.
* The administrative and overhead costs are minimized.
* Cost-effectiveness of equipment procurement and installations are maximized.
 | 15 |
| **Innovation and Benefits**Applications will be evaluated on the degree to which:* Innovations or advanced features related to equipment or site features will optimize the charging experience for the drivers and customers.
* The project mitigates potential negative grid impacts related to EV charging.
* The proposed project will provide environmental, economic, or disadvantaged communities benefits.
 | 10 |
| **Total Possible Points** | **100** |
| **Minimum Passing Score (70%)** | **70** |

1. **Tie Breakers**

Applications are scored on a first come, first-served basis. If two or more applications came at the same time and scored a tie, the application with a higher score in the innovation and benefits criterion will be ranked higher. If still tied, an objective tiebreaker (such as a random drawing) will be utilized.

# V. Administration

## Definition of Key Words

Important definitions for this solicitation are presented below:

|  |  |
| --- | --- |
| **Word/Term** | **Definition** |
| Applicant | Respondent to this solicitation |
| Application | Formal written response to this document from applicant |
| CAM | Commission Agreement Manager |
| CAO | Commission Agreement Officer |
| CEC | California Energy Commission |
| GAAP | Generally Accepted Accounting Principles |
| Solicitation | Grant Funding Opportunity, which refers to this entire solicitation document and all its attachments and exhibits |
| State | State of California |

## Cost of Developing Application

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

## Confidential Information

CEC will not accept or retain any applications that have any portion marked confidential. See Section III, D, 1.

## Solicitation Cancellation and Amendments

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

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

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

## Errors

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

## Modifying or Recalling an Application

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.”

## Immaterial Defect

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.

## Opportunity to Cure Administrative Errors

The CEC understands and appreciates the significant time and expense Applicants spend preparing applications. An administrative error that prevents an Applicant from submitting a complete application frustrates both the CEC and Applicants. The purpose of this process is to reduce the number of applications screened out or receiving a significantly reduced score for administrative errors while maintaining a fair competition. This process also ensures better competition and thus better projects to benefit California.

After an application is submitted and before it is fully evaluated, an Applicant might identify, or the Evaluation Committee may find what reasonably appears to be, an administrative error. For purposes of this solicitation only, an administrative error is defined as an Applicant’s inadvertent mistake that prevents materials in existence as of the application deadline from appearing in its submitted application. Examples include, but are not limited to, accidentally:

* Scanning and submitting every other page in a document instead of every page.
* Submitting the wrong document.
* Leaving out a document.

If the Evaluation Committee find what reasonably appears to be an administrative error, they can communicate with the Applicant to confirm. If an Applicant finds an administrative error in its application, it should immediately contact the Commission Agreement Officer listed in the “Contact Information” section of this solicitation.

If an administrative error has been identified and communicated to the Commission Agreement Officer, the CEC may, but is not required to, allow the Applicant a period of time to provide the missing materials. Reasons why the CEC might NOT allow an Applicant to fix an administrative error include, but are not limited to:

* The funds have a deadline that does not allow time to fix the error.
* The application has been screened out or does not receive a passing score for reasons unrelated to the administrative error, making irrelevant any efforts to fix the error.
* The Applicant brings the error to the CEC’s attention too late in the solicitation process (e.g., after awards have been approved at a Business Meeting).

If the Evaluation Committee allows an Applicant the opportunity to fix an administrative error, the Commission Agreement Officer will communicate in writing to the Applicant’s project manager listed the deadline by which the Applicant must provide the missing materials. Reasonable efforts will be made to confirm receipt of the notice, but actual notice cannot be guaranteed and the obligation is on the Applicant to ensure the proper contact(s) are listed and available to respond. The Evaluation Committee will not consider any materials submitted after the deadline.

This process only allows Applicants to submit materials in existence as of the time of initial submission. This process does NOT allow Applicants to submit material created or modified after the application deadline. The CEC has sole discretion to determine whether materials submitted are eligible for consideration by the Evaluation Committee under this opportunity to cure.

Applicants must include the following certification along with the materials it submits to fix an administrative error and must explain why the materials were not provided due to an inadvertent administrative error:

“I certify on behalf of the Applicant that the materials provided herein existed at the time of the initial application submission, have not been modified since, and were not originally provided due to an inadvertent administrative error as described herein.”

The Evaluation Committee is not responsible for finding, or communicating with the Applicant about, any errors in an application. Applicants remain solely responsible for submitting applications, including any material submitted to fix an administrative error, that meet all solicitation requirements.

## Disposition of Applicant’s Documents

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

## Applicants’ Admonishment

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

## Agreement Requirements

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://www.energy.ca.gov/funding-opportunities/funding-resources.) https://www.energy.ca.gov/funding-opportunities/funding-resources. This information is also in Section II.A.2.

CEC reserves the right to negotiate with Applicants to modify the project scope, terms and conditions, and the level of funding. 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 eligible project.

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

Public agencies 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.

CEC will send the approved agreement, including the standard terms and conditions (for Category 2 applicants), to the grant recipient for review, approval, and signature. Once the grant recipient signs, CEC will fully execute the agreement. Grant recipients are approved to begin the project only after full execution of the agreement.

## No Agreement Until Signed and Approved

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

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

## Executive Order N-6-22 – Russia Sanctions

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.

1. An ISO 15118 ready charger supports all of the following: i) Powerline carrier-based high-level communications as specified in ISO 15118-3; ii) Secure management and storage of keys and certificates; iii) Transport layer security (TLS) version 1.2; additional support for TLS 1.3 or subsequent versions is recommended to prepare for future updates to the ISO 15118 standard; iv) Remotely receive updates to activate or enable ISO 15118 use cases; v) Ability to connect to a network's back-end software. ISO 15118 readiness is self-attested by the charger manufacturer and does not require certification testing at this time. [↑](#footnote-ref-2)
2. CalEPA. [Final Designation of Disadvantaged Communities](https://calepa.ca.gov/wp-content/uploads/sites/6/2022/05/Updated-Disadvantaged-Communities-Designation-DAC-May-2022-Eng.a.hp_-1.pdf). https://calepa.ca.gov/wp-content/uploads/sites/6/2022/05/Updated-Disadvantaged-Communities-Designation-DAC-May-2022-Eng.a.hp\_-1.pdf  [↑](#footnote-ref-3)
3. [The Past Performance Evaluation is available on the CEC website at](https://www.energy.ca.gov/media/6595): https://www.energy.ca.gov/media/6595 [↑](#footnote-ref-4)