



California  
Energy Commission  
Research & Development

# How to Apply for EPIC Grant Funding Opportunities

Energy Research and Development Division

---





# Objective

- ▶ Assist potential applicants in understanding how to find and apply for EPIC grant funding from the California Energy Commission.

**NOTE: While there will be some contract funding opportunities under EPIC, the majority of funding opportunities will be through grant awards.**



# Agenda

## Section 1: Overview

- ▶ California Energy Commission Responsibilities
- ▶ EPIC Introduction and Background
- ▶ Benefits to IOU Ratepayers
- ▶ Our Stakeholder Engagement Process

## Section 2: How to Find Out About EPIC Funding Opportunities

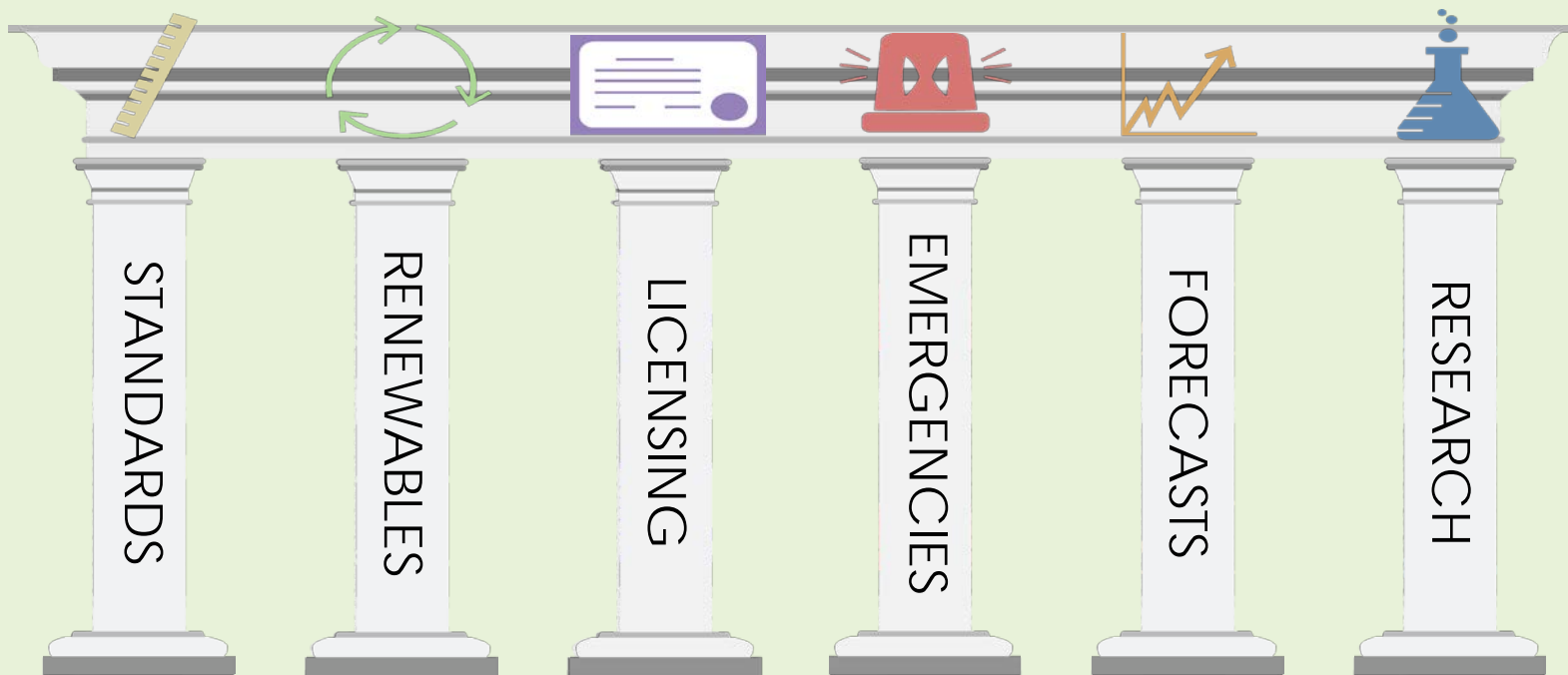
- ▶ EPIC Webpage
- ▶ Subscribe to List Servers

## Section 3: How to Apply and What to Expect

- ▶ Solicitation Timeline
- ▶ Solicitation Release
- ▶ Funding
- ▶ Eligibility Requirements
- ▶ Application Package
- ▶ Evaluation and Award Process
- ▶ Agreement Development and Approval Process
- ▶ General Tips



# The agency driving our clean energy future



# Our Vision

It is the vision of the California Energy Commission for Californians to have energy choices that are affordable, reliable, diverse, safe, and environmentally acceptable.





# EPIC Introduction and Background

- ▶ Established to fund investments to advance clean energy technologies and approaches for the benefit of investor-owned utility electricity ratepayers.
- ▶ EPIC will fund an **energy innovation pipeline** approach to creating new energy solutions, fostering regional innovation, and bringing clean energy ideas to the marketplace:





# Benefits to IOU Ratepayers

The mandatory primary guiding principle for EPIC investments is to provide benefits to California IOU electricity ratepayers for:

- ▶ Pacific Gas and Electric Co. (PG&E)
- ▶ San Diego Gas and Electric Co. (SDG&E)
- ▶ Southern California Edison Co. (SCE)

The primary benefits defined by the California Public Utilities Commission (CPUC) in Decision 12-05-037 are:

- ▶ Promote greater reliability
- ▶ Lower costs
- ▶ Increase safety

The Energy Commission's coordinated investment of EPIC funds will:

- ▶ Maximize benefits
- ▶ Advance clean energy technologies and approaches
- ▶ Overcome barriers to achieving the State's clean energy goals



# Public Engagement Process

**The Energy Commission is committed to a transparent and public process in its administration of the EPIC Program. Staff will hold periodic public meetings to:**

- ▶ Provide input on the implementation of EPIC investment plans
- ▶ Identify synergies with other projects
- ▶ Solicit end-user needs and paths to market opportunities
- ▶ Share program results

**Interested parties can participate by:**

- ▶ Attending and providing feedback at public workshops
- ▶ Submitting written comments by the posted deadlines, for consideration during the development stages of investment plans
- ▶ Applying for EPIC funding opportunities

Information on public workshops and solicitations will be shared on the Energy Commission's EPIC website at: <http://www.energy.ca.gov/research/epic/>.

For additional information on how to participate, contact the Public Adviser at: [PublicAdviser@energy.ca.gov](mailto:PublicAdviser@energy.ca.gov), or by calling 916- 654-4489 (toll free at 800-822-6228).





# How do I learn more about EPIC?

Visit our EPIC website to learn more about the EPIC Program and activities conducted through the Energy Commission, including:

- ▶ Program Overview
- ▶ Workshop Notices and Documents
- ▶ Reports
- ▶ Upcoming Events
- ▶ CPUC Proceedings
- ▶ Contact Information
- ▶ Information for Bidders, Recipients, and Contractors
- ▶ Current and Upcoming Solicitations



The EPIC home page is located at: <http://www.energy.ca.gov/research/epic/>



# How do I find out about EPIC solicitations?

## **Visit the Energy Commission's EPIC website**

To find out information about EPIC solicitations that are currently available, visit our EPIC website at:

<http://www.energy.ca.gov/contracts/epic.html>

## **Subscribe to the following listservers**

To receive emails regarding activities and funding opportunities for the EPIC Program, you can subscribe to the EPIC ListServer at:

<http://energy.ca.gov/research/epic/>

Subscribing to the Opportunity ListServer will provide email notifications about all Energy Commission funding opportunities at:

<http://www.energy.ca.gov/contracts/>



# How do I subscribe to receive email notifications about funding opportunities?

## **Subscribing is a two-step process:**

1. Sign up for the list you wish to receive notifications for, including your email address, and hit send.
2. Complete the subscription process by opening the email sent by the Energy Commission, and clicking on the link as directed to confirm the request.



# What is the general solicitation process timeline?

## *Application Development*

Activity	Estimated Timeline
<b>Solicitation Release</b> <ul style="list-style-type: none"><li>▶ Solicitation materials available on website</li><li>▶ Email ListServers are notified</li></ul>	Day 1
<b>Pre-Application Workshop</b> <ul style="list-style-type: none"><li>▶ Chance to ask clarifying questions verbally</li><li>▶ Opportunity to network with other interested applicants to form project teams</li><li>▶ Deadline to submit written questions</li></ul>	2 weeks after the solicitation is released
<b>Post Questions and Answers (Q&amp;A) and Solicitation Addendum (if any)</b>	1-2 weeks after Pre-Application Workshop
<b>Application Due Date</b>	6-8 weeks after solicitation is released



# What is the general solicitation process timeline?

## *Evaluation and Award*

Activity	Estimated Timeline
<b>Screening and Scoring</b> <ul style="list-style-type: none"><li>▶ Energy Commission Agreement Officer and Evaluation Committee review of</li><li>▶ administrative requirements</li><li>▶ Eligible applications are scored by the</li><li>▶ Evaluation Committee</li><li>▶ Clarification interviews are held if necessary</li><li>▶ Applications are ranked by score</li><li>▶ Top ranked applications are recommended for funding based on the amount available in the solicitation</li></ul>	2-4 months after the solicitation is released
<b>Notice of Proposed Award (NOPA) Posting Date</b>	4 months after the solicitation is released



# What is the general solicitation process timeline?

## *Agreement Development and Execution*

Activity	Estimated Timeline
<b>Agreement Development and Review</b> <ul style="list-style-type: none"><li>▶ Energy Commission staff prepare and finalize agreement documents</li><li>▶ Legal and Budget Review</li><li>▶ Submit to Recipient for review and signature</li></ul>	3 months following the NOPA posting date
<b>Business Meeting Date</b>	3 months after the NOPA is posted
<b>Agreement Start Date</b>	9-10 months after solicitation is released

**NOTE:** The timeline shown may change, depending on the number of applications received and other factors impacting the review and approval process.

# Solicitation Release

- ▶ Solicitation Release
- ▶ Pre-Application Workshop





# How is the solicitation information released?

## Solicitation is Released to the Public

- ▶ Solicitation materials, such as the Program Opportunity Notice (PON) are made available on the EPIC website:  
<http://www.energy.ca.gov/contracts/epic.html>
- ▶ An email notification is sent to the subscribers on the EPIC and Opportunity ListServers:  
[http://www.energy.ca.gov/research/upcoming\\_funding.html](http://www.energy.ca.gov/research/upcoming_funding.html)

All questions relating to a solicitation must be directed to the Energy Commission Agreement Officer identified in the solicitation materials.





# What will I learn at the workshop?

Potential applicants should attend the workshop in-person or participate through WebEx or the phone-in option, on the date and time specified in the solicitation.

This workshop allows interested parties to:

- ▶ Receive an overview of the solicitation's purpose and requirements
- ▶ Ask clarifying questions at the pre-application workshop
- ▶ Network with others to form project teams



# When will the questions be answered?

Written questions may be submitted until the deadline specified in the solicitation materials. Energy Commission staff will provide a written response to each question asked at the pre-application workshop, as well as all written questions received by the deadline and make them available to the public.

EPIC ListServer subscribers and workshop attendees who provide their email address will receive an e-mail providing:

- ▶ The questions and answers document
- ▶ A list of workshop attendees
- ▶ Any addenda to the solicitation

These documents will also be posted on the Energy Commission's website at: <http://www.energy.ca.gov/contracts>

**NOTE: If you would prefer to receive a hard copy of any of the solicitation materials, please contact the Agreement Officer identified in the solicitation materials.**

# Funding

- ▶ Program Funding
- ▶ Solicitation Funding
- ▶ Project Funding
- ▶ Match Funding





# How much funding is available?

- ▶ The CPUC approved a total program funding amount of \$162 million per year. The Energy Commission administers approximately \$130 million per year.
- ▶ The total amount of Energy Commission EPIC funding available for awards will be specified in the individual solicitation materials.
- ▶ A minimum and maximum funding amount for each project may be applied.



# What are match funds? Are they required?

Match funding is when other entities provide funding to share in the total cost of the specific project in which they are applying for.

- ▶ Match funding is **required** only for Technology Demonstration and Deployment projects.
  - ▶ Minimum 20% of the requested project funds.
  - ▶ Applicants that provide more than the minimum will receive additional points during the scoring phase.
  
- ▶ Match funding is **optional** for Applied Research and Development projects and Market Facilitation projects.
  - ▶ Applicants that provide match funding will receive additional points during the scoring phase.



# What types of match funding are eligible?

- ▶ Match funds may include: 1) "cash in hand" funds; 2) equipment; 3) materials; 4) information technology services; 5) travel; 6) subcontractor costs; 7) contractor in-kind labor costs; and 8) "advanced practice" costs.
  - ▶ Definitions for each type of match funding are available in the solicitation materials.
- ▶ Match funding sources may include the prime recipient, subcontractors, project partners, and pilot testing/demonstration/ deployment sites.
- ▶ Commitment letters must be submitted at the time of application that: 1) identify source(s) of funds; 2) justify the dollar value claimed; 3) provide an unqualified commitment that guarantees funds available; and 4) provide a strategy for replacing funds if reduced or lost



# Eligibility Requirements

## Applicant Requirements

- ▶ Entities and Individuals
- ▶ Grant Terms and Conditions Acceptance
- ▶ California Secretary of State Registration

## Project Requirements

- ▶ Project Focus Areas
- ▶ Ratepayer Benefits, Technological Advancements, and Breakthroughs
- ▶ Measurement and Verification Plan





# Who is eligible to apply?

Documents for each solicitation will:

- ▶ Specify applicant eligibility requirements.
- ▶ Include terms and conditions that set forth the recipient's rights and responsibilities.

Failure to agree to the terms and conditions will result in disqualification of the application. To review terms and conditions, go to:  
<http://www.energy.ca.gov/research/contractors.html>.

All businesses must:

- ▶ Register with the California Secretary of State.
- ▶ Be in good standing in order to enter into an agreement with the Energy Commission.

For information and registration, go to: <http://www.sos.ca.gov>





# What types of projects are eligible for funding?

EPIC projects must fall within at least one of the following program areas identified by the CPUC:

- ▶ Applied Research and Development
- ▶ Technology Demonstration and Deployment
- ▶ Market Facilitation

Projects must also fall within one or more of the strategic objectives and funding initiatives identified in the Energy Commission's EPIC Investment Plan.

Review the EPIC Investment Plan for descriptions of program areas, strategic objectives, and funding initiatives at:  
[http://www.energy.ca.gov/research/epic/documents/final documents submitted to CPUC](http://www.energy.ca.gov/research/epic/documents/final_documents_submitted_to_CPUC)

**The solicitation materials will specify the focus of eligible projects for each solicitation.**



# What types of projects are eligible for funding?

All EPIC-funded projects must have the potential to:

- ▶ Benefit IOU electric ratepayers by providing greater reliability, lower costs, and/or increased safety.
  - ▶ Examples of energy and cost savings include quantitative benefits and qualitative or intangible benefits. See Task TBD-1 in the sample Scope of Work template.
- ▶ Lead to technological advancement and breakthroughs to overcome the barriers that prevent the achievement of the state's energy goals.

**Applicants must describe how the project will meet these requirements by completing the "Project Narrative" attachment and the "Goals and Objectives" section of the Scope of Work**



# What types of projects are eligible for funding?

- ▶ All Applied Research and Technology Demonstration and Deployment projects must be at the pre-commercial stage:
  - ▶ Pre-commercial technologies are new technologies or enhancements of existing technologies that are not commercially available in California.
- ▶ Technology Demonstration and Deployment projects must provide a plan for measuring, verifying, and quantifying project benefits
  - ▶ Applicants must include a Measurement and Verification Plan in the "Project Narrative" section of the application.
- ▶ Market Facilitation projects focus on overcoming non-technical barriers to accelerate the commercial viability of high priority technologies and strategies



# Application Package

▶ Common Application Elements



▶ Application Format



▶ Application Submission





# What are the common application elements?

Applications must be submitted in the format and order specified in the solicitation materials. Specific requirements may vary for each solicitation.

**Examples of Required Submittals - Application will be rejected if it fails to comply with the requirements specified in the solicitation materials or if any of the following are missing or incomplete:**

- ▶ Application Form (must be signed by an authoritative representative)
- ▶ Executive Summary
- ▶ Fact Sheet
- ▶ Project Narrative (addresses scoring and screening criteria item by item)
- ▶ Project Team Form/Resumes
- ▶ Scope of Work
- ▶ Schedule of Products and Due Dates
- ▶ Budget
- ▶ CEQA Compliance Form
- ▶ Reference and Work Product Form
- ▶ Contact List
- ▶ Commitment and Support Letters



# What are the common application elements?

- ▶ Budget Forms
- ▶ Task Summary
- ▶ Category Summary
- ▶ Prime/Subcontractor Labor Rates (unloaded, classifications, # of hours)
- ▶ Prime/Subcontractor Non-Labor Rates (fringe benefits, overhead costs, and general and administrative costs and profit for subcontractors)
- ▶ Direct Operating Expenses (travel, equipment, materials/miscellaneous, and minor subcontractors)
- ▶ Match Funding (recommend for funding out of state travel, equipment, and IT costs)
- ▶ Rate Summary

**Round up totals to the nearest whole dollar**



# What is a typical application format?

Applicants should refer to the "Application organization and Submission Instructions" section in the solicitation materials to ensure they adhere to the formatting requirements. This typically includes:

- ▶ Font Size
- ▶ Margins
- ▶ Spacing
- ▶ Page numbering
- ▶ Labeling
- ▶ Binding
- ▶ File Format (MS Word and MS Excel)
- ▶ File Storage (electronic files on CD-ROM or USB memory stick)
- ▶ Page Limits
- ▶ Number of Copies of the Application

**Applications that do not follow the required formatting may be rejected**



# How do I apply to the solicitation?

- ▶ Obtain Solicitation Materials:
  - ▶ Go to Energy Commission's funding website to obtain solicitation information and the application: <http://www.energy.ca.gov/contracts/>.
  - ▶ Make sure you meet applicant and project eligibility requirements.
  - ▶ Review any addenda to make sure you have the latest information on the solicitation.
  - ▶ Review EPIC grant terms and conditions.
- ▶ Complete Application:
  - ▶ Ensure that all solicitation requirements are met.
  - ▶ Ensure that all required documents are in the specified format and order.
  - ▶ Ensure that all responses are complete.
  - ▶ Ensure that the application is signed by an authorized representative.
- ▶ Submit Application:
  - ▶ Ensure that the application is received by the Energy Commission's Contracts, Grants, and Loans Office by the date and time specified in the solicitation.





# How do I submit my application?

- ▶ The cover of the original and all copies of the application must be labeled "Program Opportunity Notice PON-XX-XXX," and include the title of the application and the applicant's name.
- ▶ A complete hard copy package of the application and required number of copies must be delivered to the Energy Commission's Contracts, Grants, and Loans Office in a sealed package by the due date and time specified in the solicitation.
  - ▶ Deliver in person, by U.S. mail, or courier service.
  - ▶ Postmark dates of mailing, e-mail, and facsimile (FAX) transmissions are not acceptable under any circumstances.
  - ▶ Avoid potential late delivery or loss of applications by submitting them 1-2 days before the due date.

**To avoid potentially giving someone an unfair advantage, applications received after the date and time specified in the solicitation are late and will not be accepted. No Exceptions!**



# Can my application be rejected?

An application may be rejected by the Energy Commission for the following reasons:

- ▶ The application is intended to mislead the State in its evaluation, or contains false or misleading statements.
- ▶ The application does not comply with the solicitation requirements.
- ▶ The application contains confidential information.
- ▶ The Applicant is not in compliance with royalty provisions from previous Energy Commission awards.
- ▶ The Applicant has received unsatisfactory evaluations from the Energy Commission or another California state agency.
- ▶ The Applicant has not demonstrated financial capability to complete the project.

For a complete list of reasons for rejections, read the specific solicitation sections on **Grounds for Rejection** and **Application Screening in the materials posted for each solicitation**.



# Evaluation and Award Process

Most solicitations will be a One-Phase process involving submission of one full application. This presentation will cover this process.

Occasionally a Two-phase Solicitation process can be used which involves submission and Energy Commission evaluation of an abstract before submitting a full application.



# How will my application be evaluated?

## One-Phase Evaluation Process

Stage One: Application Screening

- ▶ Application Screening Criteria

Stage Two: Application Scoring

- ▶ Technical Scoring Criteria
- ▶ Optional Clarification Interviews
- ▶ Rank Applications According to Score



# What is the Stage One screening?

## Application Screening Process

1. Energy Commission staff screens applications per criteria in the solicitation for Stage 1.
2. Criteria are evaluated on a pass/fail basis.
  - ▶ Applicants that do not pass all screening criteria will be disqualified.

## Reasons for Failing Stage One:

- ▶ Application not submitted by the specified due date and time.
- ▶ Application not signed.
- ▶ Applicant did not address at least one of the eligible funding areas.
- ▶ Requested funding is outside of the specified minimum/maximum range.
- ▶ Application does not follow specified format.
- ▶ Applicant did not discuss the minimum match funding requirement.
- ▶ Project completion date is beyond the specified agreement end date.
- ▶ Proposal contains confidential material.
- ▶ Applicant has indicated that it will not accept the terms and conditions.



# What is the application scoring stage?

## Stage Two: Application Scoring

Applications that pass all Stage One Application Screening criteria will be subject to a technical scoring by the Evaluation Committee.

### Application Scoring Criteria

1. Technical Merit and Need
2. Technical Approach
3. Impacts and Benefits for California IOU Ratepayers
4. Team Qualifications, Capabilities, and Resources
5. Budget and Cost-Effectiveness
6. EPIC Funds Spent in California
7. Ratio of Direct Labor and Fringe Benefit Rates to Loaded Labor Rates
8. Match Funding (if applicable)

**Applicant must respond to each of the scoring criteria in the Project Narrative, unless otherwise indicated.**



# What is the technical scoring scale?

% of Possible Points	Interpretation	Explanation for Percentage Points
0%	Not Responsive	<ul style="list-style-type: none"><li>▶ The response does not include or fails to address the criteria.</li><li>▶ The omission(s), flaw(s), or defect(s) are significant and unacceptable.</li></ul>
10-30%	Minimally Responsive	<ul style="list-style-type: none"><li>▶ The response does not include or fails to address the criteria.</li><li>▶ The omission(s), flaw(s), or defect(s) are significant and unacceptable.</li></ul>
40-60%	Inadequate	<ul style="list-style-type: none"><li>▶ The response addresses the criteria.</li><li>▶ There are one or more omissions, flaws, or defects or the criteria are addressed in a limited way that results in a low degree of confidence in the proposed solution.</li></ul>
70%	Adequate	<ul style="list-style-type: none"><li>▶ The response adequately addresses the criteria.</li><li>▶ Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.</li></ul>
80%	Good	<ul style="list-style-type: none"><li>▶ The response fully addresses the requirements being scored with a good degree of confidence in the applicant's response or proposed solution.</li><li>▶ There are no identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.</li></ul>
90%	Excellent	<ul style="list-style-type: none"><li>▶ The response fully addresses the criteria with a high degree of confidence in the applicant's response or proposed solution.</li><li>▶ The applicant offers one or more enhancing features, methods, or approaches that exceed basic expectations.</li></ul>
100%	Exceptional	<ul style="list-style-type: none"><li>▶ All requirements are addressed with the highest degree of confidence in the applicant's response or proposed solution.</li><li>▶ The response exceeds the requirements in providing multiple enhancing features, a creative approach, or an exceptional solution.</li></ul>



# What is the minimum passing score?

- ▶ Evaluation Committee applies the scoring scale to the scoring criteria.
- ▶ There is a maximum total score of 70 points for criteria in 1-4. An applicant must achieve a minimum passing score of 49 points (70% of 70 points) to be considered for funding.
- ▶ Must also receive a total minimum passing score of 70 out of 100 (70% of 100 points) for all sections.
- ▶ Applicants must review the "Evaluation and Award Process" section of the solicitation materials and ensure that their application provides a clear and complete response to each scoring criterion in the project narrative.

Example Scoring Criteria	Maximum Points
1. Technical Merit and Need	20
2. Technical Approach	20
3. Impacts and Benefits for CA IOU Ratepayers	20
4. Team Qualifications, Capabilities, and Resources	10
5. Budget and Cost Effectiveness	10
6. EPIC Funds Spent in CA	15
7. Ration of Direct Labor and Fringe Benefit Rates to Loaded Labor Rates	5
<i>Total</i>	<i>100</i>
<b>Minimum points to pass</b>	<b>70</b>





# What is a clarification interview?

## Clarification Interviews with Applicants:

- ▶ Held at the request of the Evaluation Committee.
- ▶ The purpose is to ask Applicants clarifying questions about the information submitted in their application so the Evaluation Committee can arrive at a final score in a particular criterion.
- ▶ New information or changes cannot be added to the original application.

# Notice of Proposed Awards (NOPA)

- ▶ Notification of Solicitation Results
- ▶ Debriefings





# How do I get notified of the solicitation results?

- ▶ The Energy Commission Agreement Officer notifies all applicants of the results of the solicitation and provides them with a copy of the NOPA which includes:
  - ▶ Total proposed funding amount
  - ▶ Rank order of applicants
  - ▶ Amount of each proposed award
- ▶ The Agreement Officer mails notification letters to applicants informing them of the results of the solicitation and attaches the NOPA as well as the scoring matrix.
- ▶ NOPAs are also posted on the Energy Commission's Funding webpage at: <http://www.energy.ca.gov/contracts>.



# How do I get notified of the solicitation results?

A NOPA is posted on the Energy Commission's funding webpage at: <http://www.energy.ca.gov/contracts>

## Example NOPA Content

Applicant	Funds Requested	Funds Awarded	Score	Status
A	\$1,500,000	\$1,500,000	80	Awardee
B	\$2,000,000	\$2,000,000	75	Awardee
C	\$750,000	\$0	70	Pass, not funded
D	\$1,000,000	\$0	65	Did not pass
E	\$1,000,000	\$0		Disqualified Stage 1
	<b>Total Awards</b>	<i>\$3,500,000</i>		



# Who can I talk to if I did not receive an award?

Debriefing applicants:

- ▶ Participating applicants may request a debriefing after the NOPA is released by contacting the Energy Commission Agreement Officer.
  - ▶ A debriefing request must be received no later than 15 calendar days after the NOPA is released.
- ▶ The purpose of a debriefing is to provide the applicant with information on the strengths and weaknesses of its application in an informal meeting.
- ▶ No other applications may be discussed at the debriefing.



# What happens to my application?

On the NOPA posting date, all applications and related materials submitted in response to this solicitation will become property of the State and public records.



# Agreement Development and Approval Process

## Agreement Development

- ▶ Scope of Work (SOW)
- ▶ Budget
- ▶ Resolution
- ▶ Other Required Documents

## Business Meeting

- ▶ Considered for Energy Commission approval

**Time is of the essence. If the Energy Commission is unable to successfully negotiate and execute an agreement with a recipient in a timely manner, it reserves the right to cancel the pending grant award and to fund the next highest-ranked eligible applicant.**



# How do I develop my final grant?

The recipient(s) recommended for funding will be contacted by the Energy Commission Agreement Manager (CAM) to develop the application into a grant agreement:

- ▶ **Scope of Work (SOW):**
  - ▶ Finalize the SOW as stated in the application.
  - ▶ The scope of the project cannot change, but edits are allowable to better clarify tasks, goals, and objectives.
  - ▶ Product due dates may be revised to reflect the time required for agreement approval.
- ▶ **Budget:**
  - ▶ Finalize the budget as stated in the application.
  - ▶ No new costs, rates, or classifications may be added.
  - ▶ Minor adjustments that do not increase the total grant amount may be made.
- ▶ **Signed Resolutions:**
  - ▶ Required for government agency recipients to show authorization for the agency to enter into the agreement.
  - ▶ Any other required documents identified by the CAM





# When can I start my project?

The finalized grant must be approved at a public business meeting before any work on the project may begin.

- ▶ The Energy Commission Agreement Officer will send the recipient a grant agreement for approval and signature.

**Recipients may begin their project only after full execution of the grant agreement by all parties:**

- Approval at a Business Meeting
- Signature by the recipient and the Energy Commission



# General Tips

When deciding whether or not to apply, potential applicants should consider the following:

- ▶ Are you an eligible applicant?
- ▶ Do any of your team members or subcontractors have any potential conflicts of interest?
- ▶ Does your project address one of the project groups in the solicitation?
- ▶ Can your project be completed by the agreement end date specified in the solicitation?
- ▶ Are funding levels appropriate for your project?
- ▶ Are you providing the minimum match funding required? If so, does the commitment letter contain all required justifications?



# General Tips

When developing an application, ensure that you:

- ▶ Read the solicitation materials and workshop Q&As thoroughly.
- ▶ Review the "Application Organization and Content" section and include all required information, forms, and attachments.
- ▶ Review the application format requirements.
- ▶ Review the screening criteria to ensure that all requirements specified in the solicitation materials have been met.
- ▶ Review the scoring criteria and address each with a complete response within the project narrative, unless otherwise indicated.
- ▶ Prepare a detailed scope of work, Task 1 cannot be modified.
- ▶ Provide a reasonable budget that aligns with the project.
- ▶ Include all calculations, assumptions, and supporting documentation.
- ▶ Provide specific, concise, and complete responses.
- ▶ Do not submit confidential information in the application.



# Websites for More Information

- ▶ Energy Commission's EPIC Program Website:  
<http://www.energy.ca.gov/research/epic>
- ▶ List of upcoming solicitations for the Energy Commission's EPIC Program:  
<http://www.energy.ca.gov/contracts/epic.html#anticipated>
- ▶ List of all Energy Commission funding opportunities:  
<http://www.energy.ca.gov/contracts/>
- ▶ California Secretary of State website for information on registered businesses: <http://www.sos.ca.gov>



# Key Terms

- ▶ Applicant - The respondent to the solicitation.
- ▶ Application - An applicant's formal written response to the solicitation.
- ▶ CAM - *Commission Agreement Manager*, the person designated by the Energy Commission to oversee the performance of an agreement resulting from the solicitation and to serve as the main point of contact for the Recipient.
- ▶ CAO - *Commission Agreement Officer*, the person designated by the Energy Commission to oversee the administration of the solicitation and to serve as the point of contact after release of the solicitation.
- ▶ CPUC - *California Public Utilities Commission*, the entity that provides oversight to the administrators managing EPIC funding.
- ▶ EPIC - *Electric Program Investment Charge*, the source of funding for the projects awarded under the solicitation.
- ▶ Energy Commission – *California Energy Commission*, one of the administrators of the EPIC funding.



# Key Terms

- ▶ IOU - *Investor-owned utility*, including Pacific Gas and Electric Co., San Diego Gas & Electric Co., and Southern California Edison.
- ▶ NOPA - *Notice of Proposed Award*, a public notice that identifies award recipients.
- ▶ Principal Investigator - The lead scientist or engineer for the applicant's project, who is responsible for overseeing the project; in some instances, the Principal Investigator and Project Manager may be the same person.
- ▶ Project Manager - The person designated by the applicant to oversee the project and to serve as the main point of contact for the Energy Commission.
- ▶ Project Partner - An entity or individual that contributes financially or otherwise to the project (e.g., match funding, provision of a demonstration site), and does not receive Energy Commission funds.
- ▶ Recipient - The recipient of an award under the solicitation.
- ▶ Solicitation - Document including program information, solicitation requirements and instructions, attachments and exhibits ("solicitation" may be used interchangeably with "program opportunity notice").
- ▶ State - State of California.



# Thank You!

For additional information, please contact Rachel Salazar at: [Rachel.Salazar@energy.ca.gov](mailto:Rachel.Salazar@energy.ca.gov)