**Community Energy Reliability and Resilience Investment (CERRI) Program**

**Round 2 Solicitation**

Disclaimer: The addendum includes the following revisions to the Solicitation Manual and Attachments. Added language appears in **bold underline**, and deleted language appears in [~~strikethrough~~] and within square brackets.

The purpose of this addendum is to notify potential applicants of changes that have been made to the GFO-23-312r2 Solicitation Manual (Attachment 00), Budget Forms (Attachment 05), and the Project Metrics Form (Attachment 09).

The California Energy Commission (CEC) updated the date and time for the “How-to” workshops for GFO-23-312r2.

## **Attachment 00 GFO-23-312r2 Solicitation Manual**

1. Change to Cover Page: added **Addendum 03** and [~~May]~~ **June** 2025.
2. Change to Solicitation Manual page 13. Added to Section IV.A Notice of Pre-Application and How-To Workshops:

**How-To Workshops Zoom Information**

**Date, Time, and Topics: June 18, June 25, and July 2, 2025 from 10:00 a.m.-1:00 p.m. PT**

* **June 18, 2025: How-To Workshop on Project/Applicant Eligibility, Project Narrative form, and Project Metrics form.**
* **June 25, 2025: How-To Workshop on Budget Forms, Site/Match Commitment Letters, and Vendor Quotes.**
* **July 2, 2025: How-To Workshop on the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) compliance forms.**

**Zoom Instructions:**

**To join the Zoom meeting, go to** [[**https://zoom.us/join**](https://zoom.us/join)](https://zoom.us/join) **and enter the Meeting ID below and select “join from your browser.” Participants will then enter the meeting password listed below and their name. Participants will select the “Join” button:**

**Webinar ID:** [~~879 3397 4809~~] **894 5747 4144**

**Webinar Password: cerri**

## **Attachment 05 Budget Forms**

1. Changed the footer to June[~~May~~]2025
2. **Instructions Sheet** under General Budget Worksheet Instructions updated Row 10, item 8 and state:

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| 8. ~~All rates (labor, fringe, indirect, and profit) included in these forms are caps, or the maximum amount allowed to be billed. The Energy Commission will only reimburse for actual expenses incurred, not to exceed the rates specified in these forms. Rate increases will not be approved.~~  **The rates proposed, except for Direct Labor and Fringe Benefits, are considered capped and may not change during the agreement term. Except for Direct Labor and Fringe Benefits, the grant recipient will only be reimbursed for actual rates and not to exceed the capped rates. The rates proposed for Direct Labor and Fringe Benefits are treated as estimates; a grant recipient can invoice at higher rates if it is only invoicing for actual expenditures it has made.** |

1. **Direct Labor Sheet** under General Budget Worksheet Instructions, updated Row 35, “Direct Labor (Unloaded) Instructions” to state:

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| 1. Insert employee name(s) that will be charged as direct labor as either a reimbursed cost or match share. (optional, but recommended)  2. Insert employee(s) job classification/title. (required)  3. Insert the maximum hourly monthly labor rate (unloaded) by employee job classification/title to be billed during the approved term of the agreement. This is the highest salary or wage rate that is actually paid to the employee before the application of fringe benefits, indirect costs or profit.  4. Complete the appropriate table based on your organization's standard accounting practices.  ***5.*** *[~~The rates in these forms are rate caps, or the maximum amount allowed to be billed for the entire term of the agreement.~~**~~However, the Energy Commission will only reimburse for actual direct labor expenses incurred, not to exceed the rates~~**~~specified in these forms. Rates must include dollars and cents (two decimal places only).]~~* ***The rates proposed for Direct Labor are treated as estimates; a grant recipient can invoice at higher rates if it is only invoicing for actual expenditures it has made.*** ***Any increase to the maximum rates in these forms will require an amendment in which the proposal is reevaluated.***   6. Insert the approximate number of hours or months to be worked by employee or job classification/title including for all "to be determined" (TBD) employees. The Energy Commission will only reimburse for actual time worked. The Contractor/Recipient or Subcontractor must maintain auditable documentation of actual time worked hourly, daily, weekly or monthly using standard accounting practices.  7. Insert the dollar amount by employee or job classification/title to be reimbursed with Energy Commission funds. Whole dollars only.   8. Insert the dollar amount by employee/classification to be charged as match share. Whole dollars only.   9. Confirm all totals are accurate.   10. Totals on each line must be less than or equal to Maximum Labor Rate multiplied by the Number of Hours. |

1. **Fringe Benefits Sheet** under Fringe Benefits Instructions, updated Row 35, “Fringe Benefits Instructions” to state:

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| 1. Insert the fringe benefit (FB) base description. The base is typically the direct labor costs that are multiplied by the fringe benefit rate to arrive at the fringe benefit cost (FB base multiplied by the FB rate = FB cost).  2. Organizations that charge the same fringe benefit rate for all classifications should insert "All Classifications" under the base description and complete the top line only. If more than one fringe benefit rate is utilized, use additional lines and adequately describe (by employee or classification) the base for each fringe benefit rate charged.   3. Insert the maximum fringe benefit rate to be charged during the approved term of the agreement. Round percentages up to the nearest hundredth (two decimal places). For example, manually enter 20.26% instead of 20.2511%.   ***4.*** *[~~The fringe benefit rates in these forms are rate caps, or the maximum amount allowed to be billed. The Energy Commission will only reimburse for actual fringe benefit expenses incurred, not to exceed the rates specified in these forms. Rate increases will not be approved~~.]* **The rates proposed for Fringe Benefits are treated as estimates; a grant recipient can invoice at higher rates if it is only invoicing for actual expenditures it has made.**   5. Insert the direct labor costs allocable to each fringe benefit rate. These costs must be consistent with the costs identified on the Direct Labor worksheet. The total for the Direct Labor Costs column on this worksheet must match the Grand Total for all Direct Labor (Energy Commission Funds and Match Share) on the Direct Labor worksheet.   6. Insert the dollar amount of fringe benefit costs to be reimbursed with Energy Commission funds. Whole dollars only.   7. Insert the dollar amount of fringe benefit costs to be charged as match share. Whole dollars  8. Totals on each line must be less than or equal to Maximum Fringe Benefit Rate multiplied by Direct Labor Costs.  9. The Energy Commission expects to only reimburse fringe benefit costs which are allocable to the Fringe Benefit base costs reimbursed by the Energy Commission. For example, if the Energy Commission reimburses 45% of the direct labor, the Energy Commission expects to only reimburse up to 45% of the fringe benefit costs.   10. Confirm all totals are accurate. |

1. **Travel Sheet** under Travel Instructions, updated Row 34, “Fringe Benefits Instructions” to state:

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| 1. All travel costs are reimbursed at state rates except in agreements between the Energy Commission and a UC campus or the Federal Government. Current state travel rates can be found at <http://www.energy.ca.gov/contracts/TRAVEL_PER_DIEM.PDF>. Please see terms and conditions for more information.  2. Recipient is encouraged to use match funds to cover all travel costs. The [~~Energy Commission will only reimburse travel costs for transportation (i.e. Flights, car rental, mileage, taxi) and lodging at state rates. All other travel related costs, such as meals and incidental expenditures, must be covered by match funds.~~] **CERRI funds are limited to lodging, any form of transportation (e.g., airfare, rental car, public transit, parking, mileage), and per diem rates.**  3. Identify all travel costs to be incurred by the organization to which these budget forms pertain (e.g. subcontractor travel will be shown on the subcontractor travel sheet, not on the Contractor/Recipient travel sheet). All travel identified as "To Be Determined (TBD)" is not pre-approved and requires prior written approval from the Commission Agreement Manager and Commission Agreement Officer in accordance with the terms and conditions.   4. All travel listed on agreement budget forms must obtain pre-approval from the Commission Agreement Manager and Commission Agreement Officer in accordance with the terms and conditions. All subcontractors receiving under $100,000 or more in Community Energy Reliability and Resilience Investment (CERRI) Program funds, who do not have their own travel sheets, must get all travel pre-approved in writing as needed.   5. Insert the applicable Task No. from the Scope of Work that the trip supports.  6. Insert the traveler's name and/or classification.  7. Insert the departure and destination locations. For example, "From Sacramento, CA to Los Angeles, CA and Return." It is strongly recommended that all out of state or out of country travel be paid with match funding.  8. Insert a brief purpose of the trip.  9. Insert the dollar amount of each trip to be reimbursed with Energy Commission funds. Whole dollars only.   10. Insert the dollar amount of each trip to be charged as match share. ***Whole dollars only.***  11. Confirm all totals are accurate. |

1. **Indirect Costs & Profit Sheet** in Indirect Costs budget table, updated Rows 10 and 12-18, “Fringe Benefits Instructions”:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Indirect Cost(s)** |  |  |  |  |
| **Name of Indirect Cost** | **Application Rate** | **Indirect Cost Base Description** | **Indirect Cost Base Amount** | **Energy Commission**  **Funds** | **Cash Match**  **Share** | **In-Kind Match Share** | **Total** |
| **Provide ONLY Applicable Rates:** |  |  |  |  |  |  |  |
| Overhead Rate | 0.00% |  | $ - | $ - | $ - | $ - | **$ -** |
| General & Administrative (G&A) | 0.00% |  | $ - | $ - | $ - | $ - | **$ -** |
| FCCM **(Facilities Capitol Cost of Money**) Rate, if applicable | 0.00% |  | $ - | $ - | $ - | $ - | **$ -** |
| OTHER Indirect Rate | 0.00% |  | $ - | $ - | $ - | $ - | **$ -** |
| **[~~Indirect Costs (As Applicable):~~]** |  |  |  |  |  |  |  |
| ~~[Overhead Costs~~] | ~~$0.00~~ |  | ~~$ -~~ | ~~$ -~~ | ~~$ -~~ | ~~$ -~~ | **~~$ -~~** |
| [~~G&A Costs~~] | ~~$0.00~~ |  | ~~$ -~~ | ~~$ -~~ | ~~$ -~~ | ~~$ -~~ | **~~$ -~~** |
| [~~FCCM Costs, if applicable~~] | ~~$0.00~~ |  | ~~$ -~~ | ~~$ -~~ | ~~$ -~~ | ~~$ -~~ | **~~$ -~~** |
| [~~OTHER Indirect Costs~~] | ~~$0.00~~ |  | ~~$ -~~ | ~~$ -~~ | ~~$ -~~ | ~~$ -~~ | **~~$ -~~** |
| **Total:** |  |  |  | **$ -** | **$ -** | **$ -** | **$ -** |

1. **Indirect Cost & Profit Sheet** under Travel Instructions, updated Row 40, “Fringe Benefits Instructions” to state:

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| **Indirect Costs Instructions** |
| 1. All indirect costs charged must be reasonable, allocable to the project, and fully supported by backup documentation. The Energy Commission reserves the right to request supporting documentation of all indirect costs reimbursed or charged as match share.  2. Indirect costs must adhere to the Agreement Terms and Conditions, Generally Accepted Accounting Principles (GAAP) and the OMB Circular or Federal Acquisition Regulations applicable to your organization.  3. Insert the name of the indirect cost.  4. Insert the maximum indirect cost rate to be charged during the approved term of the agreement.  5. The indirect cost rates on this form are caps, or the maximum amount allowed to be billed. The Contractor/Recipient/Subcontractor can only bill for actual indirect costs incurred, not to exceed the rates specified in these forms. Any increase to the Indirect Costs & Profit budget category in these forms will require an amendment in which the proposal is reevaluated. Rate increases will not be approved.  6. Describe the indirect cost base (categories or items of costs within the budget) on which the indirect cost rate is applied. **The indirect rate should be applied to both the requested CERRI funds, listed under the Energy Commission Funds column, and the applicant’s Match Share.**  7. Insert the dollar amount of the indirect cost base. This is the sum of the budgeted costs described in the indirect cost base description.  8. Insert the dollar amount to be reimbursed with Energy Commission funds. ***Whole dollars only*** 9. Insert the dollar amount to be charged as match share. ***Whole dollars only.***  10. The Energy Commission expects to only reimburse indirect costs which are allocable to the indirect base costs reimbursed by the Energy Commission. For example, if the Energy Commission reimburses 45% of the costs included in the indirect cost base, the Energy Commission expects to only reimburse up to 45% of the indirect costs. Match share expenditures are allowed to cover higher percentages of indirect costs.  11.Totals on each line must be less than or equal to Maximum Indirect Cost Rate multiplied by the Indirect Cost Base Amount.  12. Confirm all totals across and down are accurate.  13. University of California campuses max indirect is 25% of the Modified Total Direct Costs (MTDC). MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of $25,000. This applies regardless of if UC is the direct grant recipient or a subcontractor to a grant recipient. |

## **Attachment 09 Project Metrics**

1. Changed the footer to June[~~May~~]2025
2. “Project Metrics” tab:
   1. Cell B37: adjusted cell dropdown menu to display two options, “See Explanation” and “N/A”
   2. Cell B39: adjusted cell dropdown menu to display two options, “See Explanation” and “N/A”
   3. Cell A49: linked to cell A44 in “Definitions” tab
   4. Cell A50: linked to cell A43 in “Definitions” tab
   5. Cells D-F66: replaced “Targeted Event Outcomes” with “Explanation (Reason Included & Expected Outcomes)”
   6. Cell G66: replaced “Links” with “Reference Links”
   7. Cells I77-84: inserted “Targeted Outcomes” column
3. “Definitions” tab:
   1. Deleted rows 3, 29-36
   2. Added rows 42-44

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| --- | --- |
| **Agreement Definitions** | |
| **Community Benefits Agreement** | **Community Benefits Agreements (CBAs) are legally binding contracts between developers and host municipalities and/or local community groups that can serve to mitigate local impacts of large infrastructure projects and other types of development. These agreements can be tailored to meet the specific needs of the host community and to address the specific impacts of a project. The host community will typically receive a combination of monetary benefits and non-monetary benefits, while the developer will typically receive increased community support and increased certainty in the approval process. (Sabin Center for Climate Change Law,** [<https://climate.law.columbia.edu/content/community-benefits-agreements-database>](https://climate.law.columbia.edu/content/community-benefits-agreements-database)**)** |
| **Project Labor Agreement** | **A project labor agreement (PLA) is a type of collective bargaining agreement in the construction industry most commonly used in large-scale projects. PLAs are generally negotiated before construction begins and are intended to provide a legally binding and enforceable contract primarily related to labor conditions and labor-management relations. Negotiations for PLAs generally occur between one or more labor unions and a project owner/manager. Contractors working on the project must typically abide by the terms of the PLA. (US Department of Commerce,** [<https://www.commerce.gov/sites/default/files/2025-01/Updated-PLA-Best-Practices-DOE-DOC-DOT.pdf>](https://www.commerce.gov/sites/default/files/2025-01/Updated-PLA-Best-Practices-DOE-DOC-DOT.pdf)**)** |

Laura Williams,

Commission Agreement Officer