

# GRANT FUNDING OPPORTUNITY

## Alternative and Renewable Fuel and Vehicle Technology Program

### Zero-Emission Vehicle Regional Readiness and Planning Solicitation



GFO-16-601

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

State of California  
California Energy Commission  
October 2016

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- 1a Activity Description Sheet
- 2 Scope of Work Template
- 3 Scope of Work Instructions
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- 5 Budget Forms
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- 7 California Environmental Quality Act (CEQA) Worksheet
- 8 Localized Health Impacts Information
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# I. Introduction

## A. PURPOSE OF SOLICITATION

This is a first-come, first-served grant solicitation. The California Energy Commission's (Energy Commission's) Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) announces the availability of up to \$1.9 million in grant funds for projects that will support new and existing planning efforts for zero-emission vehicles (battery-electric vehicles and hydrogen fuel cell electric vehicles, and including plug-in hybrid electric vehicles).

## B. BACKGROUND

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the ARFVTP. The statute authorizes the California Energy Commission (Energy Commission) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorized the ARFVTP through January 1, 2024, and specified that the Energy Commission allocate up to \$20 million per year (or up to 20 percent of each fiscal year's funds) in funding for hydrogen station development until at least 100 stations are operational.

The ARFVTP has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

## C. COMMITMENT TO DIVERSITY

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

- Ensure potential new applicants throughout the state are aware of the Energy Commission's ARFVTP 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 the Energy Commission's ARFVTP.

#### D. 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.

ACTIVITY	ACTION DATE
Solicitation Release	October 17, 2016
Pre-Application Workshop*	November 4, 2016
Deadline for Written Questions*	November 11, 2016
Anticipated Distribution of Questions/Answers	November 18, 2016
<b>Deadline to Submit Applications</b>	<b>From October 17, 2016, until funds are exhausted.</b>
Anticipated Notice of Proposed Awards Posting	December 2016
Anticipated Energy Commission Business Meeting	February 2017

#### E. HOW AWARD IS DETERMINED

Projects that meet specified minimum criteria are funded on a first-come, first-served basis based on the time their completed application is received.

An application will be evaluated and screened based on its response to the information requested in this solicitation (See Section IV Evaluation Process and Criteria). Applications failing one or more of the Administrative Screening Criteria and Technical Screening Criteria will be disqualified and will not be eligible for funding under this solicitation. Disqualified Applicants may request a debriefing after the release of the Notice of Proposed Awards (NOPA) and are encouraged to modify their applications and resubmit for reconsideration if funds remain available. Resubmitted applications will be processed as a new application on a first-come, first-served basis.

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

#### F. AVAILABILITY OF FUNDS

A total of \$1.9 million is available for awards under this solicitation. The Energy Commission, at its sole discretion, reserves the right to increase or decrease the amount of funds available under this solicitation.

#### G. MAXIMUM AWARD AMOUNTS

Projects are eligible for up to 100% of the total project costs up to the maximum award amount specified in the following table:

Category	Category Name	Sub Category Restrictions	Maximum Award
A	ZEV Feasibility Studies	None	Up to \$50,000 per application

B	New Regional Readiness Plan Development	None	Up to \$300,000 per application
C	ZEV Regional Readiness Plan Implementation	Up to \$50,000 for ZEV Awareness Activities	Up to \$300,000 per application
		Up to \$60,000 for Voluntary Local Government Code Adoption and Training	
D	Plan Development and Implementation Combination	Up to \$50,000 for ZEV Awareness Activities	Up to \$300,000 per application

## H. MAXIMUM NUMBER OF APPLICATIONS

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

## I. 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 through in-person participation, WebEx, and conference call at the date, time and location listed below. Please call (916) 654-4381 or refer to the Energy Commission's website at [www.energy.ca.gov/contracts.index.html](http://www.energy.ca.gov/contracts.index.html) to confirm the date and time.

**November 4, 2016**

10:00 AM

California Energy Commission  
 Art Rosenfeld Hearing Room  
 (formerly Hearing Room A)  
 1516 9th Street  
 Sacramento, CA 95814

## J. PARTICIPATION THROUGH WEBEX

### WebEx Instructions:

- To join the WebEx meeting, go to <https://energy.webex.com> and enter the meeting number and password below:

**Meeting Number:** 925 374 624

**Meeting Password:** meeting@10

**Topic:** GFO-16-601 ZEV Readiness Pre-Application Workshop

- To Logon with a Direct Phone Number: After logging into WebEx, a prompt will appear on-screen for a phone number. In the "Number" box, enter your area code and phone number and click "OK" to receive a call for the audio of the meeting. International callers may use the "Country/Region" button to help make their connection.

- To Logon with an Extension Phone Number: After you login, a prompt will ask for your phone number. Select “CANCEL.” Call 1-866-469-3239 (toll-free in the U.S. and Canada). When prompted, enter the meeting number above and the unique Attendee ID number listed in the top left area of the screen after login. International callers may dial in using the “Show all global call-in numbers” link (also in the top left area).

#### **Telephone Access Only:**

Call **1-866-469-3239** (toll-free in the U.S. and Canada). When prompted, enter the meeting number above. International callers may select their number from <https://energy.webex.com/energy/globalcallin.php>.

#### **Technical Support:**

- For assistance with problems or questions about joining or attending the meeting, please call WebEx Technical Support at **1-866-229-3239**. You may also contact Lillian Mirviss at (916) 327-1535.
- System Requirements: To determine whether your computer is compatible, visit: <http://support.webex.com/support/system-requirements.html>.
- Meeting Preparation: The playback of UCF (Universal Communications Format) rich media files requires appropriate players. Please determine whether the players are installed on your computer by visiting: <https://energy.webex.com/energy/systemdiagnosis.php>.

### **K. QUESTIONS**

During the solicitation process, questions of clarification about this solicitation must be directed to the Commission Agreement Officer listed in the following section. You may ask questions at the Pre-Application Workshop, and you may submit written questions via mail, electronic mail, and by FAX. However, all questions must be received by 5:00 pm on the date listed in the Key Activities and Dates table earlier in this solicitation.

Question and answer sets will be e-mailed to all parties who attended the Pre-Application Workshop and provided their contact information on the sign-in sheet. The questions and answers will also be posted on the Energy Commission’s website at: [www.energy.ca.gov/contracts/index.html](http://www.energy.ca.gov/contracts/index.html).

Any verbal communication with an Energy Commission employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation. Therefore, all communication should be directed in writing to the Commission Agreement Officer assigned to the solicitation.

### **L. CONTACT INFORMATION**

Kevyn Piper, Commission Agreement Officer  
California Energy Commission  
1516 Ninth Street, MS-18  
Sacramento, California 95814  
Telephone: (916) 654-4845  
FAX: (916) 654-4423  
E-mail: [kevyn.piper@energy.ca.gov](mailto:kevyn.piper@energy.ca.gov)

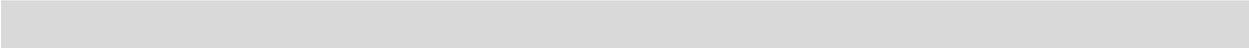
## M. REFERENCE DOCUMENTS

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

- 1) 2015-2016 Investment Plan Update for the Alternative and Renewable Fuel and Vehicle Technology Program (CEC-600-2014-009-CMF) <http://www.energy.ca.gov/2014publications/CEC-600-2014-009/CEC-600-2014-009-CMF.pdf>.
- 2) 2016-2017 Investment Plan Update for the Alternative and Renewable Fuel and Vehicle Technology Program (CEC-600-2015-014-SD-REV) <http://www.energy.ca.gov/2015publications/CEC-600-2015-014/CEC-600-2015-014-SD-REV.pdf>.
- 3) California Statewide Plug-in Electric Vehicle Infrastructure Assessment (CEC-600-2014-003) <http://www.energy.ca.gov/2013-ALT-01/documents/index.html>.
- 4) 2013 ZEV Action Plan [http://opr.ca.gov/docs/Governor's\\_Office\\_ZEV\\_Action\\_Plan\\_\(02-13\).pdf](http://opr.ca.gov/docs/Governor's_Office_ZEV_Action_Plan_(02-13).pdf).
- 5) Implementation of Energy Commission Activities within the Zero Emission Vehicle Action Plan <http://www.energy.ca.gov/2013-ALT-01/documents/index.html>.
- 6) The Zero Emission Vehicles in California: Community Readiness Guidebook [http://opr.ca.gov/docs/ZEV\\_Guidebook.pdf](http://opr.ca.gov/docs/ZEV_Guidebook.pdf).
- 7) PEV Collaborative Statewide and Regional PEV and ZEV Readiness Reports <http://www.pevcollaborative.org/pev-readiness-reports>.
- 8) California Green Building Standards Code California Code of Regulations, Title 24, Part 11, *A4.106.8 Electric vehicle (EV) charging* and *A5.106.5.3 Electric vehicle charging*.
  - a. [http://www.ecodes.biz/ecodes\\_support/free\\_resources/2013California/13Green/PDFs/Appendix%20A4%20-%20Residential%20Voluntary%20Measures.pdf](http://www.ecodes.biz/ecodes_support/free_resources/2013California/13Green/PDFs/Appendix%20A4%20-%20Residential%20Voluntary%20Measures.pdf).
  - b. [http://www.ecodes.biz/ecodes\\_support/free\\_resources/2013California/13Green/PDFs/Appendix%20A5%20-%20Nonresidential%20Voluntary%20Measures.pdf](http://www.ecodes.biz/ecodes_support/free_resources/2013California/13Green/PDFs/Appendix%20A5%20-%20Nonresidential%20Voluntary%20Measures.pdf).
- 9) Plug-in Electric Vehicle Resource Center <http://driveclean.ca.gov/pev/>.
- 10) California Fuel Cell Partnership Road Map <http://cafcp.org/downloads>.
- 11) U.S. Department of Energy, Office of Energy Efficiency & Renewable Energy, Fuel Cell Technologies Office <http://energy.gov/eere/transportation/hydrogen-and-fuel-cells>.

Investment Plan Updates for the Alternative and Renewable Fuel and Vehicle Technology Program display and available for review in the Energy Commission's Library, in addition to

being available at the websites listed above. Library hours are Monday – Friday from 8:30 a.m. to 4:30 p.m., closed for lunch 12:00 – 1:00 p.m. The Library is located at: California Energy Commission, 1516 Ninth Street, First Floor, Sacramento, CA 95814, (916) 654-4292.



## II. Eligibility Requirements

### A. APPLICANT REQUIREMENTS

#### 1. **Eligibility**

This solicitation is open to all California public entities that can meet the requirements of the solicitation. The applicant must be the lead public entity of a regional coordinating council to support the deployment of zero-emission vehicles. The lead public entity must be authorized to accept and administer the award on behalf of the regional coordinating council. The regional coordinating council must be in place before the execution of a grant agreement resulting from the solicitation and regional coordinating councils must consist of a minimum of three California local public entities. Examples of regional coordinating councils for the purposes of this solicitation include: plug-in electric vehicle coordinating councils (PEVCC) and associations of governments.

#### 2. **Terms and Conditions**

Each grant agreement resulting from this solicitation will include terms and conditions that set forth the recipient's rights and responsibilities. By signing the Application Form (Attachment 1), each applicant agrees to enter into an agreement, if awarded, with the Energy Commission to conduct the proposed project according to the terms and conditions that correspond to its organization, without negotiation: (1) University of California 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 <http://www.energy.ca.gov/research/contractors.html>.

Failure to agree to the terms and conditions by taking actions such as failing to sign the Application Form or indicating that acceptance is based on modification of the terms will result in rejection of the application. Applicants must read the terms and conditions carefully. The Energy Commission reserves the right to modify the terms and conditions prior to executing grant agreements.

#### 3. **California Secretary of State Registration**

All corporations, limited liability companies (LLCs), limited partnerships (LPs) and limited liability partnerships (LLPs) are required to be registered and in good standing with the California Secretary of State prior to its project being recommended for approval at an Energy Commission Business Meeting. If not currently registered with the California Secretary of State, applicants 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 successful). For more information, contact the Secretary of State's Office via its website at [www.sos.ca.gov](http://www.sos.ca.gov). Sole proprietors using a fictitious business name must be registered with the appropriate county and provide evidence of registration to the Energy Commission prior to their project being recommended for approval at an Energy Commission Business Meeting.

### B. PROJECT REQUIREMENTS

All projects must be located in California. Specific eligible activities are listed under each funding category (delineated as A, B, C, and D) with the activity title listed in bold-face type.

1. **Category A: ZEV Feasibility Studies:** Feasibility studies will determine the expected and potential growth of zero and near zero battery-electric, plug-in hybrid, and fuel cell electric vehicle growth in the area that could require regional readiness planning activities. Feasibility studies should contain at a minimum:

- Anticipated increases in local ZEV population based on growth in rebates or other metric.
- Activities that may require a more coordinated regional approach, such as installing charging infrastructure or outreach that could increase local ZEV population.
- Estimations of when local ZEV population reaches “critical mass” and would require larger regional coordination and planning.
- Local businesses that could benefit from including charging infrastructure as an amenity to draw travel from outside the region.

**NOTE:** ZEV Feasibility Studies **must** consider electric vehicles and fuel cell electric vehicles, but may include other alternative fuels except propane.

**NOTE:** ZEV Feasibility Studies **must** be limited to only one or more of the following counties: Alpine, Amador, Butte, Calaveras, Imperial, Inyo, Lake, Lassen, Mariposa, Modoc, Mono, Plumas, and Tuolumne. Counties covered by a regional readiness plan (existing or under development) are **not** eligible to be included in a ZEV Feasibility Study.

**NOTE:** Applicants considering applying for a ZEV Feasibility Study are encouraged to consider applying under Category B or D to develop a ZEV Regional Readiness Plan for one or more of the counties not currently covered by an existing plan or a plan under development.

2. **Category B: New ZEV Regional Readiness Plan Development:** Eligible entities may apply for up to \$300,000 to develop a new ZEV regional readiness plan. Plans are limited to electric vehicles and fuel cell electric vehicles. Applicants must demonstrate that they are referring to existing ZEV Readiness Plans for guidance (See Section I, Reference Documents/Information). Examples of eligible activities include, but are not limited to:

- Location analysis of ZEV infrastructure addressing:
  - Regional travel patterns
  - Estimate of investment required
  - Estimate of ZEVs required to support ZEV infrastructure
  - Projections of ZEV deployments within region
- Region-specific guidelines for ZEV infrastructure.
- Region-specific planning data including:
  - Relevant transportation studies
  - Employer/workplace interest
  - Assessment on ZEV-friendly building codes, zoning, parking rules, local ordinances, installation checklists, and streamlining permitting, installation, and inspection processes
  - Plans for ZEV education and training for regional stakeholders

- Developing methodologies targeting disadvantaged communities within selected region
- Plans for ZEV education, training and outreach for regional stakeholders
- Incorporation of ZEVs in Municipal Fleets:
  - Conducting a usage assessment of all vehicles in the municipality to determine which fleet applications are best suited for ZEVs, and a plan for replacing municipal fleets with ZEVs
  - Incorporating future fleet demand considerations into ongoing planning activities for hydrogen refueling infrastructure, in consultation with associated California Air Resources Board (CARB) programs and fleet operators
  - Developing a fuel cell electric vehicle (FCEV) fleet demonstration plan that may include buses. Include longevity, California Highway Patrol (CHP) considerations, and needs for warranties for the equipment.
  - Evaluating public lots for EV charging and hydrogen refueling station sites for municipal fleets

3. **Category C: ZEV Regional Readiness Plan Implementation:** Eligible entities may apply for up to \$300,000 to implement an existing ZEV regional readiness plan. Implementation activities must relate to electric vehicles and fuel cell electric vehicles. Applicants must address how they will target disadvantaged communities within their region. As appropriate, Applicants are strongly encouraged to conduct site-specific analysis and provide recommendations for EVCS sites. Examples of eligible implementation activities include, but are not limited to:

- Developing demographics and vehicle projections and infrastructure siting
- Creating and funding an ombudsman who can provide assistance and liaison activities
- Perform electrical load calculations for potential EVCS sites.
- *ZEV Awareness*
  - Host and participate in “Green Car” shows, Ride and Drives, workshops to promote ZEV awareness for consumers, businesses, and local government officials
  - Develop training, education, and outreach materials
  - Conduct training, education, and outreach

**NOTE:** A maximum of \$50,000 of Energy Commission funding may be utilized for ZEV Awareness activities, which include ZEV related workshops, training, education, and outreach.

- *Permitting and Inspection Process:*
  - Implement the streamlining of permitting and inspection processes, including outreach to city permitting offices and inspectors, development of online permitting and information

- websites, dissemination of best practices and standardization of permit fees
  - Work with the ZEV Infrastructure Project Manager in the Governor's Office of Business and Economic Development to facilitate and accelerate the permitting and establishment of fast charging infrastructure
  - Develop guidelines for streamlining the permitting of EV charging stations
  - Determine requirements for ZEV station permitting (i.e., plot plans and equipment plans)
  - Conduct outreach to city/county permitting offices and inspectors.
  - Analyze and evaluate permit applications
  - Developing methods to streamline the process to install infrastructure for EV charging and hydrogen refueling
- *Siting:*
- Evaluate potential charging infrastructure host sites. Refer to existing ZEV regional infrastructure plans if available and involve the relevant utility company if applicable.
- *ZEV Installation Process:*
- Coordinate with contractors, inspectors and utilities to improve charging station installation process in residential multi-unit dwellings, public sites, workplaces, and corridors
  - Survey potential host sites
  - Survey workplaces to determine ZEV demand and/or interest
  - Develop methods to streamline the process to install ZEV infrastructure
- *Signage:*
- Install directional "trailblazer" signage on local streets and roadways and/or signage at public ZEV charging stations. Trailblazer signs must be fixed, retro-reflective signs consistent with the most recent edition of the California Manual on Uniform Traffic Control Devices (CA MUTCD) (Chapters 2B and 2I), and Traffic Operations Policy Directive #13-01: <http://www.dot.ca.gov/hq/traffops/policy/13-01.pdf>.
- Existing Infrastructure:
- Evaluate existing infrastructure for repair and/or upgrades
- *Voluntary Local Government Code Adoption and Training:*
- Adopt voluntary residential and/or nonresidential measures in California Green Building Standards Code California Code of Regulations, Title 24, Part 11, A4.106.8 Electric vehicle (EV) charging and A5.106.5.3 Electric vehicle charging. This activity may provide training to city planners, city permitting staff, inspectors, and builders to implement codes. **NOTE: A maximum of \$60,000 of Energy Commission funding per application may be utilized for Local Government Code Adoption and Training.**

- *Safety Assessments:*
  - Develop First Responders Guidelines for responding to incidents in the vicinity of hydrogen refueling stations

4. **Category D: Plan Development and Implementation Combination:** Eligible entities may apply for up to \$300,000 to both develop and implement a ZEV regional readiness plan consistent with the applicable requirements and restrictions specified for Category B and C projects.

## **C. MATCH FUNDING REQUIREMENTS**

There is no match funding requirement under this solicitation for all categories.

### III. Application Format, Required Documents, and Delivery

#### A. 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 the Energy Commission to evaluate each application uniformly and fairly. Applicants must follow all application format instructions, answer all questions, and supply all requested data.

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 and printed back-to-back.

#### B. METHODS FOR DELIVERY

##### 1. Electronic Submission through the Grant Solicitation System

The preferred method of delivery for this solicitation is the Energy Commission's Grant Solicitation System, available at: <https://gss.energy.ca.gov/>. This online tool allows applicants to submit their electronic documents to the Energy Commission prior to the date and time specified in this solicitation. Electronic files must be in Microsoft Word XP (.doc format) and Excel Office Suite formats unless originally provided in the solicitation in another format. Attachments requiring signatures may be scanned and submitted in PDF format. Completed Budget Forms, Attachment 5, must be in Excel format.

***The system will not allow applications to be submitted after the due date and time.***

First time users must register as a new user to access the system. Applicants will receive a confirmation email after all required documents have been successfully uploaded. A tutorial of the system will be provided at the pre-application workshops and you may contact the Commission Agreement Officer identified in the Questions section of the solicitation for more assistance.

##### 2. Hard Copy Submittals

a. ***Delivery:*** Although not preferred, an applicant may deliver a hard copy of an application by:

- U.S. Mail
- In Person
- Courier service

Applications submitted in hard copy must be delivered to the Energy Commission Contracts, Grants and Loans Office during normal business hours and prior to the date and time specified in this solicitation. Applications received after the specified date and time are considered late and will not be accepted. There are no exceptions. Postmark dates of mailing, E-mail and facsimile (FAX) transmissions are not acceptable in whole or in part, under any circumstances.

***There is no need to submit a hard copy of an application that is submitted through the Grant Solicitation System.***

- b. ***Number of Copies for Hard Copy Submittals:*** Applicants may submit only an original application. No additional hard copies of the application are needed.
- c. ***Electronic Copies:*** Applicants must also submit electronic files of the application on ***CD-ROM or USB memory stick*** along with the hard copy submittal. Only one CD-ROM or USB memory stick is needed. Electronic files must be in Microsoft Word XP (.doc or .docx) and Excel Office Suite formats (.xps or .xlsx). Completed Budget Forms, Attachment 5, must be in Excel format.
- d. ***Packaging and Labeling for Hard Copy Submittals:*** The original application must be labeled "Grant Funding Opportunity GFO-16-601," and include the title of the application. The application should be bound only with a binder clip.

Deliver your application in a sealed package and label as follows:

Person's Name, Phone # Applicant's Name Street Address City, State, Zip Code FAX #	California Energy Commission Contracts, Grants & Loans Office Attn: GFO-16-601 1516 Ninth Street, MS-18 Sacramento, California 95814
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### **C. PAGE LIMITATIONS**

- 1. Project Narratives are limited to 10 pages.
- 2. Activity Description Sheets (Attachment 1-a) for applications applying under Category C, ZEV Regional Readiness Plan Implementation and Category D, Plan Development and Implementation Combination are limited to ***5 pages maximum***.
- 3. Letter(s) of Support (optional) are limited to ***2 pages maximum for each***.
- 4. Resumes (optional) are limited to ***2 pages maximum for each activity***.

Information provided beyond the specified page limitations may not be reviewed and evaluated.

## D. APPLICATION ORGANIZATION

Item	Attachment Number (if applicable)
Application Form	Attachment 1
Table of Contents	N/A
Project Narrative	N/A
Activity Description Sheet(s)	Attached 1-a
Scope of Work	Attachment 2
Schedule of Products and Due Dates	Attachment 4
Budget Forms	Attachment 5
Contact List	Attachment 6
Letters of Support/Commitment	N/A
CEQA Worksheet	Attachment 7
Localized Health Impacts Information Form	Attachment 8

### 1. Application Form

Applicants must include a complete and signed Application Form, Attachment 1. The application must include an original Application Form signed by an authorized representative of the applicant's organization. This signature certifies that all information in the application is correct and complete to the best of the applicant's knowledge **AND** that the applicant has read the Terms and Conditions and will accept them without negotiation if awarded. This signature also authorizes the California Energy Commission to independently verify information contained in the application and obtain a credit report on the applicant's organization.

### 2. Table of Contents

The application should include a table of contents to allow the evaluation committee to easily locate information within the application.

### 3. Project Narrative

The Project Narrative should include 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 should address each of the applicable technical screening criteria (i.e., the category-specific technical screening criteria under which the application is submitted) described in this solicitation by providing sufficient, unambiguous detail so that the evaluation team will be able to evaluate the application.

Additionally, applications proposing to develop a ZEV Regional Readiness Plan (Categories B and D) will need to provide

- Specific region to be covered by the proposed plan.
- Current status of ZEV infrastructure within region.
- Barriers to ZEV adoption, including specific regional barriers.
- Strategies to advance ZEV adoption within the region.
- Steps necessary to support ZEV deployments near-term (within 2 years), mid-term (2-5 years) and long-term (5-10 years).

4. **Activity Description Sheet(s):**

Applications proposing to plan implementation activities (under Categories C and D) must complete one or more Activity Description Sheets (Attachment 1-a). Each individual implementation activity (see Section II Eligible Projects) must have a separate and distinct Activity Description Sheet. Implementation activities described in the Activity Description Sheet(s), **must** address all technical screening criteria listed in Section IV, Table 3: Category C ZEV Regional Readiness Plan Implementation.
5. **Scope of Work**

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.
6. **Schedule of Products and Due Dates**

Applicants must include a completed Schedule of Products and Due Dates (Attachment 4). All work must be scheduled for completion by no later than March 31, 2020, to allow timely processing of final invoices before the liquidation date of the funds. Instructions for the Schedule of Products and Due Dates are included in Attachment 4. Electronic files for the Schedule of Products and Due Dates must be in MS Excel.
7. **Budget Forms**
  - a. The applicant must submit information on **all** budget forms contained in Attachment 5. All budget forms are required because they will be used for the agreement prepared with the winning applicant(s). A separate set of complete budget forms, including the full set of worksheets, is required for the Applicant and for each subcontract containing: 1) \$100,000 or more of Energy Commission funds; or 2) 25% or more of the total Energy Commission funds requested.
  - b. Detailed instructions for completing these forms are included at the beginning of Attachment 5.
  - c. Rates and personnel shown must reflect rates and personnel charge 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. The rates proposed are considered capped and shall not change during the term of the agreement. The Recipient shall only be reimbursed for their **actual** rates up to these rate caps. The hourly or monthly rates provided shall be unloaded (before fringe benefits or indirect costs).

- d. The information provided in these forms will **not** be kept confidential.
- e. All reimbursable expenditures must be expended within the approved term of the funding agreement. Expenditures may be counted as match share only after the Energy Commission 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 prior to the full execution of a funding agreement are made at the applicant's own risk.
- f. The Budget should allow for the expenses of a Kick-off Meeting, at least one (1) Critical Project Review meeting, and a Final meeting. It is anticipated that meetings will be conducted at the Energy Commission located in Sacramento, CA.
- g. Applicants should budget for permits, insurance, etc. The Energy Commission will not reimburse expenditures for permitting or insurance. However, these expenditures can be included as match share expenditure.
- h. The Budget should allow for the preparation and submission of monthly progress reports (1-2 pages each) during the approved term of the agreement, and a Final Report. Instructions for preparing the Final Report will be provided to successful applicants.
- i. 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 Energy Commission funds will require disposition of purchased equipment at the end of the project. Typically, Grant Recipients may continue to utilize equipment purchased with Energy Commission 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.***
- j. The Budget must reflect estimates for **actual** costs to be incurred during the approved term of the project. The Energy Commission can only approve and reimburse for actual costs that are properly documented in accordance with the Grant Terms and Conditions.
- k. 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. Subcontractors (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 further subcontracted to other entities (i.e., profit, fees and markups are not allowed on subcontractor expenses). For example, if a subcontractor has \$100,000 in actual allowable costs but has further subcontracted \$20,000 to another entity, then the subcontractor can only include up to 10% profit on \$80,000 (\$100,000 minus \$20,000). See terms and conditions for more information on allowable costs.

I. **IMPORTANT - Payment of Prevailing Wage:** Applicants must read and pay particular attention to the Terms and Conditions (Attachment 9) and the 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 agreement, disruption of projects, and other complications.

8. **Contact List**

Applicants must include a completed Contact List (Attachment 6) by including the appropriate points of contact for the Applicant. The Energy Commission will complete the Energy Commission points of contact during agreement development.

9. **Letters of Support/Commitment**

Applicants should include appropriate letters of support/commitment. Letters should include sufficient contact information so the Energy Commission is able to efficiently contact the letter writer, as necessary. Letters should be limited to 2 pages maximum each.

a. **Key Project Partners (mandatory if applicable):** Key project partners identified in the application must provide letters demonstrating their commitment to the proposed project and their ability to fulfill their identified roles.

b. **Third-party Match Share Contributors (mandatory if applicable):** Any third-party match share contributors must identify the intended amount of match, the funding source(s), and state that the match share contributor will provide the identified match funding. Letters of commitment from third party match share contributors must contain a telephone number to allow the Energy Commission to contact the match share partner or representative to confirm their authority to commit matching funds to the proposed project.

c. **Letters of Support (optional):** 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.

10. **CEQA Worksheet**

Applicants must include a completed CEQA Worksheet (Attachment 7). The Energy Commission 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 the Energy Commission 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 proposal.

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 their 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 (letter or e-mail) from the local agency explaining why not.

11. **Localized Health Impacts Information Form**

Applicants must complete and submit a Localized Health Impacts Information Form (Attachment 8). The Energy Commission requires this information to assist in developing and publishing a localized health impact report.

## IV. Evaluation Process and Criteria

### A. APPLICATION EVALUATION

This section explains how the applications will be evaluated.

Applications will be evaluated based on responses to the information requested in this solicitation. The entire evaluation process from receipt of applications to posting of the Notice of Proposed Award is confidential.

To evaluate all applications, the Energy Commission will organize an Evaluation Committee. The Evaluation Committee may consist of Energy Commission 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.

#### 2. Administrative Screening Criteria

<b>SCREENING CRITERIA</b> <i>The Application must pass ALL administrative screening criteria.</i>	<b>Pass/Fail</b>
1. The application is received by the Energy Commission's Contracts, Grants, and Loans Office by the due date and time specified in the "Key Activities Schedule" in Part I of this solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
2. The Application Form (Attachment 1) is signed where indicated.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
3. The requested funding does not exceed the maximum funding award specified in Part I of this solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
4. The budget forms are filled out completely.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
5. The application does not contain any confidential information or identify any portion of the application as confidential.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
6. The applicant has not included a statement or otherwise indicated that it will not accept the terms and conditions, or that acceptance is based on modifications to the terms and conditions.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
7. The applicant agrees to the Terms and Conditions (Attachment 9) and to meet all requirements of the solicitation by signing the Application Form.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

#### 3. Technical Screening Criteria

**Table 1 -- Technical Screening Criteria for Category A: ZEV Feasibility Studies**

Criteria	Solicitation Section
1 The Applicant is an Eligible Applicant.	II
2 The project is an Eligible Project.	II
3 The Application Form identifies the project region and includes a	III

	project description including project goals and quantitative and measurable objectives to be achieved.	
4	Applicant is in regions without an existing regional readiness plan.	II
5	Feasibility studies consider electric vehicles and fuel cell electric vehicles, but may include other alternative fuels except propane.	II
6	The following counties are eligible: Alpine, Amador, Butte, Calaveras, Imperial, Inyo, Lake, Lassen, Mariposa, Modoc, Mono, Plumas, and Tuolumne	II

**Table 2 -- Technical Screening Criteria for Category B: New ZEV Regional Readiness Plan Development**

Criteria		Solicitation Section
1	The Applicant is an Eligible Applicant.	II
2	The project is an Eligible Project.	II
3	Application describes specific region covered by the proposed plan.	III
4	Application contains information regarding current status of ZEV infrastructure within the proposed region.	III
5	Applicant identifies barriers to ZEV adoption in selected region.	III
6	Applicant proposes strategies to advance ZEV adoption within the selected region.	III

**Table 3 -- Technical Screening Criteria for Category C: ZEV Regional Readiness Plan Implementation**

Criteria		Solicitation Section
1	The Applicant is an Eligible Applicant.	II
2	The project is an Eligible Project.	II
3	The Application Form identifies the project region and includes a project description including project goals and quantitative and measurable objectives to be achieved.	III
4	If applicable, Application abides by trailblazer signage guidelines set forth in Section II.B.3.	II
5	Application provides a separate Activity Description Sheet for each selected activity (Attachment 1-a) which includes the requested funding amount for the activity with justification on why the amount is the appropriate level for the proposed activity, a summary of the selected activity, and how the activity will be conducted.	III
6	Applicants must demonstrate that the proposed project is coordinated and consistent with an existing ZEV Readiness Plan.	III

**Table 4 -- Technical Screening Criteria for Category D: Plan Development and Implementation Combination**

Criteria		Solicitation Section
1	The Applicant is an Eligible Applicant.	II
2	The project is an Eligible Project.	II
3	For new plan development, address technical screening criteria in Table 2.	Table 2
4	For implementation activities, address technical screening criteria in Table 3.	Table 3

**4. Grounds to Reject an Application**

In addition to the Screening Criteria identified within this solicitation, the Energy Commission reserves the right to reject an application and/or cancel an award if at any time during the application or agreement process the following circumstances are discovered:

- a. The application contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the applicant.
- b. 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.
- c. The application does not literally comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.

**5. Clarification Interviews**

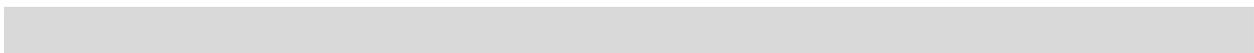
The Evaluation Committee reserves the right to schedule a clarification interview with an applicant that will either be held by telephone or in person at the Energy Commission for the purpose of clarification and verification of information provided in the application. However, these interviews may not be used to change or add to the contents of the original application. Applicants will not be reimbursed for time spent answering clarifying questions.

**B. NOTICE OF PROPOSED AWARDS**

The results of the evaluation will be posted in a Notice of Proposed Awards (NOPA) and will include the recommended funding level and the rank order of applicants. The Energy Commission will post the NOPA at the Energy Commission’s headquarters in Sacramento, publish the NOPA on the Energy Commission’s website, and mail the NOPA to all parties that submitted an application.

**C. DEBRIEFINGS**

Unsuccessful applicants may request a debriefing after the release of the NOPA. A request for debriefing must be received no later than 15 days after the NOPA is released.



## V. Administration

### A. 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
CEQA	California Environmental Quality Act
Energy Commission	California Energy Commission
EVCS	Electric Vehicle Charging Station
EVSE	Electric Vehicle Supply Equipment
FCEV	Fuel Cell Electric Vehicle
NOPA	Notice of Proposed Awards
PEVCC	Plug-in Electric Vehicle Coordinating Council
PEV	Plug-in Electric Vehicle
Solicitation	Grant Funding Opportunity, which refers to this entire solicitation document and all its attachments and exhibits
State	State of California
ZEV	Zero-Emission Vehicle

### B. COST OF DEVELOPING APPLICATION

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

### C. CONFIDENTIAL INFORMATION

The Energy Commission will not accept or retain any applications that have any portion marked confidential.

### D. SOLICITATION CANCELLATION AND AMENDMENTS

It is the policy of the Energy Commission 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, the Energy Commission reserves the right to do any of the following:

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

If the solicitation is amended, the Energy Commission will send an addendum to all parties who requested the solicitation and will also post it on the Energy Commission's website at [www.energy.ca.gov/contracts](http://www.energy.ca.gov/contracts).

### E. ERRORS

If an applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the applicant shall immediately notify the Energy Commission of such error in writing and request modification or clarification of the document. Modifications or clarifications will be

given by written notice of all parties who requested the solicitation, without divulging the source of the request for clarification. The Energy Commission shall not be responsible for failure to correct errors.

#### **F. MODIFYING OR WITHDRAWAL OF APPLICATION**

An applicant may, by letter to the Commission Agreement Officer at the Energy Commission, withdraw or modify a submitted application 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.”

#### **G. IMMATERIAL DEFECT**

The Energy Commission may waive any immaterial defect or deviation contained in an applicant’s application. The Energy Commission’s waiver shall in no way modify the application or excuse the successful applicant from full compliance.

#### **H. DISPOSITION OF APPLICANT’S DOCUMENTS**

The entire evaluation process from receipt of applications up to the posting of the Notice of Proposed Award is confidential. On the Notice of Proposed Award posting date, or date of solicitation cancellation, all applications and related material submitted in response to this solicitation become a part of the property of the State and public record. Applicants who want any work examples they submitted with their applications returned to them shall make this request and provide either sufficient postage or a Courier Charge Code to fund the cost of returning the examples.

#### **I. 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 must take the responsibility to carefully read the entire solicitation, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, and make sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

#### **J. AGREEMENT REQUIREMENTS**

The content of this solicitation shall be incorporated by reference into the final agreement. See the sample agreement terms and conditions included in this solicitation.

The Energy Commission reserves the right to negotiate with applicants to modify the project scope, the level of funding, or both. If the Energy Commission is unable to successfully negotiate and execute a funding agreement with an applicant, the Energy Commission, at its sole discretion, reserves the right to cancel the pending award and fund the next highest ranked eligible project.

The Energy Commission must formally approve all proposed grant awards. ARFVTP agreements for over \$75,000 must be scheduled and considered at an Energy Commission Business Meeting for approval by the Energy Commission.

Public agencies that receive funding under this solicitation must provide an authorizing resolution approved by their governing authority to enter into an agreement with the Energy Commission and designating an authorized representative to sign.

The Energy Commission will send the approved agreement, including the general Terms and Conditions and any additional terms and conditions, to the grant recipient for review, approval, and signature. Once the grant recipient signs, the Energy Commission will fully execute the agreement. Recipients are approved to begin the project only after full execution of the agreement.

**K. No AGREEMENT UNTIL SIGNED AND APPROVED**

No agreement between the Energy Commission and the successful applicant is in effect until the agreement is signed by the Recipient, approved at an Energy Commission Business Meeting, and signed by the Energy Commission representative.

The Energy Commission reserves the right to modify the award documents prior to executing the agreement.