

Energy Commission Agreement Management System (ECAMS)

Applying for a Solicitation



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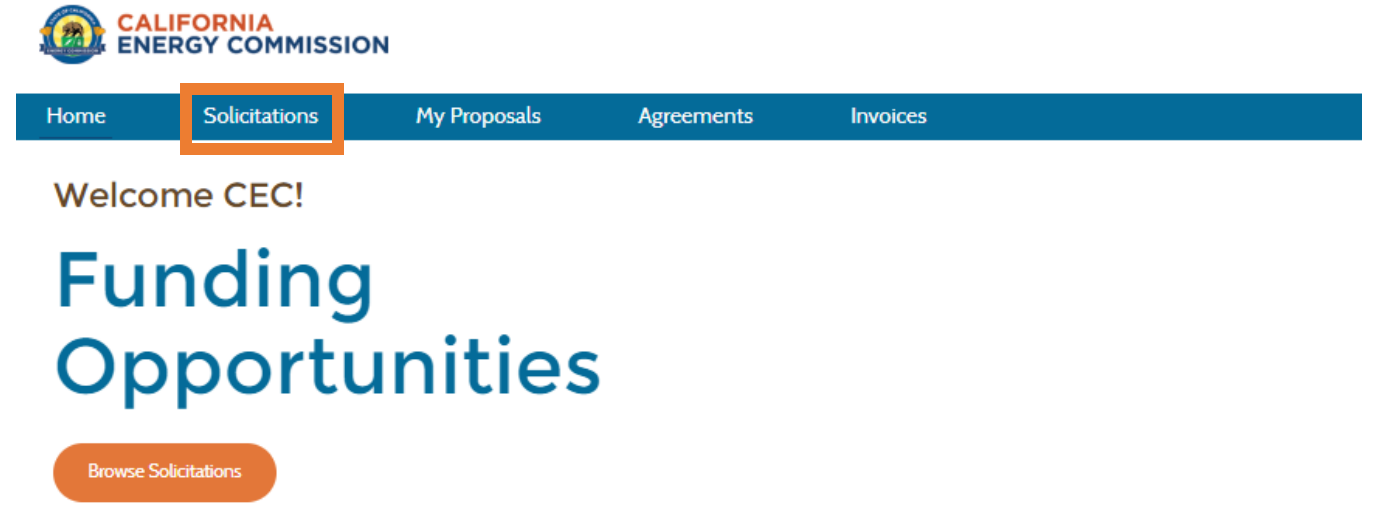
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Navigating to the Solicitation Dashboard



Note: Please ensure you are registered in ECAMS before attempting to apply for a solicitation. Additional information on registration can be found at User Registration (<https://www.energy.ca.gov/media/7893>)

- Navigate to the ECAMS Login page (<https://ecams.energy.ca.gov/s/login>) and log in to view the ECAMS Home Page.
- Click on the **Solicitations** tab on the top of the ECAMS Home Page to go to the Solicitation Dashboard.

A screenshot of the ECAMS Solicitation Dashboard. At the top left is the California Energy Commission logo. Below it is a navigation bar with five tabs: "Home", "Solicitations", "My Proposals", "Agreements", and "Invoices". The "Solicitations" tab is highlighted with an orange border. Below the navigation bar, the text "Welcome CEC!" is displayed. The main heading "Funding Opportunities" is in a large, blue, sans-serif font. Below the heading is an orange button with the text "Browse Solicitations".

Locating a Solicitation



- The list of the solicitations currently open to public are listed under Open Solicitations (Portal).
- Locate the solicitation to which you wish to apply.
- Click on the solicitation's title to begin the application process.

CALIFORNIA ENERGY COMMISSION

Home Solicitations My Proposals Agreements Invoices

Open Solicitations (Portal)

5 items • Sorted by Solicitation # • Filtered by All solicitations - Is Opened Solicitation • Updated a minute ago

Solicitation # ↑	Solicitation Title	Solicitation Release Date	Application Due Date	Primary Program	Status
1	Natural Gas Infrastructure Safety and Integrity	2/15/2023	2/17/2023	Nat Gas	Open to Public

Apply for Solicitation



- The details for the selected solicitation are displayed on this page.
- Templates for solicitation documents can be downloaded by clicking the **Download** icon in the Solicitation Attachments area. Please Note: Additional templates may not show at this first view. Please use the **Page** drop down menu to see more.
- Click on **Apply for Solicitation** to begin creating a draft application.



user11
CEC DEMO

Home Solicitations My Proposals Agreements Invoices

Apply for Solicitation

Details

Solicitation #	Method
GFO-22-502	One Phase
Solicitation Title	Solicitation Release Amount
Natural Gas Infrastructure Safety and Integrity	\$6,700,000.00
Type	Status
GFO (Grants Competitive)	Open to Public
Primary Program	Solicitation Release Date
Nat Gas	2/15/2023
Fiscal Year	Application Due Date
2022	2/17/2023

Solicitation Attachments (18)

TITLE	DOCUMENT TYPE	FILE SIZE	DOWNLOAD TEMPLATE
0-Solicitation Manual	Solicitation Manual	223.42 KB	Download
1-Applicant Form	Applicant Form/ Contractor Status Form	31.19 KB	Download
10-Contact List	Contact List	24.52 KB	Download
11-Commitment and Support Letters	Commitment and Support Letters Form	27.97 KB	Download
12-California Based Entity Form	California Based Entity Form	25.04 KB	Download
2-Executive Summary Form	Executive Summary Form	21.61 KB	Download
3-Other Document	Other Document	642.05 KB	Download
31-Yang's Misc Doc	Other Document	11.71 KB	Download
4-Project Narrative	Project Narrative	41.43 KB	Download
5-Project Team Form	Project Team Form	23.65 KB	Download

Page 1 Page Size 10

Note :
Please refer to the Solicitation Manual for the Solicitation Contact Information.

Apply for Solicitation (continued)



- Solicitation related information is displayed at the top.
- Key in application information.
- Please Note: The project manager listed here will be the primary contact person for any questions about the application.
- Proposal Term Start Date and End Date fields must be completed before clicking on the **Continue** button.

Solicitation Name	: RFO-24-397 : First Sol 2024 Part 4	Solicitation Code	: RFO-24-397
Solicitation Budget Amount	: 80,000	Applicant Name	: Anikita Parichha
Organization Name	: AnikitaP_DVBE	Federal Tax ID	:
Type of Business	: Federal - National Lab		

Project Title	<input type="text"/>	Project Manager Address	<input type="text"/>
* Amount Requested	<input type="text"/>	<input type="checkbox"/> Same As Primary Address	
Project Manager	<input type="text"/>	Country	<input type="text" value="United States"/>
Email	<input type="text"/>	Street	<input type="text"/>
Phone	<input type="text"/>	City	<input type="text"/>
Fax	<input type="text"/>	State/Province	<input type="text" value="California"/>
		Zip/Postal Code	<input type="text"/>

Project Description	<input type="text"/>
---------------------	----------------------

* Proposed Term Start Date	<input type="text"/>	* Proposed Term End Date	<input type="text"/>
----------------------------	----------------------	--------------------------	----------------------

Funds Committed for CA	Funds Committed for CBE	Funds Committed for DVBE
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Select the Group for which you are applying	Indirect Rates
<input type="text" value="--None--"/>	<input type="text" value="--None--"/>

MB/SB/DVBE ID	<input type="text"/>
---------------	----------------------

Apply for Solicitation (continued)



- Project Location Address fields must be completed, and the **Confirm Project Location Address** box must be checked before clicking on the **Save & Continue** button to proceed further.
- Pilot Testing/Demonstration/Deployment site address not a mandatory field if not applicable to the solicitation

Application Details

Project Location Address

Country
United States

Street

City State/Province
California

Zip/Postal Code

PilotTesting/Demonstration/Deployment Site

Country
United States

Street

City State/Province
California

Zip/Postal Code

Natural Gas IOU
--None--

Cancel Back Save & Continue

Apply for Solicitation (continued)



- Answer the **Yes/No** question about the proposed activities in your application in regards to the California Environmental Quality Act (CEQA) box. The system will generate different responses based on your answer.
- Answering **Yes** will bring up a second question to answer plus additional directions regarding completing the CEQA Compliance Form Attachment.
- Answering **No** will require you to enter an explanation in a text box.
- You must answer all the questions before clicking on the **Save** button to proceeding further.

California Environmental Quality Act (CEQA) Compliance

1. Are the proposed activities considered a "project" under CEQA (i.e., do they have the potential to cause a direct or a reasonably foreseeable indirect physical change in the environment)?

Yes
 No

2. If the proposed activities are considered a "project" under CEQA and are not exempt, has the required environmental review been completed?

Yes (Please provide the documentation required in CEQA Compliance Form Attachment)
 No (Explain why no documentation has been prepared where indicated on Attachment)

Cancel Save

California Environmental Quality Act (CEQA) Compliance

1. Are the proposed activities considered a "project" under CEQA (i.e., do they have the potential to cause a direct or a reasonably foreseeable indirect physical change in the environment)?

Yes
 No

*The activities funded by the agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because :

Cancel Save

Draft Application Dashboard



1: Details- To view details entered during applying for solicitation.

2: Attachments- To attach files as required for the application to the solicitation and any other supplementing documents. (see Slide 11)

3: Past Agreements- To view any past agreements filed for recipient.

4: Budget Summary (optional)- To view a summary of the budget information entered in categories under links 5 through 12.

5-12: Budget Categories (optional)- To add line item totals for each category. (see Slides 12 through 19)

13: Pilot Testing/Demonstration/Deployment Site- To view or edit site details. (see Slide 20)

14: Edit Application- To edit details entered during applying for solicitation.

15: Submit Application- To submit application after verification. (see Slide 21)

The screenshot displays the 'Draft Application Dashboard' with a progress bar at the top. The progress bar has 15 steps: 1 (Details), 2 (Attachments), 3 (Past Agreements), 4 (Budget Summary), 5 (Direct Labor), 6 (Fringe Benefits), 7 (Travel), 8 (Equipment), 9 (Materials & Miscellaneous), 10 (Subrecipients & Vendors), 11 (Indirect Costs), 12 (Profit), 13 (Pilot Testing/Demonstration/Deployment Site), 14 (Edit Application), and 15 (Submit Application). Below the progress bar, there are 12 tabs corresponding to steps 1-12. The main content area is divided into two columns. The left column contains 'Funding Proposal' details: Proposal ID (BLA-000000200), Project Title (New Sol 5 App 1), Project Manager, Proposed Term Start Date (3/19/2024), CEQA Proposed Project?, Project Description, Solicitation Group, Funds Committed for CA (\$200.00), Funds Committed for CBE (\$300.00), Funds Committed for DVBE (\$8,000.00), Indirect Rates (Federal Rate), and Address Information (Pilot Testing Address: California, United States). The right column contains 'Application Details': Solicitation Number (GFO-24-398), Solicitation (First Sol 2024 Part 5), Status (Draft), Application Initiation Date (3/11/2024 4:44 PM), Proposed Term End Date (12/27/2024), CEQA Environmental Review Completed?, Amount Requested (\$10,000.00), and Project Manager Address (3480 Freeway Ave, Santa Clarita, California 88990, United States).

Draft Attachments



- This screen allows you to view and upload attachments to your draft application.
- The Solicitation Files table lists the files associated with the solicitation. **Please note that not all attachments may show up on Page 1, so be sure to check Page 2.**
- The NAME column lists the name of the attachment.
- The SUBMISSION column identifies which attachments are required for the application, and which are for your information.
- Templates for solicitation documents can be downloaded by clicking the **Download** icon in the DOWNLOAD TEMPLATE column.
- Upload your completed attachment by clicking the **Upload File** button in that attachment's row.

Note: All required attachments must be uploaded via the Upload File button in the Solicitation Files table.

- You may also upload non-required documents by clicking the **Upload New File** button in the Uploaded Files table.
- All of your uploaded attachments will appear in the Uploaded Files table.

The screenshot displays the 'Draft Attachments' interface. At the top, there are navigation tabs: Details, Attachments (selected), Past Agreements, Budget Summary, Direct Labor, Fringe Benefits, Travel, Equipment, Materials & Miscellaneous, and More. Below the tabs is a section for 'Solicitation Files (18)'. It contains a table with the following columns: NAME ↑, FILE EXTENSION, SUBMISSION, and DOWNLOAD TEMPLATE. The table lists 12 rows of files, each with a 'Download' icon and an 'Upload File' button. The 'Download' icon and 'Upload File' button for the first row are highlighted with an orange box. Below the table are 'Page' (1) and 'Page Size' (10) dropdown menus. At the bottom, there is a section for 'Uploaded Files (0)' with an 'Upload New File' button highlighted by an orange box. The table below this section is empty, showing 'No data returned'.

NAME ↑	FILE EXTENSION	SUBMISSION	DOWNLOAD TEMPLATE
3-Other Document	docx	Required	Download
0-Solicitation Manual	docx	No response needed	Download
1-Applicant Form	docx	Required	Download
10-Contact List	docx	Required	Download
2-Executive Summary Form	docx	No response needed	Download
4-Project Narrative	docx	Required	Download
6-Project Schedule	xlsx	Required	Download
6-Scope of Work	docx	Required	Download
11-Commitment and Support Letters	docx	Required	Download
8-CEQA Compliance	docx	Required	Download

Budget Category - Direct Labor (optional)



- This screen allows you to enter direct labor rates.
- Clicking the New button will bring up fields to enter hourly or monthly direct labor information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

Details Attachments Past Agreements Budget Summary **Direct Labor** Fringe Benefits Travel Equipment Materials & Miscellaneous More

Direct Labor Hourly (0) New

JOB CLASSIFICATION	LABOR RATE (\$ PER HOUR)	# OF HOURS	RATE X HOURS	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned						

Direct Labor Monthly (0) New

JOB CLASSIFICATION	LABOR RATE (\$ PER MONTH)	# OF MONTHS	RATE X MONTHS	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned						

Direct Labor - Hourly

Job Classification Highest Estimated Labor Rate (\$ per hour) # of Hours

*CEC Share Value *Match Share Value

Include Indirect Cost ⓘ Include Profit ⓘ

Add more Direct Labor

Cancel Save

Budget Category – Fringe Benefits (optional)



- This screen allows you to enter fringe benefit rates.
- Clicking the New button will bring up fields to enter fringe benefits information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

Details Attachments Past Agreements Budget Summary Direct Labor **Fringe Benefits** Travel Equipment Materials & Miscellaneous More

Fringe Benefits (0) ⌂ New

JOB CLASSIFICATION	HIGHEST ESTIMATED FRINGEBENEFITRATE (%)	DIRECT LABOUR COST	RATE X COSTS	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned						

Fringe Benefits

Job Classification Highest Estimated Fringe Benefit Rate (%) Direct Labor Costs (\$)

*CEC Share Value *Match Share Value

Include Indirect Cost ⓘ Include Profit ⓘ

Add more Fringe Benefits

Cancel Save

Budget Category – Travel (optional)



- This screen allows you to enter travel expenses.
- Clicking the New button will bring up fields to enter travel information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

Details Attachments Past Agreements Budget Summary Direct Labor Fringe Benefits **Travel** Equipment Materials & Miscellaneous Sub-Contractors Indirect Costs Profit

Travel (0) New

REFERENCE ID	TASK #	TRAVELER NAME AND JOB CLASSIFICATION	DEPARTURE AND DESTINATION	TRIP PURPOSE	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned							

Travel

Task #

Traveler Name and Job Classification

Date From Date To

Departure and Destination Trip Purpose

*CEC Share Value

*Match Share Value

Include Indirect Cost ⓘ Include Profit ⓘ

Add more Travel

Cancel Save

Budget Category – Equipment (optional)



- This screen allows you to enter equipment expenses.
- Clicking the New button will bring up fields to enter equipment expense information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

The screenshot shows a web interface for the "Equipment" budget category. At the top, there are navigation tabs: Details, Attachments, Past Agreements, Budget Summary, Direct Labor, Fringe Benefits, Travel, **Equipment**, Materials & Miscellaneous, and More. Below the tabs, there is a header for "Equipment (0)" with a "New" button highlighted in an orange box. Below the header is a table with the following columns: REFERENCE ID, TASK #, SELLER OF ITEMS, DESCRIPTION, PURPOSE, # OF UNITS, UNIT COST, TOTAL # OF UNITS X UNIT COST, CEC SHARE VALUE, MATCH SHARE VALUE, and TOTAL. The table currently displays "No data returned".

The screenshot shows the "Equipment" entry form. The form has the following fields and options:

- Task #
- Seller of item(s)
- Description
- Purpose
- # of Units
- Unit Cost
- *CEC Share Value
- *Match Share Value
- Include Indirect Cost
- Include Profit
- Add more Equipment

At the bottom right, there are "Cancel" and "Save" buttons.

Budget Category – Materials & Misc. (optional)



- This screen allows you to enter material and miscellaneous expenses.
- Clicking the New button will bring up fields to enter material and miscellaneous expense information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

REFERENCE ID	TASK #	SELLER OF ITEM	DESCRIPTION	PURPOSE	# OF UNITS	UNIT COST	TOTAL # OF UNITS X UNIT COST	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned										

Materials/Miscellaneous

Task # Seller of item(s) Description

Purpose # of Units Unit Cost

* CEC Share Value * Match Share Value

Include Indirect Cost Include Profit

Add more Materials/Miscellaneous

Cancel Save

Budget Category – Subrecipients & Vendors (optional)



- This screen allows you to enter subrecipients and vendor expenses.
- Clicking the New button will bring up fields to enter Subrecipients or Vendor expense information.
- You must enter values in the CEC Share Value and Match Share Value fields in order to save the entry.

The screenshot shows the 'Subrecipients & Vendors' section of a software interface. It contains two tables, one for 'Subrecipients (0)' and one for 'Vendors (0)'. Both tables have columns for 'REFERENCE ID', 'TASK #', 'SUBRECIPIENT (PLEASE USE LEGAL NAME)', 'ENTITY NUMBER (CA SECRETARY OF STATE)', 'PURPOSE', 'CA BUSINESS CERTIFICATIONS', 'CEC SHARE VALUE', and 'MATCH'. The 'Subrecipients' table also includes a 'MATCH' column. Both tables currently show 'No data returned'. In the top right corner of each table, there is a 'New' button, which is highlighted with an orange box in the image.

The screenshot shows the 'Subrecipients' form. It has the following fields and options:

- Task #**: Text input field.
- Subrecipient (Please Use Legal Name)**: Text input field.
- Entity Number (CA Secretary of State)**: Text input field.
- Purpose**: Text input field.
- CA Business Certifications DVBE/SB/MB/None**: Dropdown menu with '--None--' selected.
- *CEC Share Value**: Text input field.
- *Match Share Value**: Text input field.
- Include Indirect Cost**
- Include Profit**
- Add more Subrecipients**
- Cancel** and **Save** buttons at the bottom right.

Budget Category – Indirect Costs (optional)



- This screen allows you to enter indirect cost expenses.
- Clicking the New button will bring up fields to enter indirect cost expense information.
- You must enter values in the Name of Indirect Cost, IDC Rate, CEC Share Value, and Match Share Value fields in order to save the entry.

Indirect Costs (0)

NAME OF INDIRECT COST	INDIRECT COST CATEGORY	TOTAL IDC BASE SHARE (CEC)	TOTAL IDC BASE SHARE (MATCH)	TOTAL IDC BASE	IDC RATE (%)	RATE X BASE	CEC SHARE VALL
No data returned							

Indirect Costs

* Name of Indirect Cost
 * CEC Share Value

* IDC Rate (%)
 * Match Share Value

Indirect Cost Base Category	Individual Percentage	IDC Base CEC Share(\$)	IDC Base Match Share(\$)	Total IDC Base CEC Share(\$)	Total IDC Base Match Base(\$)	Total IDC Base(\$)	IDC Rate(%)	Rate X Base(\$)	Total
Direct Labour	<input type="text" value="100"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Fringe Benefits	<input type="text" value="100"/>	\$0.00	\$0.00						
Travel	<input type="text" value="100"/>	\$0.00	\$0.00						
Equipment	<input type="text" value="100"/>	\$0.00	\$0.00						
Materials/ Misc.	<input type="text" value="100"/>	\$0.00	\$0.00						
Subrecipients/ Vendors	<input type="text" value="100"/>	\$0.00	\$0.00						

Budget Category – Profit (optional)



- This screen allows you to enter profit expenses.
- Clicking the New button will bring up fields to enter profit expense information.
- You must enter values in the Profit Rate, CEC Share Value, and Match Share Value fields in order to save the entry.

Details Attachments Past Agreements Budget Summary Direct Labor Fringe Benefits Travel Equipment Materials & Miscellaneous **Profit** More

Profit (0) ▼ ⌂ New

PROFIT BASE SHARE (CEC)	PROFIT BASE SHARE (MATCH)	TOTAL PROFIT BASE	PROFIT RATE (%)	RATE X BASE	CEC SHARE VALUE	MATCH SHARE VALUE	TOTAL
No data returned							

Profit

* Profit Rate (%) * CEC Share Value

* Match Share Value

Profit Base Category	Individual Percentage	Profit Base CEC Share(\$)	Profit Base Match Share(\$)	Total Profit Base CEC Share(\$)	Total Profit Base Match Base(\$)	Total Profit Base(\$)	Profit Rate(%)	Rate X Base(\$)	Total
Direct Labour	<input type="text" value="100"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Fringe Benefits	<input type="text" value="100"/>	\$0.00	\$0.00						
Travel	<input type="text" value="100"/>	\$0.00	\$0.00						
Equipment	<input type="text" value="100"/>	\$0.00	\$0.00						
Materials/ Misc.	<input type="text" value="100"/>	\$0.00	\$0.00						
Subrecipients/ Vendors	<input type="text" value="100"/>	\$0.00	\$0.00						
Indirect Costs	<input type="text" value="100"/>	\$0.00	\$0.00						

Pilot testing/Demonstration/Deployment Site



- Clicking on the **Pilot Testing/Demonstration/Deployment Site** button allows you to enter site address information.
- Clicking the New button opens a box to enter a site's address. All fields are mandatory, and the **Confirm Pilot Testing Address** box must be checked before clicking on the Save button.
- Repeat the process to enter multiple site locations. Each new site will be listed in the Pilot Testing table.

The screenshot shows a table titled "Pilot Testing (0)". The table has columns for "LINE ITEM NUMBER", "STREET", "CITY", "STATE", "COUNTRY", and "ZIP/POSTAL CODE". Below the table, it says "No data returned". A "New" button is highlighted with an orange box in the top right corner. A "Finish" button is located at the bottom right of the table area.

The screenshot shows a form titled "Pilot Testing Address". It contains the following fields:

- Country: A dropdown menu with "--None--" selected.
- Street: A text input field.
- City: A text input field.
- State/Province: A dropdown menu with "--None--" selected.
- Zip/Postal Code: A text input field.
- Confirm Pilot Testing Address: A checkbox, which is highlighted with an orange box.

At the bottom right, there are "Cancel" and "Save" buttons.

Submit Application - Review Your Submission



- Clicking on the **Submit Application** starts the process of certifying and submitting your completed application.
- A reminder message to review your submission will appear. Click on the **OK** button to proceed.

Please ensure your application is complete and accurate. To return to your application, click 'Cancel'.

By clicking 'Submit' you are submitting your application and agreeing to the following certifications. Your application will be date and time stamped when you click 'Submit'.

- I am authorized to submit this application on behalf of the applicant.
- I authorize the California Energy Commission to make any inquiries necessary to verify the information presented in this application.
- I authorize the California Energy Commission 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 Energy Commission to conduct the proposed project according to the terms and conditions without negotiation.
- I certify that (1) this application does not contain any confidential or proprietary information, or (2) if confidential information is allowed under the solicitation it has been properly identified.
- 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.

Cancel Submit

Submit Application - Budget Worksheet Upload



- If you have not already done so at the Attachments screen, you can upload completed Excel Proposal Budget Work Sheets (for Prime Applicant if not entered into ECAMS, and for all Major Subs) using the **Upload Files** or **drop files** options
- The Budget Work Sheet file will be listed after uploading. You may delete the file by clicking on the **X**.

This screenshot shows the "Add Budget Work Sheet" form. At the top, there are two options: "Upload Files" (with an upload icon) and "Or drop files". These options are highlighted with an orange box. Below this, there is a list of certification statements, each preceded by a bullet point. At the bottom left, there is a checkbox labeled "I Agree to the Certifications". At the bottom right, there are "Cancel" and "Continue" buttons.This screenshot shows the "Add Budget Work Sheet" form after a file has been uploaded. The "Upload Files" and "Or drop files" options are still present. Below them, a file named "7-GFO-18-502 Test Budget.xls" is listed with a green "XLS" icon and a red "X" delete button, which is highlighted with an orange box. The certification statements and the "I Agree to the Certifications" checkbox are also visible. "Cancel" and "Continue" buttons are at the bottom right.

Submit Application - Certifications



- Carefully review the Certifications. These are the Certifications required to submit an application. They cannot be modified.
- The **I Agree to the Certifications** box must be checked before proceeding.
- Clicking on the **Continue** button will submit your final application.
- A box will appear confirming your successful submission of the application.

The screenshot shows a web interface for submitting an application. The top section is titled "Add Budget Work Sheet" and includes an "Upload Files" button and a "Drop files" area. A file named "7-GFO-18-502 Test Budget.xls" is shown as uploaded. Below this is a list of certifications:

- I am authorized to submit this application on behalf of the applicant.
- I authorize the California Energy Commission to make any inquiries necessary to verify the information presented in this application.
- I authorize the California Energy Commission 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 Energy Commission to conduct the proposed project according to the terms and conditions without negotiation.
- I certify that (1) this application does not contain any confidential or proprietary information, or (2) if confidential information is allowed under the solicitation it has been properly identified.
- 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.

Below the list is a checkbox labeled "I Agree to the Certifications", which is highlighted with an orange box. At the bottom right of this section are "Cancel" and "Continue" buttons.

The bottom section of the screenshot shows a confirmation message: "Your application has been submitted. You can recall this application prior to the application deadline." with an "OK" button at the bottom right.

Review Submission



The Energy Commission **STRONGLY RECOMMENDS** that each Applicant carefully review their application both before and after submission.

- Verify that all necessary documents have been uploaded.
- Verify that all documents uploaded are the accurate version you intend to submit as your final.
- Verify that your documents are not marked "confidential" unless the solicitation allows specific material to be confidential. Most solicitations do not allow submission of confidential information.
- Verify that your match commitment letters accurately reflect the match amounts included in your budgets, including the match provided by the prime applicant.
- Verify that support and commitment letters are included, if required.
- Verify that amounts entered within the system's budget (if any) concur with information included on uploaded budget worksheets.

Recall After Submission



- After submission, ECAMS will display the Details screen of the submitted application.
- The submitted application can be recalled to make any edits by clicking on the **Recall** button.

Note: Recalling the submitted application does not delete the application's information. Recall does remove the application from consideration for this solicitation until it is resubmitted. Resubmission must happen by the solicitation's submission deadline.

A screenshot of the ECAMS web application interface. At the top, there is a blue navigation bar with tabs for "Home", "Solicitations", "My Proposals", "Agreement", and "Invoice". Below this is a large white rectangular area containing a dark blue button labeled "Recall". Underneath the "Recall" button is another navigation bar with tabs for "Details", "Attachments", "Past Agreements", "Budget Summary", "Direct Labor", "Fringe Benefits", "Travel", "Equipment", "Profit", and "More". The "Details" tab is currently selected. Below the tabs, there is a section titled "Funding Proposal" with a dropdown arrow. Under this section, there are two fields: "Proposal ID" with the value "014-0000000100" and "Solicitation Number" with the value "050-03-500".

Recall After Submission (continued)



- A Comments box will open. Enter your reason for recalling the submitted application. This is a mandatory step.
- The submitted application will be recalled after the **Submit** button is clicked.

Note: After the Submit button is clicked, the application is recalled and is removed from consideration for this solicitation until it is resubmitted. Resubmission must happen by the solicitation's submission deadline.

A screenshot of a web form for recalling an application. The form has a title bar at the top. Below the title bar, there is a label "* Comments" followed by a large, empty text input field. At the bottom right of the form, there are two buttons: a "Cancel" button with a red border and a "Submit" button with a blue background and white text. The form is set against a white background with a light blue border.

ECAMS Support



If you run into any challenges using this system, please first reach out to ECAMS.SalesforceSupport@energy.ca.gov

For additional assistance, please contact the Commission Agreement Officer listed in the solicitation