

**CALIFORNIA ENERGY  
COMMISSION**

**GRANT SOLICITATION**

**Alternative and Renewable Fuel  
and  
Vehicle Technology Program**

**Solicitation Number**

**PON-11-602**

**Subject Area:**

**Alternative Fuels Infrastructure: Electric,  
Natural Gas, Propane, E85 & Diesel  
Substitutes Terminals**

**APPLICATION PACKAGE**

February 8, 2012



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## GRANT SOLICITATION AND APPLICATION PACKAGE

### Alternative and Renewable Fuels and Vehicle Technology Program

**Subject Area: Alternative Fuels Infrastructure Deployment:  
Electricity, Natural Gas, Propane, E85 & Diesel  
Substitutes**

1. **Release Date:** February 8, 2012
2. **Application Due Date:** March 14, 2012 no later than 3:00 p.m.
3. **Purpose:**

This is a competitive grant solicitation. The California Energy Commission (Energy Commission) is seeking to fund projects that establish infrastructure necessary to store, distribute and dispense the following alternative transportation fuels:

- Electricity,
- Ethanol (E85),
- Propane,
- Diesel Substitutes and
- Natural gas (compressed or liquefied).

The purpose of this solicitation is to encourage the establishment of alternative transportation fuels infrastructure to accommodate the deployment of a growing number of alternative fuel vehicles (AFVs), reduce the use of petroleum fuels and greenhouse gas (GHG) emissions to help the state achieve its public policy goals, provide competition in the transportation fuels market, and improve economic vitality in California.

**It is the Energy Commission's intent to provide funds for the purchase of equipment and materials necessary to the project(s) (with exception of fast charger demonstration projects).**

4. **Availability of Solicitation Documents and Information:**

This solicitation and all supporting documents and forms can be found at [\[http://www.energy.ca.gov/contracts/index.html\]](http://www.energy.ca.gov/contracts/index.html) under "Current Solicitations." Interested parties may also sign on to the electronic mailing list on this webpage to be notified of any changes to this solicitation.

For those parties without Internet access, copies of this solicitation can be obtained by contacting:

California Energy Commission  
Grants and Loans Office  
1516 Ninth Street, MS-1  
Sacramento, CA 95814  
Telephone: (916) 654-4381

Interested parties may also request to be added to the mailing notification list to receive changes made to this solicitation.

## **5. Background:**

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology Program. The statute, subsequently amended by AB 109 (Núñez, Chapter 313, Statutes of 2008), authorizes the Energy Commission to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change policies. The Energy Commission has an annual program budget of approximately \$100 million and provides financial support for projects that:

- Produce alternative and renewable low-carbon fuels in California;
- Decrease, on a full-fuel-cycle basis, the overall impact and carbon footprint of alternative and renewable fuels and increase sustainability;
- Expand fuel infrastructure, fueling stations, and equipment;
- Expand alternative fueling infrastructure connected with existing fleets, public transit, and transportation corridors;
- Improve light-, medium-, and heavy-duty alternative vehicle technologies;
- Accelerate the commercialization of alternative vehicles and alternative/renewable fuels including buy-down programs through near-market and market path deployments;
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets;
- Establish workforce training programs, conduct public education and promotion, and create technology centers.

The statute requires the Energy Commission to adopt and update annually an investment plan to determine funding priorities and opportunities and describe how program funding will be used to complement other public and private investments. The Energy Commission adopted its most recent investment plan on September 7, 2011. A link to the *2010-11* and *2011-12 Investment Plans for the Alternative and Renewable Fuel and Vehicle Technology Program* can be found at:

<http://www.energy.ca.gov/2011publications/CEC-600-2011-006-cmf.pdf>, and  
<http://www.energy.ca.gov/2010publications/CEC-600-2010-001/CEC-600-2010-001-CMF.PDF>

## 6. Eligible Applicants

To be eligible, Applicants must ***agree to be bound by the ARFVT Program Grant Terms and Conditions*** for any agreement(s) resulting from this solicitation. The Energy Commission reserves the right to add or modify any special terms and conditions necessary to successfully administer a grant agreement resulting from this solicitation. No exceptions to these Terms and Conditions will be considered. Therefore, the Commission recommends that both the Applicant and its subcontractors carefully review, including legal counsel, the ARFVT Program Grant Terms and Conditions before deciding to submit an application.

To be eligible, Applicants must have a business presence in California. All private entities are required to register and be in good standing with the California Secretary of State to enter into an agreement with the Energy Commission. Applicants are encouraged to contact the Secretary of State's Office as soon as possible to avoid potential delays in beginning the proposed project (should the application be successful). For more information, contact the Secretary of State's Office via its website at [www.sos.ca.gov](http://www.sos.ca.gov).

Applicant eligibility varies by fuel category as follows:

**Propane:** School districts, public and private fleets, companies/station owners

**E85:** Private and public entities.

**Diesel Substitutes:** Transportation fuel producers, terminal owners/operators, fuel marketers, fuel transporters

**Compressed Natural Gas/ Liquefied Natural Gas (CNG/LNG):** School districts, public and private fleets, companies/station owners

**Electricity:** For residential, workplace and fleets: Electric Vehicle Supply Equipment (EVSE) manufacturer, EVSE wholesaler or distributor. For fast charging demonstration: private and public entities, with experience in planning for and installing EVSE.

## 7. Eligible Projects and Requirements:

To be eligible for this solicitation, projects must be located in California and include one of the following:

- Establishment of new or upgraded residential (single and multi-unit dwelling), workplace, and/or fleet charging stations
- DC fast charger demonstration projects for sites in strategic locations throughout California

- Establishment of new retail E85 fueling stations or upgrades/retrofits
- Establishment of new terminal storage and blending facilities for diesel substitutes
- Establishment of new retail and fleet propane fueling stations
- Establishment of new CNG/LNG fueling infrastructure, or upgrades to existing CNG/LNG fueling infrastructure, for school fleets
- Establishment of new CNG, LNG, or L/CNG (combined CNG/LNG) fueling infrastructure to support public retail sales for light duty vehicles and trucks associated with goods movement and other fleet operations, and private stations to support large fleet operations

**The following section describes project requirements for each fuel category:**

**Diesel Substitutes (Biodiesel and Renewable Diesel Terminals)**

- Projects must be at wholesale, bulk or terminal distribution level. Funding is not available for retail (gas station) level projects

**CNG/LNG**

1. Publicly accessible retail fueling CNG, LNG, or L/CNG stations to support local goods movement and regional goods movement along major transportation corridors, fleet operations, or light duty vehicle use:
  - Applicants must document existing and proposed (through 2013) natural gas vehicle and fleet operations within a 25-mile radius of the proposed station. It is the Energy Commission’s intent to fund fueling stations serving the highest concentrations of natural gas vehicles.
2. Vehicle fueling infrastructure for existing fleet operations:
  - Application must be for new fueling infrastructure that supports an existing natural gas vehicle fleet used for local and regional goods movement or other fleet operations.
  - Applicants must be able to document existing fleet needs.
3. New fueling infrastructure or upgrades to existing infrastructure for California public and private school fleets:
  - There must be an existing natural gas school fleet. New fueling infrastructure requests must be supported with documentation showing why the existing fueling infrastructure is not sufficient to meet school fleet requirements.
  - Upgrade must be for a fueling station owned by the school or school district.

**Electricity**

## 1. Residential EVSE (existing single family and multi-unit dwellings) requirements:

- Project is for the installation or upgrade of Level 2 EVSE only.
- Level 2 EVSE requirements:
  - Must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent
  - Must be an Alternating Current (AC) 208-240 volt electrical charger
  - Must meet the Society of Automotive Engineers (SAE) J1772 or most recent standard
  - Must have an approved SAE J1772 coupler
  - Must have a two-year warranty with full replacement and onsite service
- Coordinate with local agencies to streamline the permitting process and notify utilities prior to installation.
- The project must be completed within 12 months of agreement execution.

## 2. Workplace EVSE

- Project is for the installation or upgrade of Level 1 or Level 2 EVSE
- Level 1 EVSE requirements:
  - Must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent
  - Must have an approved SAE J1772 coupler
  - Must be an AC 110 - 120 volt electrical charger
  - Must have a two-year warranty with full replacement guarantee
- Level 2 EVSE requirements:
  - Must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent
  - Must have an approved SAE J1772 coupler
  - Must meet the SAE J1772 or most recent standard
  - Must be an AC 208-240 volt electrical charger
  - Must have a two-year warranty with full replacement and onsite service
- Coordinate with local agencies to streamline the permitting process and notify utilities prior to installation.
- The project must be completed within 12 months of agreement execution.

## 3. Fleet EVSE

- Project is for the installation or upgrade of Level 1 or Level 2 EVSE
- Level 1 EVSE requirements:

- Must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent
  - Must have an approved SAE J1772 coupler
  - Must be an AC 110-120 volt electrical charger
  - Must have a two-year warranty with full replacement guarantee
- Level 2 EVSE requirements:
    - Must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent
    - Must have an approved SAE J1772 coupler
    - Must be an AC 208-240 volt electrical charger
    - Must meet the SAE J1772 or most recent standard
    - Must have a two-year warranty with full replacement and onsite service
  - Coordinate with local agencies to streamline the permitting process and notify utilities prior to installation.
  - The project must be completed within 12 months of agreement execution.

#### 4. DC Fast Charger Demonstration Project

- DC Fast Charger Requirements
  - Uses the [CHAdeMO](#)<sup>1</sup> protocol with provision to upgrade to the new SAE fast charger standard while leaving [CHAdeMO](#) protocol in place for plug-in electric vehicles (PEVs). EVSE using other protocols may be co-located with a CHAdeMO protocol EVSE.
  - Ability to communicate with vehicle battery management systems.
  - Requirement for sequential charging for more than two fast chargers.
  - Must have a minimum five-year warranty of entire fast charger system with onsite service.
  - Certified by the Underwriters Laboratories, Inc (UL), or equivalent
  - Minimum 30 kW power rating and a minimum of two charging ports.
- DC fast chargers must be strategically located in order to extend the range of PEVs within and between urban areas and along transportation corridors.
- Installation must be at an existing lot or structure.
- Installation and operation must occur within 24 months of agreement execution.
- The station provides unlimited public PEV access for fast charging.

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<sup>1</sup> "CHAdeMO" is an abbreviation of "CHArge de MOve", equivalent to "charge for moving", and is a pun for "O cha demo ikaga desuka" in Japanese, meaning "Let's have a tea while charging" in English. [http://www.chademo.com/01\\_What\\_is\\_CHAdeMO.html](http://www.chademo.com/01_What_is_CHAdeMO.html) Japan Automobile Research Institute (JARI)

## E-85

- Equipment must comply with American Society for Testing and Materials (ASTM) D 5798, applicable Underwriter's Laboratory (UL) standards, or equivalent, and applicable National Institute of Standards and Technology (NIST) standards
- Projects must be at existing gasoline stations.

## Propane

- Stations must offer public access. School fueling stations are exempt from this requirement.
- Excludes home fueling devices

## 8. Funding Information:

The maximum funding available for this solicitation is \$30,310,000. However, the Energy Commission reserves the right to increase this amount up to \$60 million.

The Energy Commission reserves the right to reduce an award to an amount deemed appropriate in the event the maximum funding available for this solicitation does not provide full funding for each of the top-scoring applications. In this event, the Grantee and the Energy Commission shall meet and reach agreement on a scope of work commensurate with the level of available funding.

In order to encourage "CEQA-ready" projects and to ensure timely encumbrance of funds, the Energy Commission will conduct two rounds of scoring. The first round of scoring will fund up to \$9.81 million in passing projects. Remaining funds will be applied to the second round of scoring. See Section 14 (Selection of Projects and Award Process) for details.

**School Fleet Propane Preference:** The Energy Commission recognizes that schools have the greatest need for funding for new propane fueling stations, based on limited school funds for such infrastructure and greater use. School district propane infrastructure funding will support propane school buses that have also been funded under the ARFVT Program in previous years. Therefore, funds for propane will be made available to qualified public and private entities only after qualified school districts are funded.

**NoRTEC Propane Preference:** The Northern Rural Training Employment Consortium (NoRTEC) is a program in eleven Northern California counties that aims to provide workforce training to people in rural areas. NoRTEC counties include: Del Norte, Siskiyou, Modoc, Lassen, Shasta, Trinity, Tehama, Butte, Plumas, Sierra, and Nevada. As a part of this program, NoRTEC is emphasizing training in propane vehicle maintenance and will be deploying propane vehicles in this region, but needs infrastructure to support these vehicles. Propane is

considered the most viable option for this region because of the number of rural communities in this area and their accessibility to propane. Therefore, applications for propane infrastructure projects (not including projects for schools) in the NoRTEC region may receive preference points. See Attachment B, Scoring Criteria, for more information.

**Renewable Natural Gas Incentive:** In order to encourage the production and use of renewable natural gas, the Energy Commission will provide an additional 5% of the total project costs, up to the caps listed in section 9, to applications for new natural gas fueling stations that will dispense renewable natural gas. To qualify for the renewable natural gas incentive, the applicant must ensure that 5% of the natural gas dispensed on an annual basis is renewable biogas. The applicant must document the source of the renewable gas from an existing production facility or a facility that is under construction at the time the application is submitted.

**It is the Energy Commission's intent to provide funds for the purchase of equipment and materials necessary to the project(s). DC fast charging demonstration projects may also request funding for demonstration related activities, such as labor related to research and design, component development, testing, and evaluation.**

## **9. Funding Levels and Match Funding Requirements**

The balance of the project cost beyond the Energy Commission cost share is the Applicant's required match share. Applications submitted under this solicitation must include the match share percentage noted in the table below in the column "Match Requirement per Station" for each fuel of the application. Otherwise, the application will be rejected. All match-funding (cash and/or in-kind) must be committed and in place at the time the applicant executes a grant agreement with the Energy Commission. Applicants must disclose the source of the matching funds (e.g. through a letter from the source entity stating their commitment to match funds) and provide verification and documentation for the matching funds at the time of application, or face rejection of the application.

Assembly Bill 1314 (Wieckowski, Statutes of 2011, Chapter 487), effective January 1, 2012, amends the ARFVT Program to allow an applicant to count as match those project costs incurred after the Energy Commission notifies the applicant that its project has been proposed for an award. Pre-execution match expenditures are at the Applicant's own risk. The Energy Commission is not liable for Applicant's costs if the grant is not approved, if approval is delayed, or if the match expenditure is not allowable under the terms and conditions of the grant or applicable federal cost principles incorporated by reference into the agreement. All match expenditures must conform to the requirements in the terms and conditions of the grant agreement. Recipients will be required to document and verify pre-execution match expenditures, and provide a synopsis of project progress, in the

first monthly progress report and invoice to the Energy Commission after grant execution.

The Energy Commission will not reimburse for costs incurred before final execution of the grant agreement.

Energy Commission funds will be released on a cost-reimbursement basis based on invoices that show the required match percentages are expended.

Funding Levels, Match Requirement, and Maximum Awards, by Fuel Type

<b>Fuel</b>	<b>Max. Award per Station, Charger or Terminal</b>	<b>Match Requirement</b>	<b>Max Award per Application</b>	<b>Funding Available</b>
<b>Diesel Substitutes</b>	\$0.5 million	50%	\$0.5 million	\$ 3.14 million
<b>Natural Gas for School Fleets</b>	\$300,000	N/A	\$300,000	\$ 9.57 million
<b>CNG Station</b>	50% - (55% if renewable) of total cost, not to exceed \$300,000	50% (45% if renewable)	\$300,000	
<b>LNG or L/CNG Station</b>	50% (55% if renewable) of total cost, not to exceed \$600,000	50% (45% if renewable)	\$600,000	
<b>Residential Level 2 EVSE</b>	N/A	N/A	\$500,000	
<b>Workplace Level 1 and 2 EVSE</b>	N/A	N/A	\$75,000	\$ 7.0 million
<b>Fleet Level 1 and 2 EVSE</b>	N/A	N/A	\$75,000	
<b>DC Fast Charger Demonstration</b>	Up to 50% of total cost, not to exceed \$150,000	N/A	\$75,000	
<b>E85</b>	\$100,000 or 100% equipment cost, whichever is less	50% per station	\$1 million	
<b>Propane for School Fleets</b>	70% of total cost not to exceed \$50,000	30%	\$50,000	\$ 0.5 million
<b>Propane Station</b>	50% of total cost not to exceed \$30,000	50%	\$30,000	

## **10. Payment of Prevailing Wages**

Most projects under this solicitation will be considered public works pursuant to the California Labor Code. If the project is a public work, prevailing wage is required. Applicants must determine if the proposed project involves public works, and ensure that the project budget for labor reflects all prevailing wage requirements. The budget should indicate which job classifications are subject to prevailing wage.

For detailed information about prevailing wage and the process to determine if the proposed project is a public work, see the Prevailing Wage Compliance Questions and Answers in Attachment J. If the Applicant is unsure whether the proposed project involves public works and has not received a determination from the California Department of Industrial Relations (DIR) that the project is not a public work, the Applicant is advised to prepare a budget assuming that prevailing wage laws apply.

If the proposed project is a public work, or is assumed to be a public work, the Applicant can contact DIR for a list of covered trades and the applicable prevailing wage. Any agreement resulting from this solicitation will include the requirements for a public works project, such as paying prevailing wage, keeping payroll records, complying with working hour requirements, and apprenticeship obligations. Please refer to the Prevailing Wage Special Condition Template shown in Attachment H and the Prevailing Wage Compliance Certification Form shown in Attachment I.

## **11. California Environmental Quality Act (CEQA):**

Projects awarded Energy Commission funding are subject to the California Environmental Quality Act (CEQA) if their project meets the legal definition of "project" as defined in CEQA (Public Resources Code Section 21000 et seq.). A "project" is an action requiring a discretionary approval (such as a permit) from a local, regional, or state agency that has the potential to cause a direct physical change or a reasonably foreseeable indirect change in the environment.

If any part of the proposed project could qualify as a "project" under CEQA, applicants will be required to provide all required documentation to facilitate CEQA compliance prior to approval of the agreement and award of the grant money. Alternative fuel infrastructure projects will likely qualify as a "project" under CEQA. The Energy Commission must comply with its legal obligation under CEQA prior to advancing a project to the Business Meeting for Commission approval. Thus, no awards can be approved until CEQA is satisfied.

Typically, the local permitting agency with the City or County in which the project is located is the "lead agency" for purposes of CEQA. Applicants will be required to demonstrate contact with a lead agency prior to submitting their application (see

section 12, Application Requirements), and are encouraged to discuss the appropriate level of CEQA review with the lead agency. If the Energy Commission is the only agency with discretionary approval over the project, then it will act as lead agency and may charge and collect a reasonable fee from the Applicant to cover estimated costs of CEQA compliance. Costs expended to comply with CEQA will not be reimbursed. **Applicants must complete the CEQA process within 180 days of the Notice of Proposed Award (NOPA). Failure to do so may result in cancellation of the award and an award to the next highest scoring project.**

To encourage “CEQA-ready” projects, the Energy Commission is conducting scoring and proposing awards in two rounds. The first round of scoring will be for projects that commit to submitting CEQA documentation by April 16, 2012, as indicated on their application cover sheet. The second round of scoring will be for projects that will submit CEQA documentation after April 16, 2012. Any unfunded projects from the first round of scoring and any first-round project that fails to timely submit CEQA documentation will be shifted to the second round of scoring and re-ranked with their original score. See Section 14 (Selection of Projects and Award Process) for details.

Additional information about CEQA can be found from the following online resources:

The California Natural Resources Agency provides CEQA information through their California Environmental Resources Evaluation System, <http://ceres.ca.gov/ceqa>. Interested persons can use the toolbar on the left-hand side of the screen to navigate the website.

The entity in charge of administering CEQA is the Governor's Office of Planning and Research (OPR), and they provide a very general overview of the CEQA process at their website, <http://opr.ca.gov>.

## 12. Application Requirements:

One (1) original and three (3) copies of the application and a CD, DVD, or flash drive containing the application **must be received no later than the date and time shown in the Schedule of Application and Award Process in Section 15.** Applications may be mailed or hand delivered to:

California Energy Commission  
Grants and Loans Office  
Attn: PON-11-602 Alternative Fuel Infrastructure:  
Electric, Natural Gas, Propane, E85, Diesel Substitutes Terminals  
1516 Ninth Street, MS-1  
Sacramento, CA 95814

Postmark dates of mailing, electronic mail (E-mail), and facsimile (Fax) transmissions are not acceptable, in whole or in part, under any circumstances.

Each application must be for a single fueling station or terminal site only, with the exception of residential, workplace, and fleet EVSE charging and E-85 station applications, which may include multiple stations in a single application.

All applications must contain the following information:

### A. Application cover page

**The application must include an original Cover Page (Attachment A) signed by an authorized representative of the Applicant's organization.**

The cover page shall identify a team lead or project manager, who will be the one individual responsible for interacting with the Energy Commission Grant Manager on all issues relating to the overall project and coordinating all aspects of work under the project.

### B. Application Narrative

The Application Narrative must include a detailed description of the proposed project, including the entity(ies) that will own and operate the proposed project, and the operational goals and objectives of the proposed project. The Application Narrative must also include a brief narrative that clearly demonstrates that the proposed project complies with the Eligible Projects and Minimum Requirements specified in Section 7.

The Application Narrative must also provide an explanation of how the proposed project:

1. Complements, and does not interfere with, efforts to achieve and maintain federal and state ambient air quality standards and to reduce toxic air

contaminant emissions; and maintains or improves upon emission reductions and air quality benefits in the State Implementation Plan for Ozone, California Phase 2 Reformulated Gasoline standards, and diesel fuel regulations. These requirements are described in the Air Quality Guidelines for the Air Quality Improvement Program and the Alternative and Renewable Fuel and Vehicle Technology Program that can be found at <http://www.arb.ca.gov/regact/2008/aqipfuels08/oalfinreg.pdf>.

2. Complies with the prohibition against funding projects that are required to be undertaken by state or federal law, district rules or regulations, memoranda of understanding with a governmental entity, or legally binding agreements or documents. This prohibition is described in section 3103 of the Regulations for the Alternative and Renewable Fuel and Vehicle Technology Program that can be found at: <http://www.energy.ca.gov/2008publications/CEC-600-2008-013/CEC-600-2008-013-F.PDF>.

3. Will address administration and data collection requirements (see Attachment D for the required Administration and Data Collection tasks).

4. Addresses the technical scoring criteria described in Attachment B. Provide sufficient detail so that reviewers will be able to evaluate the application against the technical scoring criteria.

#### C. Scope of Work

Applicants must include a completed Scope of Work following the format and instruction shown in Attachment C. **Electronic files for the Scope of Work must be in MSWord.**

#### D. Schedule of Products and Due Dates

Applicants must include a completed Schedule of Products and Due Dates following the format and instructions shown in Attachment E. All work must be scheduled for completion by March 31, 2016, including twelve months of data collection and reporting. **Electronic files for the Schedule of Products and Due Dates must be in MS Excel.**

#### E. Budget

Applicants must complete the Budget forms shown in Attachment F. Instructions for completing the Budget forms are included in Attachment F. **Electronic files for the Budget must be in MS Excel.** All project expenditures must be expended within the approved term of the funding agreement. The requirements for match share funding are included in Section 9.

The Budget should allow for the expenses of a Kick-off Meeting, at least one

Critical Project Review meeting, and a Final meeting. It is anticipated that meetings will be conducted at the Energy Commission located in Sacramento, CA. Costs for travel, labor or other cost caused by these meetings must be covered by the applicant's match share funds.

Applicants should also budget for permits, insurance, etc., and limit the funding source to match funds.

The Budget should allow for the preparation and submission of monthly progress reports (1-2 pages each) during the approved term of the agreement, and a Final Report. Instructions for preparing the Final Report will be provided to successful Applicants.

The purchase of equipment (items with a unit cost greater than \$5,000 and a useful life of greater than one year) with Energy Commission funds will require disposition of purchased equipment at the end of the project. Typically, Grant Recipients may continue to utilize equipment purchased with Energy Commission funds as long as the use is consistent with the intent of the original Grant Agreement. *There are no disposition requirements for equipment purchased with match share funding.* See the Grant Terms and Conditions (Attachment K) for additional restrictions on equipment purchased with grant funds.

The Budget must reflect estimates for **actual** costs to be incurred during the approved term of the project. The Energy Commission can only approve and reimburse for actual costs that are properly documented in accordance with the Grant Terms and Conditions.

The Budget must **NOT** include any profit from the proposed project, either as a reimbursed item or as match share. Please review the Grant Terms and Conditions (Attachment K) for additional restrictions and requirements.

#### F. CEQA Worksheet

Applicants must complete the detailed CEQA Form in Attachment L and submit it with their proposal. This worksheet will help applicants to determine CEQA compliance obligations by identifying which parts of the project may trigger the need for CEQA compliance. If the project includes only activities that do not trigger CEQA, such as paper studies, then the worksheet will help identify and document this. Failure to complete the worksheet may lead to disqualification of the proposal.

Applicants must also provide with their application documentation of contact with the lead agency for purposes of complying with CEQA, such as a notice of exemption, a letter from the lead agency acknowledging their role in the CEQA

process, or a CEQA application to the lead agency that is stamped as received. If no CEQA review would be required by the local agency, provide documentation (letter or e-mail) from the local agency explaining why not.

Applicants must complete the CEQA process within 180 days of the Notice of Proposed Award (NOPA). Failure to do so may result in cancellation of the award and an award to the next highest scoring project.

### **13. Additional Application Requirements:**

- Limit the application narrative to a maximum of 10 pages total.
- Use a standard 12-point font and 1-inch page margins and number the pages. The original should be bound only with a binder clip: the other three (3) copies should be bound only with a staple in the upper left corner. No covers or other types of bindings are allowed.
- Applicants may submit multiple applications.

### **14. Selection of Projects and Award Process:**

The following process will be used to select and propose awards for funding:

1. All applications will be screened for compliance with the Eligible Projects and Requirements in section 7 and the Grounds for Rejection listed in section 18. Proposals that do not meet these requirements will be rejected and will not proceed to the scoring process.
2. During technical scoring, the Energy Commission may ask Applicants clarifying questions regarding their applications. Applicants will not be reimbursed for time spent answering clarifying questions.
3. A minimum score of 70 percent in technical scoring is required for the application to be eligible for funding.
4. A Scoring Committee will conduct a first round of scoring using the technical scoring criteria in Attachment B for applications passing the administrative screening that indicated on their application cover sheet that they will submit CEQA documents by April 16, 2012.
5. The Energy Commission will propose a first round of awards, starting with the highest ranked project ranked by fuel type and the Energy Commission's decision of proposed funding levels, in a first Notice of Proposed Awards (NOPA).
6. The Energy Commission reserves the right to negotiate with Applicants to modify the project scope, the level of funding, or both.

7. If the Energy Commission is unable to successfully negotiate and execute a funding agreement with an Applicant, the Energy Commission, at its sole discretion, reserves the right to cancel the pending award and shift funds to the second round of proposed awards.
8. The Grant Agreement will be scheduled and heard at an Energy Commission Business Meeting for approval.
9. Public agencies that receive funding under this solicitation must provide an authorizing resolution approved by their governing authority to enter into an Agreement with the Energy Commission and designating an authorized representative to sign.
10. The Energy Commission will send the approved Grant Agreement, including the general Grant Terms and Conditions<sup>2</sup> and any additional terms and conditions, to the grant recipient for review, approval, and signature.
11. Once the grant recipient signs, the Energy Commission will fully execute the Grant Agreement. Recipients are approved to begin the project only after full execution of the Grant Agreement.
12. After funds from the first round of scoring are awarded, the Scoring Committee will conduct a second round of scoring using the technical scoring criteria in Attachment B for applications passing the administrative screening that have indicated that they will submit CEQA documents after April 16, 2012.
13. Passing but unfunded applications from the first NOPA, and any projects from the first NOPA that fail to timely submit CEQA documents, will be moved to the second NOPA and ranked by fuel type with their original score against projects scored in the second round.
14. The Energy Commission will propose a second round of awards, starting with the highest ranked project by fuel type and including projects that were moved from the first NOPA. The results of the Energy Commission's decision of proposed funding level, the rank order of proposers, and the amount of each proposed award will be posted in a second NOPA.
15. Unsuccessful Applicants may request a debriefing after the release of the second NOPA. A request for debriefing must be received no later than 30 days after the second NOPA is released.
16. If the Energy Commission is unable to successfully negotiate and execute a funding agreement with an Applicant, the Energy Commission, at its sole

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<sup>2</sup> The ARFVT Program Grant Terms and Conditions can be found at [<http://www.energy.ca.gov/contracts/>] as part of this solicitation package.

discretion, reserves the right to cancel the pending award and fund the next highest ranked eligible project from the second NOPA.

## 15. Schedule of Application and Award Process:

Event	Date
Release of solicitation	February 8, 2012
Application workshop	February 21, 2012
Deadline to submit questions	February 21, 2012 no later than 3:00 pm
Post answers to questions	February 28, 2012
Deadline to submit applications	March 14, 2012 no later than 3:00 pm
Post Notice of Proposed Awards (estimated)	April 2012
Approve awards at Business Meeting (estimated)	June 2012
Anticipated date for work to begin (estimated)	2-4 weeks after approval of award

## 16. Application Workshop:

An application workshop will be held through in-person participation, WebEx, and conference call. Participation by prospective Applicants is optional. Please call: Grants & Loans (916) 654-4381, or refer to the Energy Commission's website at: <http://www.energy.ca.gov/contracts/index.html> to confirm the date and time.

**February 21, 2012**

9 a.m.

California Energy Commission  
Hearing Room A, First Floor  
1516 Ninth Street  
Sacramento, California 95814

**Presentations and audio from the meeting will be broadcast via our WebEx web conferencing system. To join the WebEx, the Energy Commission's on-line meeting service, please use the following instructions:**

### **Computer Logon with a Direct Phone Number:**

- Please go to <https://energy.webex.com> and enter the unique meeting number **924 126 939**.
- When prompted, enter your information and the following meeting password: **pon11602@cec**
- After you login, a prompt will appear on-screen for you to provide your phone number. In the Number box, type your area code and phone number and click OK to receive a call back on your phone for the audio of the meeting.

International callers can use the "Country/Region" button to help make their connection.

### **Computer Logon for Callers with an Extension Phone Number, etc.:**

- Please go to <https://energy.webex.com> and enter the unique meeting number **924 126 939**.
- When prompted, enter your information and the following meeting password: **pon11602@cec**.
- After you login, a prompt will ask for your phone number. **CLICK CANCEL**.
- Instead call **1-866-469-3239** (toll-free in the U.S. and Canada). When prompted, enter the meeting number above and your unique Attendee ID number which is listed in the top left area of your screen after you login. International callers can dial in using the "Show all global call-in numbers" link (also in the top left area).

### **Telephone Only (No Computer Access):**

- Call **1-866-469-3239** (toll-free in the U.S. and Canada) and when prompted enter the unique meeting number above. International callers can select their number from <https://energy.webex.com/energy/globalcallin.php>.
- If you have difficulty joining the meeting, please call the WebEx Technical Support number at **1-866-229-3239**. Please be aware that the meeting's WebEx audio and on screen activity may be recorded.

### **Conference Call:**

To participate in the meeting by phone, please call **1 (866) 469-3239** by 9:00 a.m. Passcode: **924 126 939**. Call Leader: Pilar Magana

### **17. Confidential Information:**

No confidential information will be accepted either through the application process or through the implementation of the funding award. Applications containing or proposing to deliver confidential information will be returned without consideration.

The entire evaluation process from receipt of applications up to the posting of the Notice of Proposed Award is confidential. However, applications and all submittals will become public records after the Energy Commission completes the evaluation and/or scoring process and the Notice of Proposed Awards is posted, or the solicitation is cancelled.

### **18. Grounds for Rejection:**

**Applications will be rejected and not considered for funding if:**

- The application is not received by the Energy Commission's Grants and Loans Office by the specified due date and time in Section 15 of this solicitation;
- The Cover Page is not signed by the Applicant's authorized representative;
- The Application contains confidential information.
- Applicant is not an eligible applicant (Section 6, Eligible Applicants)
- Proposed project does not conform to Section 7, Eligible Projects and Requirements section.
- If applicable, the minimum share of non-state matching funds is not budgeted.

**Applications may be rejected and not considered for funding if:**

- Any section under Section 12, Application Requirements, is missing or incomplete;
- If applicable, the Applicant does not include letters from investors and/or partners that document the required minimum percent match share for the project's cost.

**19. Cancellation or Amendment of the Solicitation:**

It is the policy of the Energy Commission not to solicit applications unless there is a bona fide intention to award an Agreement. The Energy Commission reserves the right to do any of the following:

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

**20. Questions:**

Questions about this solicitation may be submitted in writing or via e-mail to:

California Energy Commission  
Grants and Loans Office  
Attn: PON-11-602 Alternative Fuel Infrastructure:  
Electric, Natural Gas, Propane, E85, Diesel Substitutes Terminals  
1516 Ninth Street, MS-1  
Sacramento, CA 95814  
[dnichols@energy.state.ca.us](mailto:dnichols@energy.state.ca.us)

Questions submitted to the Energy Commission at the application workshop, or in writing or via email prior to the deadline specified in Section 15 of this solicitation, will be answered and posted on the Energy Commission's website at <http://www.energy.ca.gov/contracts> as part of this solicitation package. The person and organization submitting a question will not be identified.

**21. Attachments:**

- A. Grant Proposal Application Cover Page
- B. Scoring Criteria
- C. Instructions for the Scope of Work
- D. Scope of Work Template and Samples
- E. Schedule of Products and Due Dates
- F. Budget Forms and Instructions
- G. Local Health Impacts Information
- H. Prevailing Wage Special Conditions Template
- I. Prevailing Wage Compliance Certificate
- J. Information on Compliance with Prevailing Wage
- K. Terms and Conditions with Payment Request Form
- L. California Environmental Quality Act (CEQA) Compliance Form
- M. Invoicing Instructions for Cost Reimbursement Agreements
- N. Glossary of Terms and Acronyms