

2.10 California Energy Commission Grant Application for Government Fleet Charging Infrastructure.

Recommendation:

Adopt a resolution authorizing the City Manager or her designee, to file an application with the California Energy Commission for its Charging Infrastructure for Government Fleets grant; and if awarded, negotiate and execute a grant agreement and related documents for up to \$6,000,000 from the California Energy Commission and up to \$3,000,000 in City matching funds for a total project cost of up to \$9,000,000 to install 100 electric vehicle charging ports for the City of San José fleet, commencing upon the date of the California Energy Commission's approval of award and the parties' mutual execution of the approved agreement, with all work to be scheduled for completion by no later than June 30, 2028.

CEQA: Not a Project, File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in a potentially significant physical impact on the environment. (Energy/Public Works)



COUNCIL AGENDA: 3/26/24
FILE: 24-74754
ITEM: 2.10

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Lori Mitchell
Matt Loesch

SUBJECT: SEE BELOW

DATE: March 4, 2024

Approved

Date

3/12/24

**SUBJECT: CALIFORNIA ENERGY COMMISSION GRANT APPLICATION
FOR GOVERNMENT FLEET CHARGING INFRASTRUCTURE**

RECOMMENDATION

Adopt a resolution authorizing the City Manager, or her designee, to file an application to the California Energy Commission for its Charging Infrastructure for Government Fleets grant; and if awarded, negotiate and execute a grant agreement and related documents for up to \$6 million from the California Energy Commission and up to \$3 million in City matching funds for a total project cost of up to \$9 million to install 100 electric vehicle charging ports for the City of San José fleet, commencing upon the date of the California Energy Commission's approval of award and the parties' mutual execution of the approved agreement, with all work to be scheduled for completion by no later than June 30, 2028.

SUMMARY AND OUTCOME

Approval of the recommendation enables the City, if awarded, to accept funding from the California Energy Commission's Charging Infrastructure for Government Fleets grant opportunity to install electric vehicle charging infrastructure. San José Clean Energy would commit to provide up to \$3 million in order to be eligible to receive up to \$6 million from the California Energy Commission for the installation of 100 Level 2 and Direct Current Fast Charging ports at City facilities. If awarded, the City Manager, or her designee, would be required to enter into a grant award agreement(s) with the California Energy Commission under the terms and conditions incorporated into the grant program solicitation, and the equipment must be installed by no later than June 30, 2028. Although the chargers will be primarily utilized by City fleet vehicles, a portion of the chargers will also be made available to the public and City staff.

This action would enable the City Manager, or her designee, to apply for funding and execute grant documents required by the California Energy Commission if the City's application is successful. Funds then would be appropriated in the San José Clean Energy Fund. Staff estimates the \$9 million is sufficient to cover all hard and soft costs to deliver the program. Program costs in excess of the \$9 million will need to be identified by other funding sources.

BACKGROUND

State rules and the City's climate goals are propelling the electrification of the City of San José fleet and the installation of supporting electric vehicle charging infrastructure. In August 2022, the California Air Resources Board established the Advanced Clean Cars rule that will rapidly scale down the availability of new cars that run on gas, and by 2035, only zero-emission new cars and light trucks will be for sale in California.¹ San José's pathway to Carbon Neutrality by 2030 accelerated the City's Climate Smart goals to transition 79-88% of passenger vehicles to zero-emission versions by 2030 and to reduce commute trips taken in single-occupancy vehicles.² In April 2023, the California Air Resources Board adopted the Advanced Clean Fleet rule, which requires many fleets in the state, including local government fleets, to begin to transition medium and heavy-duty vehicles to zero-emission options, including electric and hydrogen, starting in 2024.³

The Department of Public Works manages the City's fleet and associated equipment, including 2,900 active assets of which 2,100 are vehicles utilized across all City buildings. All-electric and hybrid vehicles make up nearly 12% of the City's fleet inventory, equating to nearly 250 vehicles, with 200 current charging stations throughout Citywide facilities and another 20 charging stations coming online with the new Fire Training and Emergency Operations Center.

Federal, state, and local programs are providing billions in grant funding to municipalities to install electric vehicle charging infrastructure over the next years. The departments of Energy, Public Works, and Transportation are collaborating on grant funding opportunities. Staff envisions applying for grants to install chargers on City properties for fleet, public, and City staff use – including for shared services like electric bikeshare – particularly in low-income communities with little to no public charging infrastructure.

In December 2023, the California Energy Commission issued the \$30 million Charging Infrastructure for Government Fleets (GO-23-606) grant opportunity for single government entities to deploy electric vehicle charging infrastructure to support light-duty government fleets. Governments must install a minimum of 100 charging ports and provide at least 30% match

¹ [California Air Resources Board Press Release August 25, 2022](#)

² According to the [California Energy Commission](#), Santa Clara County leads the state in electric vehicle adoption; more than 43% of new cars purchased this year have been electric.

³ [California Air Resources Board Press Release April 28, 2023](#). The California Air Resources Board has not set a rule requiring fleets to transition light-duty vehicles to zero-emissions options. However, fleets face the market conditions created by California Air Resources Board's Advanced Clean Cars rule.

share, receiving the lesser of \$6 million or 70% of project costs.⁴ There are also cost caps for funding applicants can receive for each type of charger: \$12,500 for a Level 2 port and \$100,000 for a Direct Current Fast Charger port. The charging infrastructure does not need to be available for the public, but it may be publicly available; likewise, the infrastructure project does not need to target low-income and disadvantaged communities, but such projects will be prioritized during the site selection process.

The application is due April 5, 2024. The California Energy Commission is expected to issue awards in the third quarter of calendar year 2024. Successful applicants will seek reimbursement for the California Energy Commission's cost share by documenting all expenditures and submitting receipts on a quarterly basis. All installation work must be scheduled for completion by June 30, 2028.

ANALYSIS

In December 2023, the departments of Public Works and Energy hired a consultant to develop a City of San José fleet electrification master plan in collaboration with staff from the Department of Transportation. This consultant is analyzing the fleet's vehicle inventory, utilization, and domicile data and the electrical drawings and usage of City buildings to develop a prioritized list of sites for Level 2 and Direct Current Fast Charger installation. The consultant will assist City staff in developing grant applications using this analysis and consideration of the City's goal to provide equitable access to charging infrastructure and affordable charging rates across the city.⁵

For the California Energy Commission grant, staff is considering applying for funding for 54 Direct Current Fast Charger charging ports and 46 Level 2 charging ports, for a total of 100 charging ports. Upon authorization from City Council by this action's resolution, the City Manager, or her designee, will file an application and execute documents on behalf of the City, committing to provide an amount not-to-exceed \$3 million in funds, provided that the City is awarded matching funding in an amount up to \$6 million, as well as confirming the City of San José's commitment to enter into a grant award agreement subject to the requirements of the California Energy Commission's Charging Infrastructure for Government Fleets grant opportunity solicitation document, a copy of which is included in the **Attachment**. The solicitation document incorporates the California Energy Commission's standard terms and conditions⁶ and is to be incorporated by reference into any final grant award agreement. By providing the authorizations and certifications under the solicitation document, the City would also commit to agree to enter into an agreement with the California Energy Commission to

⁴ An electric vehicle charging station can be single port (capable of charging one electric vehicle) or dual port (capable of charging two electric vehicles simultaneously).

⁵ More on the drivers behind this goal and the City's work plan to achieve them can be found in the [Memo to Transportation and Environment Committee \(Departments of Energy, Public Works, and Transportation\), November 13, 2023](#)

⁶ The California Energy Commission reserves the right to modify those terms and conditions prior to executing grant award agreements.

conduct the proposed project according to those standard terms and conditions without negotiation.⁷

The application will identify several sites for the chargers, including Department of Public Works-operated service and corporation yards, downtown garages, police sites, community centers, and libraries. Staff will work with the consultant to identify sites and charger types that would best meet fleet needs, fill in charging access gaps for the community, and whose installation and electrical infrastructure upgrade costs are projected to fall within the approximately \$9 million funding provided by the California Energy Commission and San José Clean Energy. If successful, this grant would be one of several investments needed in the coming years to meet fleet demand for electric vehicle charging.

EVALUATION AND FOLLOW-UP

Staff will issue an information memorandum if awarded the grant by the California Energy Commission.

COST SUMMARY/IMPLICATIONS

To receive the full funding amount, the City of San José will need to submit an application to the California Energy Commission confirming its commitment to expend approximately \$3 million on the program (contingent upon the award of matching funds). This will then allow the City of San José to be eligible to receive approximately \$6 million in matching California Energy Commission reimbursement funds. The California Energy Commission is expected to issue awards in the third quarter of calendar year 2024, or at the beginning of fiscal year 2024-2025. If the grant is awarded, recommended budget adjustments in the San José Clean Energy Fund will be brought forward for City Council consideration as part of the 2023-2024 Annual Report process. The City's consultant is analyzing and recommending sites such that the capital expenditure for the electric vehicle charging equipment and installation is expected to be covered by the California Energy Commission grant funding and San José Clean Energy match funding estimated at \$3 million. The project would require the installation of no less than 100 charging ports. Staff estimates that the total cost (both hard and soft) will not exceed the total amount of funding. However, if the project costs exceed the California Energy Commission and San José Clean Energy funding, staff will return to City Council seeking appropriation approval from alternative funding sources.

Timely with the completion of charger installations, the Department of Public Works will contract with provider(s) for ongoing operations and maintenance. Electric vehicle chargers are expected to last approximately 10 years. The cost of operations and maintenance and electricity will be factored into the charging retail rates paid by public and fleet users of the chargers with the aim of cost recovery on an annual basis. The City will also collect Low Carbon Fuel Standard

⁷ The California Energy Commission reserves the right to negotiate with applicants to modify the project scope, the level of funding, or both.

HONORABLE MAYOR AND CITY COUNCIL

March 4, 2024

Subject: California Energy Commission Grant Application for Government Fleet Charging Infrastructure

Page 5

credit revenue from the operation of the chargers, which must be reinvested into transportation electrification projects.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office, City Manager's Budget Office, and the Department of Transportation.

PUBLIC OUTREACH

This memorandum will be posted on the City's Council Agenda website for the March 26, 2024 City Council meeting.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input is associated with this action.

CEQA

Not a Project, File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in a potentially significant physical impact on the environment.

PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/
LORI MITCHELL
Director, Energy

/s/
MATT LOESCH
Director, Public Works

For questions, please contact Kate Ziemba, Senior Environmental Program Manager, Energy Department at kate.ziemba@sanjoseca.gov.

ATTACHMENT - California Energy Commission's Charging Infrastructure for Government Fleets Grant Opportunity Solicitation

Attachment

GRANT FUNDING OPPORTUNITY

Clean Transportation Program

Charging Infrastructure for Government Fleets



GFO-23-606

[Solicitation Information](https://www.energy.ca.gov/funding-opportunities/solicitations)

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

State of California

California Energy Commission

December 2023

Table of Contents

I. INTRODUCTION	1
A. PURPOSE OF SOLICITATION	1
B. BACKGROUND	1
C. COMMITMENT TO DIVERSITY	2
D. KEY ACTIVITIES AND DATES	2
E. HOW AWARD IS DETERMINED	3
F. AVAILABILITY OF FUNDS	3
G. MAXIMUM AWARD AMOUNTS	3
H. MAXIMUM NUMBER OF APPLICATIONS	3
I. PRE-APPLICATION WORKSHOP	3
J. PARTICIPATION THROUGH ZOOM	4
K. QUESTIONS	4
L. CONTACT INFORMATION	5
M. REFERENCE DOCUMENTS	5
II. ELIGIBILITY REQUIREMENTS	7
A. APPLICANT REQUIREMENTS	7
B. PROJECT REQUIREMENTS	9
C. MATCH FUNDING REQUIREMENTS	15
D. UNALLOWABLE COSTS (REIMBURSABLE OR MATCH SHARE)	18
III. APPLICATION FORMAT, REQUIRED DOCUMENTS, AND DELIVERY	20
A. REQUIRED FORMAT FOR AN APPLICATION	20
B. METHOD FOR DELIVERY	20
C. APPLICATION CONTENT	21
IV. EVALUATION PROCESS AND CRITERIA	33
A. APPLICATION EVALUATION	33
B. NOTICE OF PROPOSED AWARDS	35
C. DEBRIEFING	36
D. SCORING SCALE	36
E. EVALUATION CRITERIA	38
BONUS POINTS	40
F. TIE BREAKERS	40
V. ADMINISTRATION	41
A. DEFINITION OF KEY WORDS	41
B. COST OF DEVELOPING APPLICATION	42
C. CONFIDENTIAL INFORMATION	42
D. SOLICITATION CANCELLATION AND AMENDMENTS	42
E. ERRORS	42
F. MODIFYING OR RECALLING AN APPLICATION	43
G. IMMATERIAL DEFECT	43
H. DISPOSITION OF APPLICANT'S DOCUMENTS	43
I. APPLICANTS' ADMONISHMENT	43
J. AGREEMENT REQUIREMENTS	43
K. NO AGREEMENT UNTIL SIGNED AND APPROVED	44
L. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS	44

Attachments

- 1 Scope of Work Template
- 2 Scope of Work Instructions
- 3 Schedule of Products and Due Dates
- 4 Budget Forms
- 5 Contact List
- 6 California Environmental Quality Act (CEQA) Worksheet
- 7 Localized Health Impacts Information
- 8 Past Performance Reference Form
- 9 Applicant Declaration
- 10 Special Terms and Conditions for California Native American Tribes and California Tribal Organizations Serving California Native American Tribes with Sovereign Immunity

I. Introduction

A. PURPOSE OF SOLICITATION

This is a competitive grant solicitation. The California Energy Commission's (CEC's) Clean Transportation Program announces the availability of up to \$30 million in grant funds for projects that will provide electric vehicle charging infrastructure for light-duty government fleets. The purpose of the Charging Infrastructure for Government Fleets Solicitation is to:

- Support electrification of government fleets in California by providing reliable and readily accessible electric vehicle charging infrastructure dedicated for these fleets.
- Support local government goals of sustainability and/or climate action plans.
- Reduce vehicle emissions in disadvantaged and/or low-income communities.

B. BACKGROUND

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

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

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

- Develop and deploy zero-emission technology and fuels in the marketplace where feasible and near-zero emission technology and fuels elsewhere.
- Produce alternative and renewable low-carbon fuels in California.
- Deploy zero-emission fuel infrastructure, fueling stations, and equipment where feasible and near-zero-emission fuel infrastructure, fueling stations, and equipment elsewhere.

- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

C. COMMITMENT TO DIVERSITY

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

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

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. Times listed are Pacific Standard Time or Pacific Daylight Time, whichever is being observed.

ACTIVITY	ACTION DATE
Solicitation Release	December 21, 2023
Pre-Application Workshop*	January 10, 2024
Deadline for Written Questions* by 5:00 p.m.	January 26, 2024
Anticipated Distribution of Questions/Answers	Week of February 5, 2024
Support for Application Submission in the Energy Commission Agreement Management System (ECAMS) until 5:00 p.m.	Ongoing until April 5, 2024
Deadline to Submit Applications by 11:59 p.m.*	April 5, 2024
Anticipated Notice of Proposed Awards Posting	Q2** 2024
Anticipated CEC Business Meeting	Q3** 2024

**Quarters:

- Q1: January 1 - March 31
- Q2: April 1 - June 30
- Q3: July 1 - September 30
- Q4: October 1 - December 31

E. HOW AWARD IS DETERMINED

Applicants passing administrative and technical screening will compete based on evaluation criteria and will be scored and ranked based on those criteria. Unless CEC exercises any of its other rights regarding this solicitation (e.g., to cancel the solicitation or reduce funding), applications obtaining at least the minimum passing score will be recommended for funding in ranked order until all funds available under this solicitation are exhausted.

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

F. AVAILABILITY OF FUNDS

A total of \$30 million is available for awards under this solicitation. CEC, at its sole discretion, reserves the right to increase or decrease the amount of funds available under this solicitation.

G. MAXIMUM AWARD AMOUNTS

Projects are eligible for CEC funding up to 70% of the total project costs or \$6 million, whichever is less.

H. MAXIMUM NUMBER OF APPLICATIONS

Applicants may submit multiple applications under this solicitation. Each application must be separate and distinct, serve a separate government entity, and adhere to all requirements contained in this solicitation. A single application may include multiple fleets under the same government entity (e.g. Police Departments, Fire Departments, Parks and Recreation, Waste Departments, etc.).

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 remotely through Zoom at the date, time and location listed below. Please call the Commission Agreement Officer (CAO) listed below or refer to [CEC's solicitation information website](https://www.energy.ca.gov/funding-opportunities/solicitations) at <https://www.energy.ca.gov/funding-opportunities/solicitations> to confirm the date and time.

January 10, 2024

10:00am – 12:00pm

Via Zoom

J. PARTICIPATION THROUGH ZOOM

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

Zoom Instructions:

To join this workshop, go to Zoom at:

<https://energy.zoom.us/j/88581971455?pwd=aHFIWXA0dEFOVkJQ5cFhFaXliTjFrQT09>. You may also access the workshop by going to the [Zoom webpage](#) at <https://join.zoom.us> and enter the unique meeting ID and password below:

Meeting ID: 885 8197 1455

Meeting Password: Fleets@10

Topic: Charging Infrastructure for Government Fleets Pre-Application Workshop

Telephone Access Only:

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

Access by Mobile Device:

Download the application from the [Zoom Download Center](#), <https://energy.zoom.us/download>.

Technical Support:

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

To determine whether your computer is compatible with Zoom, visit [the Zoom support website](#) at <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>.

K. QUESTIONS

During the solicitation process, for questions only related to submission of applications in ECAMS, please contact ECAMS.SalesforceSupport@energy.ca.gov. By contacting this email address, Applicants will be able to access a team of technical assistants who can answer questions about application submission. Please also see Section III for additional information about ECAMS.

Applicants may ask questions at the Pre-Application Workshop and may submit written questions via e-mail to the CAO listed in the following section. However, all technical questions must be received by the deadline listed in the “Key Activities and Dates” table above. Questions received after the deadline may be answered at the CEC's discretion. Non-technical questions (e.g., questions concerning application format requirements or attachment instructions) may be submitted to the CAO at any time prior to 5:00 p.m. of the application deadline date. Similarly, questions related to submission of applications in ECAMS may be submitted to ECAMS.SalesforceSupport@energy.ca.gov at any time prior to 5:00 p.m. of the application deadline date.

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

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

L. CONTACT INFORMATION

Eilene Cary, Commission Agreement Officer
California Energy Commission
715 P Street, MS-18
Sacramento, California 95814
Telephone: (916) 776-0739
E-mail: Eilene.Cary@energy.ca.gov

M. REFERENCE DOCUMENTS

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

- [2023-2024 Investment Plan Update for the Clean Transportation Program](https://www.energy.ca.gov/publications/2023/2023-2024-investment-plan-update-clean-transportation-program)
(CEC-600-2023-029)
<https://www.energy.ca.gov/publications/2023/2023-2024-investment-plan-update-clean-transportation-program>.
- [Energy Commission Agreement Management System \(ECAMS\)](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources)
<https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources>.
- [Assembly Bill 2127 Electric Vehicle Charging Infrastructure Assessment](https://www.energy.ca.gov/programs-and-topics/programs/electric-vehicle-charging-infrastructure-assessment-ab-2127)
(CEC-600-2023-048)
<https://www.energy.ca.gov/programs-and-topics/programs/electric-vehicle-charging-infrastructure-assessment-ab-2127>.

- [Senate Bill 1000 Electric Vehicle Infrastructure Deployment Assessment](https://www.energy.ca.gov/publications/2020/california-electric-vehicle-infrastructure-deployment-assessment-senate-bill) (CEC-600-2020-009)
<https://www.energy.ca.gov/publications/2020/california-electric-vehicle-infrastructure-deployment-assessment-senate-bill>.
- California Air Resources Board. [California Climate Investments Priority Populations 2022 CES 4.0 Map](https://gis.carb.arb.ca.gov/portal/apps/experiencebuilder/experience/?id=6b4b15f8c6514733972cabdda3108348).
<https://gis.carb.arb.ca.gov/portal/apps/experiencebuilder/experience/?id=6b4b15f8c6514733972cabdda3108348>.
- [CalEnviroScreen](https://oehha.ca.gov/calenviroscreen)
<https://oehha.ca.gov/calenviroscreen>.
- California Environmental Protection Agency. [Final Designation of Disadvantaged Communities](https://calepa.ca.gov/wp-content/uploads/sites/6/2022/05/Updated-Disadvantaged-Communities-Designation-DAC-May-2022-Eng.a.hp_-1.pdf).
https://calepa.ca.gov/wp-content/uploads/sites/6/2022/05/Updated-Disadvantaged-Communities-Designation-DAC-May-2022-Eng.a.hp_-1.pdf
- California Air Resources Board. [Senate Bill 350 Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents](https://ww2.arb.ca.gov/resources/documents/carb-barriers-report-final-guidance-document).
<https://ww2.arb.ca.gov/resources/documents/carb-barriers-report-final-guidance-document>.
- California Air Resources Board. [Electric Vehicle Supply Equipment \(EVSE\) Standards](https://ww2.arb.ca.gov/our-work/programs/electric-vehicle-supply-equipment-evse-standards).
<https://ww2.arb.ca.gov/our-work/programs/electric-vehicle-supply-equipment-evse-standards>.
- California Department of Food and Agriculture, Division of Measurement Standards. [Zero-Emission Vehicle Projects](https://www.cdfa.ca.gov/dms/programs/zevfuels/).
<https://www.cdfa.ca.gov/dms/programs/zevfuels/>.
- Governor's Office of Business and Economic Development. [CA Electric Vehicle Charging Station Permit Streamlining Map](https://california.maps.arcgis.com/apps/webappviewer/index.html?id=5b34002aaffa4ac08b84d24016bf04ce).
<https://california.maps.arcgis.com/apps/webappviewer/index.html?id=5b34002aaffa4ac08b84d24016bf04ce>.

II. Eligibility Requirements

A. APPLICANT REQUIREMENTS

1. Applicant Eligibility

Barring exceptions noted below, this solicitation is open to all public and private entities including California Native American Tribes, and California Tribal Organizations serving California Native American Tribes.

Ineligible applicants include investor-owned utilities.

The CEC encourages (but does not require) owners of the government fleet to be served to act as the primary applicant. The CEC notes that Electric Vehicle Service Providers may serve as the primary applicant. Please also note that primary applicants must forgo profit.

2. Terms and Conditions

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

In addition to the applicable terms and conditions listed above, the following terms and conditions may apply to the Applicant: Special Terms and Conditions for California Native American Tribes and California Tribal Organizations serving California Native American Tribes with Sovereign Immunity, in addition to the standard terms and conditions; and any other special terms and conditions required by the CEC. The standard terms and conditions are located at [CEC's funding resources website at https://www.energy.ca.gov/funding-opportunities/funding-resources](https://www.energy.ca.gov/funding-opportunities/funding-resources).

Failure to agree to the terms and conditions by taking actions such as failing to provide the required authorizations and certifications or indicating that acceptance is based on modification of the terms may result in rejection of the application. Applicants must read the terms and conditions carefully. CEC reserves the right to modify the terms and conditions prior to executing grant agreements.

If a California Native American Tribe (Tribe) or a California Tribal Organization serving a California Native American Tribe (Tribal Organization) with sovereign immunity is listed as a proposed awardee in the Notice of Proposed Awards (NOPA), CEC staff must receive the following before bringing the proposed award to a Business Meeting, (a) resolution(s) or other authorizing document(s) by the governing body of the Tribe or Tribal Organization which:

- i. Authorizes the Tribe or Tribal Organization to enter into the proposed agreement, including accepting the Special Terms and Conditions for California Native American Tribes and California Tribal Organizations Serving California Native American Tribes with Sovereign Immunity, including the Limited Waiver of Sovereign Immunity and Consent to Jurisdiction (see Attachment 10); and
- ii. Approves a limited waiver of tribal sovereign immunity, to the extent that any such sovereign immunity exists, for any and all claims by the California Energy Commission that may arise relating to this Agreement and any remedies therefore under the laws of the state of California and the laws of the United States of America; and
- iii. Consents to personal jurisdiction over the Tribe or Tribal Organization, and consents to venue in any court of the State of California and any federal court sitting in the State of California; and waives any and all claim that the Tribe or Tribal Organization may have, including without limitation that such court is an inconvenient forum, for the purposes of any proceeding related to this Agreement; and, with respect to a proceeding in a court of the State of California or a federal court sitting in the State of California, any requirement that tribal remedies must be exhausted; and
- iv. Delegates authority to execute the proposed agreement to an appropriate individual.

The above requirements may be provided in one or more documents. The document(s) will be included as an exhibit to the resulting grant agreement.

Delay in award. Any delay in the Tribe or Tribal Organization's ability to provide the documentation specified in sections (i)-(iv) above may result in delayed award of the grant agreement.

Reservation of right to cancel proposed award. Funds available under this solicitation have encumbrance deadlines which the CEC must meet in order to avoid expiration of the funds. In addition to any other rights reserved to it under this solicitation or that it otherwise has, the

CEC reserves the right to cancel a proposed award if it determines, in its sole and absolute discretion, that the documentation described in sections (i)-(iv) above would likely not be provided prior to an encumbrance deadline, and that the CEC's ability to meet its encumbrance deadline may thereby be jeopardized. In this instance, the CEC may cancel the proposed award and award funds to the next highest scoring applicant.

3. **California Secretary of State Registration**

All corporations, limited liability companies (LLCs), limited partnerships (LPs) and limited liability partnerships (LLPs) that conduct intrastate business in California are required to be registered and in good standing with the California Secretary of State prior to its project being recommended for approval at a CEC Business Meeting. If not currently registered with the California Secretary of State, Applicants and project team members (e.g. subrecipients and match fund partners) are encouraged to contact the Secretary of State's Office as soon as possible to avoid potential delays in beginning the proposed project(s) (should the application be proposed for funding). Applicants should provide the exact legal names of entities included in their applications, along with any fictitious business names. Fictitious business names must be currently valid, i.e., not expired with the Secretary of State. As part of the CEC's due diligence, particularly during the agreement development phase, CEC staff may request the supporting documentation regarding the above registration requirements.

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

B. PROJECT REQUIREMENTS

1. Eligible Projects

Eligible projects will deploy electric vehicle charging infrastructure to support a light-duty government fleet(s) **under a single government entity**.

- Light-duty is defined in this solicitation as on-road vehicles with a gross vehicle weight rating of 10,000 pounds or less.
- Government fleets refers to either a California county government fleet, a California city government fleet, and/or a tribal government fleet within California.
- Applications must include Level 2 (L2), Direct Current Fast Chargers (DCFC), or any combination of these charger types. Chargers may

be mobile (not grid connected) or stationary. Specific requirements for charging equipment are listed in Section II.B.6.

The following project types **ARE NOT** eligible for funding under this solicitation:

- Paper studies or research projects (e.g., a study which assesses the cost and feasibility of electric vehicle charging station installations at a particular location)
- Projects that are primarily surveys to determine interest in the installation of electric vehicle charging stations at a particular location
- Proposals for vehicle demonstrations or demonstrations of existing technologies

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

2. Minimum Port Count

A project must install a minimum of 100 charging ports. A project can be comprised of installations at multiple project sites and for multiple fleets under the same government entity.

For the purposes of this solicitation, a charging port can distribute electrical energy for the purpose of charging an electric vehicle independently of other ports on the same charger.

3. Project Location

All project locations must be identified at the time of application. All project locations must be at the domicile location/address of the government fleet or in locations where the government fleet vehicles are designated to dwell. The fleet "domicile" is defined as the vehicle's "home base" or deployment location, where the vehicle normally stays overnight, returns after its route, or is parked when not in use.

Project chargers are **not** required to be made available to the public. If chargers are made available to the public, public charging must not limit the fleet's ability to charge. Plans for ensuring public charging does not limit the fleet's ability to charge should be explained in the Electric Vehicle Fleet Procurement and Charger Utilization Plan described in Section III.C.2.

All deployments must be at existing structures or facilities and involve negligible or no expansion of existing or former use.

4. **Electric Vehicle Fleet Procurement and Charger Utilization Plan**

A project must include an electric vehicle fleet procurement and charger utilization plan as part of the Project Narrative outlined in Section III.C.2. The electric vehicle fleet procurement and charger utilization plan will indicate the number of electric vehicles currently in the government fleet being served and outline the plans for procuring additional electric vehicles, as well as describe charger utilization over time.

5. **Charger Cost Caps**

This solicitation will implement cost caps for both L2 chargers, and DCFCs, regardless of whether mobile or stationary, as described below:

- L2 Chargers: Projects may average no more than \$12,500 in CEC funds per charging port installed. This cost cap includes all CEC funded costs associated with installing a charging station.
- DCFCs: Projects may average no more than \$100,000 in CEC funds per charging port installed. This cost cap includes all CEC funded costs associated with installing a charging station.

If a project is proposed with a mix of L2 and DCFCs, a weighted average will be used to calculate the average cost per charger type and will determine the maximum CEC funds the project is eligible for.

Applicants must include a table in the Project Narrative (refer to section III.C.2.) that indicates the charger types and their associated costs.

6. **Charging Equipment**

- Each L2 port must be capable of outputting at least 6.2 kilowatts (kW) of power. L2 dual-port chargers must be capable of outputting at least 6.2 kW of power from each port simultaneously.
- Each DCFC port must be capable of outputting at least 150 kW of power. DCFC dual-port chargers must be capable of outputting at least 150 kW of power from each port simultaneously.
- All chargers available to the **public** must meet applicable requirements, including those of Senate Bill 454 (Corbett, Chapter 418, Statutes of 2013), the California Air Resources Board Electric Vehicle Supply Equipment (EVSE) Standards, and the California Department of Food and Agriculture Division of Measurement Standards, for public chargers.
- All chargers available to the **public** must be networked. For the purposes of this solicitation, a networked charger is defined as a charger that has:
 - Network connectivity with one of the following:

- IEEE 802.11n for high-bandwidth wireless networking, or
- IEEE 802.3 for Ethernet for local- or wide-area network applications, or
- Cellular network of 4G or newer
- The ability to receive remote software updates, real-time protocol translation, encryption, and decryption, including:
 - Internet Protocol (IP)-based processor which must support multiple protocols, and
 - Compliance with Transmission Control Protocol (TCP)/IP and IPv6.
- The ability to connect to a network's back-end software.
- Certification for Open Charge Point Protocol (OCPP) 1.6 or newer by the Open Charge Alliance (Core and Safety certificates).
- ISO 15118 ready.
- For projects proposing to use L2 chargers – For each L2 charging site, at least 50 percent of the connectors must be SAE standard J1772; SAE standard J3400/NACS connectors are optional and eligible.
- For projects proposing to use DCFCs – For each DCFC charging site, at least 50 percent of the connectors must be Combined Charging System (CCS) connectors; SAE standard J3400/NACS chargers and CHAdeMO (CHARge de Move) chargers are optional and eligible.
- The equipment must be able to withstand extreme weather conditions associated with the deployment area, including extreme temperature, flooding, heavy rains, and high winds.
- Display screens must be protected from malfunctions due to condensation and any local area weather conditions.

7. Eligible Project Costs

Costs incurred for the following are eligible for CEC reimbursement or as the Applicant's match share:

- EVSE
- Applicant's cost-share of utility installation:
 - Transformers
 - Electric panels

- Conduit
- Wiring
- Meters
- Installation costs
- Planning and engineering design costs
- Stub-outs (i.e. exposed conduit for connection of future charging infrastructure)
- Demand management equipment
- Maintenance, or maintenance agreement for term of the agreement
- Lighting and signage

The following are not eligible for CEC reimbursement but may be included as an Applicant's match share:

- Equipment warranties for a six-year period (pre-payment for warranties beyond the agreement term, up to six years from installation, is allowed)
 - Renewable distributed energy resources capable of providing independent or supplemental power to the EV chargers. Eligible renewable distributed energy resources include photovoltaic solar photovoltaic and wind and if desired can be coupled with a battery energy storage system. Any of these systems must be interconnected to the charging system and must be separately metered from the site host's regular business meter.
- Processes to comply with otherwise applicable legal requirements (e.g., permits from the local authority having jurisdiction (AHJ) and compliance with the Americans with Disabilities Act (ADA))

Costs other than those listed as eligible for CEC reimbursement or as match share, are not eligible as reimbursement or match share. This includes but is not limited to:

- Level 1 charging equipment
- Vehicle purchases
- A standard outlet (110/120 volt or 220/240 volt)
- Nonrenewable distributed energy resources
- Cost of electricity used to supply vehicles with a charge

- Distribution grid or other equipment costs that are otherwise covered by programs or tariff rules of the electric utilities

Requirements for Charging Equipment Installed After January 1, 2024. In addition to the other requirements set forth in this solicitation, the terms and conditions applicable to the Applicant and the law, electric vehicle chargers and charging stations installed on or after January 1, 2024 must comply with recordkeeping and reporting standards which CEC is currently in the process of developing. As background, [AB 2061 \(Ting, Chapter 345, Statutes of 2022\)](#) and Cal. Pub. Resources Code sect. 25231.5 require the CEC, in consultation with the CPUC, to develop recordkeeping and reporting standards for electric vehicle chargers and charging stations. CEC is working to develop regulations in compliance with AB 2061. Other requirements, including but not limited to uptime and operation and maintenance requirements, may also be adopted by regulation. Once these regulations are finalized, chargers which are installed on or after January 1, 2024, including chargers installed under agreements resulting from this solicitation, will need to comply with the new regulations. Applicants to this solicitation must be prepared to comply with any new or updated regulations, even if the regulations are not in existence at the time of application to this solicitation.

Agreements funding electric vehicle charging infrastructure and equipment: AB 841 (Ting, Chapter 372, Statutes of 2020) added Public Utilities Code (PUC) section 740.20, which requires Electric Vehicle Infrastructure Training Program (EVITP) certification to install electric vehicle charging infrastructure and equipment for work performed on or after January 1, 2022, subject to certain exceptions.

Therefore, applying PUC 740.20 EVITP requirements to the grant agreement means that all electric vehicle charging infrastructure and equipment located on the customer side of the electrical meter shall be installed by a contractor with the appropriate license classification, as determined by the Contractors' State License Board, and at least one electrician on each crew, at any given time, who holds an EVITP certification. Projects that include installation of a charging port supplying 25 kilowatts or more to a vehicle must have at least 25 percent of the total electricians working on the crew for the project, at any given time, who hold EVITP certification. One member of each crew may be both the contractor and an EVITP certified electrician. The requirements stated in this paragraph do not apply to any of the following:

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

(2) Electric vehicle charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Subarticle 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations).

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

C. MATCH FUNDING REQUIREMENTS

1. Total Match Share Requirement

Applications must include a minimum 30 percent total match share for this solicitation.

“Match funding” or “match share” means cash or in-kind (non-cash) contributions provided by the Applicant/Recipient, subrecipients, or other parties that will be used in performance of the proposed project. Match share percentage is calculated by dividing the total match share contributions by the total allowable project cost. “Total allowable project cost” is the sum of the CEC’s reimbursable share and Recipient’s match share of the project costs. Match share expenditures have the following requirements:

- a. Total match share must conform to the “Cash Match Share Requirement” contained in this solicitation.
- b. All match share expenditures must conform to the terms and conditions of this solicitation and the resulting grant agreement.
- c. Applicants must disclose the source and provide verification and documentation for the match share funding committed to the project. For any match share committed by the Applicant or a third party (i.e., other than match share committed by the Applicant), Applicants must submit a letter of commitment from each match share partner identifying the source(s) and availability of match funding.
- d. During the term of the grant agreement, Recipients will be required to document and verify all match share expenditures through invoices submitted to CEC.
- e. Match share funding may be in the form of cash or in-kind contributions such as donated labor hours, equipment, facilities, and other property.

- f. Equipment, facilities, and property may count as match funds as long as the value of the contribution is based on documented market values or book values, prorated for its use in the project, and depreciated or amortized over the term of the project using generally accepted accounting principles (GAAP).
- g. Match share expenditures (cash and/or in-kind) must be documented, reasonable, allowable, and allocable to the project as determined by CEC.
- h. Match share expenditures are allowable under an agreement only if they are incurred after CEC notifies the Applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). Match expenditures incurred after the release of a NOPA but prior to the execution of an agreement are made at the Applicant's own risk. CEC is not liable for Applicant's match share costs if the grant is not approved, if approval is delayed, or if the match share expenditure is not allowable under the terms and conditions of the grant or this solicitation. Please note that non-match expenditures incurred prior to agreement execution are not reimbursable from CEC funds.

2. **Cash Match Share Requirement**

Applications must include a minimum 50 percent *cash* match share.

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

3. **In-Kind Match Share**

The balance of the total match share requirement beyond the cash match share requirement (if any) may be met through in-kind match share contributions.

In-kind match share contributions are: 1) non-cash contributions provided by the Applicant; 2) cash or non-cash contributions provided by

subrecipients; and 3) cash or non-cash contributions provided by other third parties. Applicant in-kind match share can be in the form of volunteer labor, real property, existing equipment, existing supplies, services provided by a third-party or subcontract, and other expendable property. The value of in-kind match is based on the fair market value of the goods and services provided at the time it is claimed as match. In-kind match share must be included in the agreement budget and supported with appropriate documentation. Cost allocations must be reasonable and allocable to the proposed project.

4. **Match Share Restrictions**

- a. ***Other Sources of CEC Funding*** – Other sources of CEC funding may not be claimed as match share. This includes block grants funded by the CEC and National Electric Vehicle Infrastructure funds that originate from the Federal Highway Administration.
- b. ***Property Not Owned by the Applicant*** – Donated property may be claimed as match based on the fair market value of renting or leasing the property. Fair market value is based on rental costs of comparable property (if any), market conditions in the area, alternatives available and the type, life expectancy, condition, and value of the property.
- c. ***Existing Property Owned by the Grant Recipient*** – Applicants may use the property's depreciation expense as a method to allocate the value of the property to the project. Valuation will need to be documented to support the initial acquisition costs as well as the method of depreciation.
- d. ***Valuation of Land*** – Land cannot be depreciated. If the value of land is claimed as match, the Applicant must provide documentation to support a fair market value for the use of the land (i.e., rent or lease cost) for the time period it is used. Appraised value of land cannot be used since this represents the full value of the land if it is sold which includes value beyond the term of the proposed project.
- e. ***Property Owned by a Related Party*** – Related parties are individuals or other entities that are able to control or substantially influence the actions of the Applicant and includes spouses, board members, family members of principals or employees of the Applicant as well as property owned by principals/employees of the Applicant. Because an agreement between an Applicant and a

related party is a “less than arms-length” transaction, Applicants must disclose the relationship between the Applicant and the related party and be able to support the fair market value of property that is claimed as match.

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

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

D. UNALLOWABLE COSTS (REIMBURSABLE OR MATCH SHARE)

For an item of cost to be allowable for reimbursement with CEC funds or as match share expenditure, it must be included in the executed agreement budget and allowable per the terms and conditions of the resulting agreement. The following are examples of unallowable costs under an agreement resulting from this solicitation. This list is not comprehensive and additional items of cost may be unallowable in accordance with the agreement terms and conditions.

- 1. ***Forgone Profit*** – For example, if a company usually charges 10% profit but only charges 4% to CEC the unclaimed difference is not an allowable item of cost.
- 2. ***Forgone Rent*** – For example, rent that is not paid is not an allowable item of cost.
- 3. ***Discounted or Refunded Equipment Costs*** – For example, a claim that equipment costs \$10,000 but the grant recipient only pays \$6,000 due to some “special” discount. The difference of \$4,000 is not an allowable match share expense. Another example is if the grant recipient

actually pays \$10,000 but the vendor refunds \$4,000 – only the net \$6,000 is an allowable item of cost.

4. ***Forgone Salary, Fringe, Indirect or Other Types of Cost*** – For example, a person normally charges or is paid \$100 per hour, but will only charge \$50 per hour towards the CEC award. Only actual costs incurred and paid to the employee are allowable. Therefore, if an employee is ***actually*** paid \$100 per hour and CEC only reimburses at \$40 per hour, then the unreimbursed \$60 per hour is an allowable match share cost because this is an actual payment as opposed to a forgone salary amount. Volunteer labor (i.e., labor from a person who does not receive any compensation for their labor) may be an allowable in-kind match share expense if the value of the labor is reasonable and justified.
5. ***Utility Provided Electrical Upgrades and Funding***- For example, expenses that are already paid or to be paid for through a utility program, tariff, or other ratepayer funding is not an allowable item of cost. This includes ratepayer funded enrollment incentives.
6. ***Compliance with Local, Regional, State, or Federal Laws, Rules or Regulations*** - Unless a cost is listed as an eligible project cost in Section II.B.7 above, all expenses associated with ensuring compliance with local, regional, state, or federal laws, rules or regulations are unallowable. For example, state or federal building codes, including provisions of the California Green Building Standards Code requiring the installation of Electric Vehicle Capable, or Electric Vehicle Ready parking spaces, is not an allowable item of cost.

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 CEC to evaluate each application uniformly and fairly. Applicants must follow all application format instructions, answer all questions, and supply all requested information.

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

B. METHOD FOR DELIVERY

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

Information about ECAMS will be provided at the Pre-Application Workshop. Information about how to register for an ECAMS account and guidance on how to apply through the system is available at <https://www.energy.ca.gov/funding-opportunities/funding-resources> under General Funding Information.

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

ECAMS allows Applicants to complete and submit their application to the CEC prior to the date and time specified in this solicitation. Files uploaded to the system must be in Microsoft Word (.doc format), Excel Office Suite formats, or PDF unless originally provided in the solicitation in another format. The completed Proposal Budget Template, Attachment 4, must be in Excel format.

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

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

Please give yourself ample time to complete all steps of the submission process: do not wait until right before the deadline to begin the process. Due to factors

outside the CEC's control and unrelated to ECAMS, upload times may be much longer than expected. For example, some past Applicants experienced unexpected issues on their end, causing long delays that prevented timely submission. They spent significant time and resources on applications the CEC will not consider.

First time users must register as a new user to access the system. There will be two types of user accounts to establish: 1) An organizational account, for the entity applying to the solicitation; and 2) user accounts for individuals who will be submitting the application on behalf of the organization.

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

C. APPLICATION CONTENT

All items listed below are required as part of the application package. Failure to provide any items may result in disqualification of the application. Attachment requirements are expanded and explained below in this section and in the attachments themselves. The items that have "N/A" in the "Attachment Number" column are required to be submitted as part of the application package, but do not have an associated attachment provided in this solicitation package.

Item	Attachment Number (if applicable)
Project Narrative	N/A
Scope of Work	Attachment 1
Schedule of Products and Due Dates	Attachment 3
Budget Forms	Attachment 4
Resumes	N/A
Contact List	Attachment 5
Letters of Commitment	N/A
Letters of Support (optional)	N/A
CEQA Worksheet	Attachment 6
Localized Health Impacts Information Form	Attachment 7
Past Performance Reference Form(s)	Attachment 8
Applicant Declaration	Attachment 9
Operation and Maintenance Plan	N/A

1. Applicant Certifications

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

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

- I am authorized to submit this application on behalf of the Applicant.
- I authorize the CEC to make any inquiries necessary to verify the information presented in this application.
- I authorize the CEC to obtain business credit reports and make any inquiries necessary to verify and evaluate the financial condition of the Applicant.
- I have read and understand the terms and conditions contained in this solicitation. I accept the terms and conditions contained in this solicitation on behalf of the Applicant and the Applicant is willing to enter into an agreement with the CEC to conduct the proposed project according to the terms and conditions without negotiation.
- 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.

2. **Project Narrative**

The Project Narrative is limited to 25-pages and must include a table of contents (which will not count towards the page limitation) and a detailed description of the proposed project, its operational goals and objectives, and an explanation of how these will be implemented through the tasks described in the Scope of Work.

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

The Project Narrative must respond directly to each criterion with the headings as titled below. It is highly recommended to respond to each criterion in the order presented to ensure the Evaluation Committee has a clear understanding of how each response applies to the respective Evaluation Criterion. The project description will not be scored but is required for the Evaluation Committee to understand the project basics. The Project Narrative must include the following information:

a. **Project Description**

- 1) Clearly describe the project and include project goals and objectives. Identify the government fleet being served and what public service the government entity provides. Describe how the light-duty fleet is used to support the needs of the government entity.
- 2) State the current number of electric vehicles and non-electric vehicles in the light-duty government fleet as well as the number and types of chargers currently supporting the fleet. Describe current charger utilization.
- 3) State the proposed number and types of chargers to be installed. State the number of proposed project sites and describe them, including existing charging infrastructure.
- 4) Include a table that shows the numbers and types of chargers being installed at each project site and the costs of the chargers.
- 5) Include a map of the fleet's service territory as well as a map of Disadvantaged and Low-Income Communities for the service territory.

b. **Electric Vehicle Fleet Procurement and Charger Utilization Plan**

- 1) Describe plans for electrification of the light-duty government fleet being served. Identify the timeline for transitioning non-electric vehicles to electric vehicles. Identify how electric vehicles will be procured and how procurement will be ensured.
- 2) Explain how the number of chargers requested will support the expected number of electric vehicles in the fleet over time. Describe anticipated charger utilization over the project's timeline and identify how utilization will be maximized. If chargers are available to the public, explain plans to ensure public charging does not limit the fleet's ability to charge.
- 3) Identify methods to ensure future-proofing of the project chargers. For example, how chargers can be upgraded in the future to meet the future needs of the fleet and ensure utilization is maximized throughout the lifetime of the charger.

c. **Project Benefits**

- 1) Describe how the proposed project will support the electrification of the light-duty government fleet being served.

- 2) Describe how electrification of the light-duty fleet being served will benefit the public that it serves.
- 3) Describe plans to continue operation of the chargers beyond the six-year period required by this solicitation.
- 4) Describe how Disadvantaged and Low-Income Communities will benefit from the project. Describe how benefits to these communities will be evaluated.
- 5) Estimate the greenhouse gas (GHG) emissions in terms of grams of CO₂ equivalent that will be avoided if the project is implemented. Provide all assumptions. Calculate the benefit-cost score, defined as the ratio of grams of CO₂ equivalent reduction per dollar of CEC investment for the proposed project term.

d. **Project Readiness**

- 1) Indicate the degree to which the project site(s) have been secured (e.g., whether site host agreements or leases are needed and secured). If not secured, describe the process and estimated timeline for securing all sites, and how this process can be expedited.
- 2) Describe the estimated timeline for obtaining chargers and other equipment needed for EVSE infrastructure. Include details on how this process can be expedited.
- 3) Describe the estimated timeline for utility connection readiness, installation and beginning of operation of chargers in the project. Include details about if, and how, this process can be expedited.
- 4) Indicate current progress towards CEQA compliance and timelines for completion.
- 5) Describe potential barriers or limitations to successful project completion and how they will be addressed.

e. **Team Experience and Qualifications**

- 1) Describe the project team. Include and describe the roles of subrecipients and key partners. Indicate the degree to which the government entity being served will have a role in the project, what those roles are, and how they will benefit the project.
- 2) Describe the project team's qualifications (including relevant expertise, experience, and skill sets) and suitability to the tasks described in the proposed scope of work. Include past experience in establishing site control, obtaining equipment and materials, deploying resources to expedite project completion, and evaluating projects.

- 3) Discuss the team's ability to meet deadlines and complete milestones associated with electric vehicle infrastructure projects.
- 4) Provide any additional information related to the Past Performance Reference forms, if desired.

f. **Project Budget**

- 1) Describe why CEC funding is needed to support the transition of the light-duty government fleet to electric vehicles.
- 2) Explain how the proposal budget is justifiable and reasonable relative to the project goals, objectives, and tasks defined in the scope of work.
- 3) Describe how the project will minimize costs. Calculate and show the reimbursable cost per charger and cost per dispensed kilowatt-hour. Document your assumptions.
- 4) Describe match funding sources and commitments, if applicable, and how these funds will lead to project success. Explain how CEC funds requested compared to match provided maximizes the use of public funds.

g. **Sustainability and Innovation**

- 1) Describe any innovative or advanced charger technology (e.g. ISO 15118 Plug-and-Charge, smart charging, power sharing, real-time availability information, etc.) to be utilized and how it will advance the goals of this solicitation.
- 2) Describe how the proposed project will minimize grid upgrades, enhance grid reliability, enable load management, or otherwise promote sustainability and innovation.

3. **Scope of Work (Attachment 1)**

Applicants must include a completed Scope of Work utilizing the template contained in Attachment 1. Instructions for completing the Scope of Work as well as a sample are included in Attachment 2. 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.

4. **Schedule of Products and Due Dates (Attachment 3)**
Applicants must include a completed Schedule of Products and Due Dates. All work must be scheduled for completion by no later than **June 30, 2028** to allow timely processing of final invoices before the liquidation date of CEC funds. Instructions for the Schedule of Products and Due Dates are included in Attachment 3. The Schedule of Products and Due Dates must be in MS Excel.
5. **Budget Forms (Attachment 4)**
Because this solicitation is utilizing ECAMS for submitting applications, Applicants have two options for uploading a budget:
 1. **Option 1: Prime Applicant's budget is both keyed directly into ECAMS and uploaded as an MS Excel attachment; Major Subrecipient(s) budgets are uploaded as MS Excel attachments.** ECAMS allows Applicants to build the Prime Applicant's budget directly into the system. At this time, there is no way to input major subrecipient budgets directly into the system. Instructions for inputting budget items into ECAMS are included at <https://www.energy.ca.gov/media/7956>.
 2. **Option 2: Upload all budgets (Prime and Major Subrecipients) as MS Excel attachments** and leave the ECAMS budget sections blank in ECAMS.

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

- a. Detailed instructions for completing these forms are included at the beginning of Attachment 4.
 1. Rates and job descriptions shown must reflect rates and job descriptions charged under an agreement resulting from this solicitation. The salaries, rates, and other costs entered on these forms become a part of the final agreement. The entire term of the agreement and projected rate increases must be considered when preparing the budget. Unless a federally approved indirect rate is used, indirect rates proposed are considered capped and shall not change during the term of the agreement. The grant recipient shall only be reimbursed for their actual rates up to the indirect rate cap. A description of available indirect rate options is available on the [ECAMS Resources webpage](#) under [Budget Category Guidance](#) for indirect rates. Unlike indirect rates, the rates

for Direct Labor and Fringe Benefits are treated as estimates; a grant recipient can invoice at higher rates as long as it is only invoicing for actual expenditures it has made. The hourly or monthly rates provided shall be unloaded (before fringe benefits or indirect costs).

2. The information provided in these forms will not be kept confidential.
3. All reimbursable expenditures must be expended within the approved term of the grant agreement. Expenditures may be counted as match share only after CEC notifies the Applicant that its project has been proposed for an award through the release of a Notice of Proposed Awards (NOPA). However, match expenditures incurred after release of the NOPA but prior to the execution of a grant agreement are made solely at the Applicant's own risk.
4. Applicants must budget for the expenses of a Kick-off Meeting, at least one (1) Critical Project Review meeting, and a Final meeting. Meetings may be conducted at the CEC or remotely, as determined by the CAM.
5. Applicants must budget for permits, insurance, etc. CEC will not reimburse expenditures for permitting or insurance. However, these expenditures can be included as match share expenditure.
6. Applicants must budget for the preparation and submission of quarterly progress reports during the term of the agreement, and a Final Report. Instructions for preparing the Final Report will be provided to Applicants that are proposed for funding.
7. The purchase of equipment (defined as items with a unit cost greater than \$5,000 and a useful life of greater than one year) with CEC funds will require disposition of purchased equipment at the end of the project. Typically, grant recipients may continue to utilize equipment purchased with CEC funds as long as the use is consistent with the intent of the original agreement. There are no disposition requirements for equipment purchased with match share funding.

- b. The Budget must reflect estimates for actual costs to be incurred during the approved term of the agreement. CEC can only approve and reimburse for actual costs that are properly documented in accordance with the grant agreement terms and conditions.
- c. Applicants shall NOT budget for, and CANNOT be reimbursed for, more than their actual allowable expenses (i.e., the budget cannot include profit, fees, or markups) under the agreement. Subrecipients (all tiers) are allowed to include up to a maximum total of 10% profit, fees or mark-ups on their own actual allowable expenses less any expenses budgeted to sub-subrecipients (i.e., profit, fees and markups are not allowed on lower tier subrecipient expenses). For example, if a subrecipient has \$100,000 in actual allowable costs but has budgeted \$20,000 to a sub-subrecipient, then the subrecipient can only include up to 10% profit on \$80,000 (\$100,000 minus \$20,000). See terms and conditions for additional restrictions and requirements.

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

- 6. **Resumes**
Applicants must include resumes for key personnel identified in the proposal. "Key personnel" are individuals that are critical to the project due to their experience, knowledge, and/or capabilities. Resumes are limited to a maximum of 2 pages each.
- 7. **Contact List (Attachment 5)**
Applicants must include a completed Contact List by including the appropriate points of contact for the Applicant. CEC will complete the CEC points of contact during agreement development.
- 8. **Letters of Commitment (required)**
Applicants must submit a match funding commitment letter from each entity that is committing to providing match funding, as well as from any key project partners. A commitment letter commits an entity or individual to providing the service or funding described in the letter.

- a. **Key Project Partners:** Key project partners identified in the application, including the government entity being served (if not the primary applicant), must provide letters demonstrating their commitment or support to the proposed project and their ability to fulfill their identified roles.
 - b. **Match Share Contributors Letters of Commitment:** Any match share contributors (including the Applicant and/or a third party) must identify the intended amount of match that will be committed to the project, the funding source(s), and state that the match share contributor will provide the identified match funding. Letters of commitment from match share contributors must contain a telephone number and email address to allow CEC to contact the match share partner or representative to confirm their authority to commit matching funds to the proposed project.
9. **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 (Attachment 6)**
Applicants must include a completed CEQA Worksheet. CEC requires this information to assist it in making its own determination under the California Environmental Quality Act (Public Resources Code Section §§ 21000 et seq).

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

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

a. Additional Requirements

Time is of the essence. CEC funds available under this solicitation have encumbrance deadlines as early as June 30, 2026. In order to meet this deadline the CEC must have CEQA-related information from Applicants, and sometimes other entities, such as local governments, in a timely manner. Unfortunately, even with this information, the CEC may not be able to complete its CEQA review prior to the encumbrance deadline for every project. For example, if a project requires an Environmental Impact Report, the process to complete it can take many months. For these reasons, it is critical that Applicants organize project proposals in a manner that minimizes the time required for the CEC to comply with CEQA and provide all CEQA-related information to the CEC in a timely manner such that the CEC is able to complete its review in time for it to meet its encumbrance deadline.

Reservation of right to cancel proposed award. In addition to any other right reserved to it under this solicitation or that it otherwise has, if the CEC determines, in its sole and absolute discretion, that the CEQA review associated with a proposed project would not likely be completed prior to the encumbrance deadline referenced above, and that the CEC's ability to meet its encumbrance deadline may thereby be jeopardized, the CEC may cancel a proposed award and award funds to the next highest scoring Applicant, regardless of the originally proposed Applicant's diligence in submitting information and materials for CEQA review. Examples of situations that may arise related to CEQA review include but are not limited to:

- Example 1: If another state agency or local jurisdiction, such as a city or county, must take the role of lead agency under CEQA, the CEC's review may be delayed while waiting for a determination from the lead agency.
- Example 2: If the proposed work is part of a larger project for which a detailed environmental analysis has been or will be prepared by another state agency or local jurisdiction, the CEC's review may be delayed as a result of waiting for a supplemental or initial analysis, respectively, from the other agency.
- Example 3: If the nature of the proposed work is such that a project is not categorically or otherwise exempt from the requirements of CEQA, and an initial study or other detailed

environmental analysis appears to be necessary, the CEC's review, or the lead agency's review, may take longer than the time available to encumber the funds. If an initial study or environmental impact report has already been completed by another state agency or a local jurisdiction, serving as the lead agency, the Applicant must ensure that such an analysis covers the work in the proposed project, or must obtain a revised analysis and determination from the lead agency reviewing the proposed project.

- Example 4: If the proposed project clearly falls under a statutory or categorical exemption, or is a project for which another state agency or local jurisdiction has already adopted a CEQA finding that the project will cause no significant effect on the environment, the project will likely have greater success in attaining rapid completion of CEQA requirements.

The above examples are not exhaustive of instances in which the CEC may or may not be able to comply with CEQA within the encumbrance deadline and are only provided as further clarification for potential applicants. Please plan project proposals accordingly.

11. **Localized Health Impacts Information Form (Attachment 7)**
Applicants must complete and submit a Localized Health Impacts Information Form. CEC requires this information to assist in developing and publishing a localized health impact report.
12. **Past Performance Reference Form(s) (Attachment 8)**
Applicants must complete and submit a separate Past Performance Reference Form for each CEC agreement (e.g., contract, grant or loan) received by the Applicant in the last 10 years, including ongoing agreements, and the 5 most recent agreements with other public agencies within the past 10 years.
13. **Applicant Declaration (Attachment 9)**
This form requests the Applicant declare that they: are not delinquent on taxes nor suspended by the California Franchise Tax Board; are not being sued by any public agency or entity; are in compliance with the terms of all settlement agreements, if any, entered into with the CEC or another public agency or entity; are in compliance with all judgments, if any, issued against the Applicant in any matter to which the CEC or another public agency or entity is a party; are complying with any demand letter made on the Applicant by the CEC or another public agency or entity; and are not in active litigation with the CEC regarding the Applicant's actions

under a current or past contract, grant, or loan with the CEC. The declaration must be signed under penalty of perjury by an authorized representative of the applicant's organization.

The CEC may have waived the requirement for a signature on application materials for this solicitation. If a notice regarding CEC's waiver of the signature requirement appears here: <https://www.energy.ca.gov/funding-opportunities/solicitations>, the waiver applies to this solicitation. In the event of a conflict between the notice and any language in this solicitation regarding signatures, the notice will govern.

14. **Operation and Maintenance Plan**

Applicants must submit an Operation and Maintenance (O&M) Plan, limited to three pages, detailing operation and maintenance of charging equipment for at least six years after the beginning of operation, to meet the requirements described in the Scope of Work (Attachment 1). The O&M Plan should address, but is not limited to, preventive and corrective maintenance, recordkeeping, and reporting. The O&M Plan should describe plans to maximize uptime, including availability of qualified technicians and replacement parts; remote monitoring, diagnostics, updates, and repairs; minimizing response time when an error is detected; proactive and ongoing efforts to ensure interoperability of chargers and vehicles; customer service, including processes for customers to report that a charger is not operational; and site host training, if applicable.

The O&M Plan must explain how the customer service project requirements will be met (see Scope of Work (Attachment 1)).

The O&M Plan must address maintenance of the charging station pedestals, and all ancillary equipment, including but not limited to any awnings, canopies, shelters, and information display kiosks or signage associated with the charging station. "Maintain," as used in this solicitation means "to provide all needed repairs or desired and approved alteration, as well as to clean the equipment and keep it safe, clean, and presentable."

IV. Evaluation Process and Criteria

A. APPLICATION EVALUATION

Applications will be evaluated and scored based on the responses to the information requested in this solicitation and on any other information available such as past performance of CEC agreements.¹ The entire evaluation process from receipt of applications to posting of the Notice of Proposed Award is confidential.

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

1. Screening Criteria

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

2. Administrative Screening Criteria

ADMINISTRATIVE SCREENING CRITERIA <i>The Application must pass ALL administrative screening criteria.</i>	Pass/Fail
1. The application is received by the due date and time specified in the "Key Activities Schedule" in Section I of this solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
2. The Applicant has not included a statement that is contrary to the required authorizations and certifications when submitting in ECAMS.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

3. Technical Screening Criteria

- a. The Applicant meets all of the Applicant requirements detailed in Section II.A.
- b. The project meets all of the project requirements detailed in Section II.B.
- c. The project meets the minimum match share requirement.
- d. The Applicant passes the past performance screening criterion.
- e. The application is complete.

¹ The Past Performance Evaluation is available on the CEC website at: <https://www.energy.ca.gov/media/6595>

4. **Applicant's Past Performance Screening Criterion (Pass/Fail)**

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

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

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

5. **Grounds to Reject an Application or Cancel an Award**

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

- 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 comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.

6. **Technical Evaluation**

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

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

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

CEC will recommend awards to the highest ranked projects (according to final overall application score) until available funding under this solicitation has been exhausted.

B. NOTICE OF PROPOSED AWARDS

The results of the evaluation will be posted in a Notice of Proposed Awards (NOPA) and will include (1) the total proposed funding amount; (2) the rank order of Applicants; and (3) the amount of each proposed award. CEC will publish the NOPA on the CEC's website.

C. DEBRIEFINGS

Applicants that are not proposed for funding may request a debriefing after the release of the NOPA by e-mailing the CAO listed in Part I. A request for debriefing should be received no later than 15 calendar days after the NOPA is released.

D. SCORING SCALE

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

% of Possible Points	Interpretation	Explanation for Percentage Points
0%	Not Responsive	Response does not include or fails to address the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
10-30%	Minimally Responsive	Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
40-60%	Inadequate	Response addresses the requirements being scored, but there are one or more omissions, flaws, or defects or the requirements are addressed in such a limited way that it results in a low degree of confidence in the proposed solution.
70%	Adequate	Response adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.
75%	Between Adequate and Good	Response better than adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.
80%	Good	Response fully addresses the requirements being scored with a good degree of confidence in the applicant's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
85%	Between Good and Excellent	Response fully addresses the requirements being scored with a better than good degree of confidence in the Applicant's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
90%	Excellent	Response fully addresses the requirements being scored with a high degree of confidence in the

		Applicant's response or proposed solution. Applicant offers one or more enhancing features, methods or approaches exceeding basic expectations.
95%	Between Excellent and Exceptional	Response fully addresses the requirements being scored with a better than excellent degree of confidence in the Applicant's response or proposed solution. Applicant offers one or more enhancing features, methods or approaches exceeding basic expectations.
100%	Exceptional	All requirements are addressed with the highest degree of confidence in the Applicant's response or proposed solution. The response exceeds the requirements in providing multiple enhancing features, a creative approach, or an exceptional solution.

E. EVALUATION CRITERIA

Criterion	Possible Points
<p>1. Electric Vehicle Fleet Procurement and Charger Utilization Plan</p> <p>Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none">• Plans for electrification of the light-duty government fleet being served are established and proactive.• The timeline for transitioning the light-duty government fleet non electric vehicles to electric vehicles is realistic and expedited.• The process for electric vehicle procurement is established and ensured.• The number of chargers requested is reasonable and justified based on the expected number of electric vehicles in the fleet over time.• Plans to maximize charger utilization during and beyond the six-year period required by the solicitation are established.• Plans to ensure public charging does not limit the fleet's ability to charge are clearly established (if applicable).• Methods for future-proofing the project chargers are clearly established and ensured.	25
<p>2. Project Benefits</p> <p>Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none">• The proposed project will support the electrification of the light-duty government fleet being served.• Electrification of the light-duty fleet being served will benefit the public that it serves.• The project is likely to continue and provide benefits beyond the six-year period required by this solicitation.• Benefits for Disadvantaged and Low-Income Communities are maximized and evaluation of benefits is effective.• Greenhouse gas emissions reductions and the benefit-cost score are maximized.	20
<p>3. Project Readiness</p> <p>Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none">• Sites have been secured.• The process for securing sites (if not already secured) is expedited.• The timeline for obtaining chargers and other equipment is minimized.• The timeline for utility connection, installing chargers and beginning operation is minimized.• Progress towards CEQA compliance is demonstrated and timelines for completion are minimized.	15

<ul style="list-style-type: none"> Challenges or barriers to successful project completion are identified and addressed. 	
<p>4. Team Experience and Qualifications</p> <p>Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> The project team includes or has appropriately engaged the government entity being served, in which the role of the government entity being served benefits the project and promotes the success of the project. The project team is well qualified for the tasks described in the proposed scope of work. The project team has the ability to meet deadlines and complete milestones with electric vehicle infrastructure projects. 	10
<p>5. Project Budget</p> <p>Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> CEC funds are needed to support the transition of the light-duty government fleet to electric vehicles. The project budget is justifiable and reasonable relative to the project goals, objectives, and tasks defined in the scope of work. Costs, including cost per charger for installation and cost per dispensed kilowatt-hour, are minimized. Match funding sources and commitments are sound and will lead to project success. CEC funds requested compared to match provided maximizes the use of public funds. 	15
<p>6. Sustainability and Innovation</p> <p>Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> Innovative or advanced charger technology is utilized to enhance user charging experience and maximize access and utilization for the government fleet being served. Grid impacts are minimized. 	5
<p>7. Operation and Maintenance Plan</p> <p>Applications will be evaluated on the degree to which:</p> <ul style="list-style-type: none"> The project will maximize uptime. Operation and maintenance, as described in the Operation and Maintenance Plan, exceeds the solicitation's minimum standards as defined in the Scope of Work Operations and Reliability task. The Operation and Maintenance Plan demonstrates availability of qualified technicians and replacement parts. Remote monitoring, diagnostics, updates, and repairs will effectively measure and reduce downtime. The Applicant effectively addresses interoperability of chargers and vehicles. Customer service and site host training support awareness of and prompt attention to chargers that are not operational. 	10

Total Possible Points	100
Minimum Passing Score (70%)	70

BONUS POINTS

Applications must receive a passing score under the evaluation criteria in order to be eligible for Bonus Points. Bonus Points will be awarded to projects installing additional ports beyond the 100-port minimum requirement as well as the AB 1236 Streamline Status of the project area².

- One additional bonus point will be added to the overall score for every 50 ports installed (Level 2 and/or DCFC) beyond the 100-port minimum.
- An additional two bonus points will be added to the overall score if all project sites are in an area that is designated as "Streamlined" or "Streamlining in Progress" at the time of evaluation³. Projects with any project sites in an area that is designated as "Not Streamlined" or "Unknown" at the time of evaluation are not eligible for these two bonus points.

The maximum number of bonus points an application can receive is 4.

F. TIE BREAKERS

If the score for two or more applications are tied, the application with a higher score in the Electric Vehicle Fleet Procurement and Charger Utilization Plan criterion will be ranked higher. If still tied, an objective tiebreaker (such as a random drawing) will be utilized.

² Governor's Office of Business and Economic Development. [CA Electric Vehicle Charging Station Permit Streamlining Map](https://california.maps.arcgis.com/apps/webappviewer/index.html?id=5b34002aaffa4ac08b84d24016bf04ce).

<https://california.maps.arcgis.com/apps/webappviewer/index.html?id=5b34002aaffa4ac08b84d24016bf04ce>.

³ The CEC will use the Governor's Office of Business and Economic Development [CA Electric Vehicle Charging Station Permit Streamlining Map](https://california.maps.arcgis.com/apps/webappviewer/index.html?id=5b34002aaffa4ac08b84d24016bf04ce) to verify AB 1236 Streamline Status. If the map does not accurately reflect the status of the project area at the time of application submittal, the Applicant should provide supplemental documentation reflecting the accurate permit streamlining status to ensure bonus points are received.

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
Awardee	An Applicant awarded a grant under this solicitation
California Native American Tribe	A Native American Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 905 of the Statutes of 2004.
California Tribal Organization serving a California Native American Tribe	A corporation, association, or group controlled, sanctioned, or chartered by a California Native American Tribe that is subject to its laws, the laws of the State of California, or the laws of the United States.
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CCS	Combined Charging System
CEC	California Energy Commission
Direct Current (DC) Fast Charger	Equipment that provides charging through a direct-current plug, typically at a rate of 50 kilowatts or higher.
Disadvantaged Community	Community disproportionately burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution. Disadvantaged communities are census tracts that score within the top 25th percentile of California Environmental Protection Agency CalEnviroScreen 4.0 scores and include areas of high pollution and low population, such as ports.
Electric Vehicle Infrastructure Training Program (EVITP)	The Electric Vehicle Infrastructure Training Program provides training and certification for electricians installing electric vehicle supply equipment (EVSE).
Electric Vehicle Supply Equipment (EVSE)/Charger	Equipment designed to supply power to EVs.
Electric Vehicle Charging Station	A location where one or more EVSEs are installed to charge EVs.
eVMT	Electric Vehicle Miles Traveled
GFO	Grant Funding Opportunity
GHG	Greenhouse gas

kW	Kilowatts
Level 1 Charging	Electric vehicle charging at 110/120 volts
Level 2 Charging	Electric vehicle charging at 208/240 volts
Low-income Community	Census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted under Section 50093.
NOPA	Notice of proposed award
OCA	Open Charge Alliance
Electric Vehicles	Zero-emission vehicles that run on battery power and are recharged from the electricity grid.
Recipient	An Applicant awarded a grant under this solicitation
Solicitation	Grant Funding Opportunity, which refers to this entire solicitation document and all its attachments and exhibits
State	State of California

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

CEC will not accept or retain any applications that have any portion marked confidential.

D. SOLICITATION CANCELLATION AND AMENDMENTS

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

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

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

E. ERRORS

If an Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation at any time prior to 5:00 p.m. of the application deadline date, the Applicant should immediately notify CEC of the error in writing and request modification or clarification of the solicitation. The CEC will provide

modifications or clarifications by written notice to all entities that requested the solicitation, without divulging the source of the request for clarification. The CEC shall not be responsible for failure to correct errors.

F. MODIFYING OR RECALLING AN APPLICATION

An Applicant may recall or modify a submitted application within ECAMS before the deadline to submit applications. Applications cannot be changed after that date and time. An application cannot be “timed” to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: “This application and the cost estimate are valid for 60 days.”

G. IMMATERIAL DEFECT

The CEC may waive any immaterial defect or deviation contained in an Applicant’s application. CEC’s waiver shall in no way modify the application or excuse an Applicant proposed for funding from full compliance with solicitation requirements.

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.

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 are responsible for carefully reading the entire solicitation, asking appropriate questions in a timely manner, submitting all required responses in a complete manner by the required date and time, and making sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

J. AGREEMENT REQUIREMENTS

The content of this solicitation shall be incorporated by reference into the final agreement. See the standard terms and conditions on the CEC Funding Resources page at: <https://www.energy.ca.gov/funding-opportunities/funding-resources>. This information is also in Section II.A.2.

CEC reserves the right to negotiate with Applicants to modify the project scope, the level of funding, or both. If CEC is unable to successfully negotiate and execute a funding agreement with an Applicant, CEC, at its sole discretion,

reserves the right to cancel the pending award and fund the next highest ranked eligible project.

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

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

CEC will send the approved agreement, including the standard terms and conditions and any additional terms and conditions, to the grant recipient for review, approval, and signature. Once the grant recipient signs, CEC 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 CEC and an Applicant is in effect until the agreement is approved at a CEC Business Meeting and signed by both the grant recipient and the CEC.

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

L. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Applicant represents that it is not a target of Economic Sanctions. Should the State determine Applicant is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Applicant’s bid/proposal any time prior to agreement execution, or, if determined after agreement execution, shall be grounds for termination by the State.

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, TO FILE AN APPLICATION TO THE CALIFORNIA ENERGY COMMISSION FOR ITS CHARGING INFRASTRUCTURE FOR GOVERNMENT FLEETS GRANT; AND IF AWARDED, NEGOTIATE AND EXECUTE A GRANT AGREEMENT AND RELATED DOCUMENTS FOR UP TO \$6,000,000 FROM THE CALIFORNIA ENERGY COMMISSION AND UP TO \$3,000,000 IN CITY MATCHING FUNDS FOR A TOTAL PROJECT COST OF UP TO \$9,000,000 TO INSTALL 100 ELECTRIC VEHICLE CHARGING PORTS FOR THE CITY OF SAN JOSE FLEET, COMMENCING UPON THE DATE OF THE CALIFORNIA ENERGY COMMISSION'S APPROVAL OF AWARD AND THE PARTIES' MUTUAL EXECUTION OF THE APPROVED AGREEMENT, WITH ALL WORK TO BE SCHEDULED FOR COMPLETION BY NO LATER THAN JUNE 30, 2028

WHEREAS, in August 2022, the California Air Resources Board established the Advanced Clean Cars rule that will rapidly scale down the availability of new cars that run on gas, and by 2035 only zero-emission cars and light trucks will be for sale in California; and

WHEREAS, the pathway to Carbon Neutrality by 2030 strategy adopted by the City of San José ("City") in 2022 accelerated the City's Climate Smart goals to transition 79-88% of passenger vehicles to zero-emission versions by 2030 and to reduce commute trips taken in single-occupancy vehicles; and

WHEREAS, in April 2023, the California Air Resources Board adopted the Advanced Clean Fleet rule, which requires many fleets in the state, including local government fleets, to begin to transition medium- and heavy-duty vehicles to zero-emission options, which includes electric and hydrogen, starting in 2024; and

WHEREAS, these state rules and City climate goals are propelling the electrification of the City's fleet and the installation of supporting electric vehicle charging infrastructure; and

WHEREAS, the Department of Public Works manages the City's fleet and associated equipment, and all-electric and hybrid vehicles make up nearly 12% of the City's fleet inventory, equating to nearly 250 vehicles, with 200 current charging stations throughout Citywide facilities and another 20 charging stations coming online with the new Fire Training and Emergency Operations Center; and

WHEREAS, in December 2023, the Departments of Public Works and Energy hired a consultant to develop a City fleet electrification master plan, in collaboration with staff from the Department of Transportation; this consultant is currently analyzing the fleet's vehicle inventory, utilization, and domicile data and the electrical drawings and usage of City buildings to develop a prioritized list of sites for Level 2 and Direct Current Fast Charger ("DCFC") installation, and will assist City staff in developing grant applications using this analysis and consideration of the City's goal to provide equitable access to charging infrastructure and affordable charging rates across the City; and

WHEREAS, in December 2023, the California Energy Commission ("CEC") issued the Charging Infrastructure for Government Fleets (GO-23-606) grant opportunity for single government entities to deploy electric vehicle charging infrastructure to support light-duty government fleets, and the City is considering applying for funding for 54 DCFC charging ports and 46 Level 2 charging ports, for a total of 100 charging ports; and

WHEREAS, the grant application will identify several sites for the chargers, including Public Works-operated service and corporation yards, downtown garages, police sites, community centers, and libraries, and City staff will work with the consultant to identify sites and charger types that would best meet fleet needs, fill in charging access gaps for

the community, and whose installation and electrical infrastructure upgrade costs are projected to fall within the funding provided by the CEC and the City; and

WHEREAS, if awarded, the City will enter into a grant award agreement(s) with the CEC under the terms and conditions incorporated into the grant program solicitation, the City would commit to provide up to \$3,000,000 from the San José Clean Energy Fund in order to be eligible to receive up to \$6,000,000 from the CEC, and the equipment would be installed no later than June 30, 2028; and

WHEREAS, the City desires to authorize the City Manager, or her designee, to apply for the CEC's Charging Infrastructure for Government Fleets grant funding and, if awarded, to negotiate and execute grant documents required by the CEC, in order to install electric vehicle charging infrastructure to be primarily utilized by City fleet vehicles, with a portion of the chargers also made available for use by the public and City staff;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

The City Manager, or her designee, is hereby authorized to file an application to the California Energy Commission for its Charging Infrastructure for Government Fleets grant; and if awarded, negotiate and execute a grant agreement and related documents for up to \$6,000,000 from the California Energy Commission and up to \$3,000,000 in City matching funds for a total project cost of up to \$9,000,000 to install 100 electric vehicle charging ports for the City of San José fleet, commencing upon the date of the California Energy Commission's approval of award and the parties' mutual execution of the approved agreement, with all work to be scheduled for completion by no later than June 30, 2028.

ADOPTED this _____ day of _____, 2024, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

MATT MAHAN
Mayor

ATTEST:

TONI J. TABER, CMC
City Clerk