

**CALIFORNIA
ENERGY
COMMISSION**

GRANT SOLICITATION

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

**Solicitation Number
PON-10-602**

**Subject Area:
Regional Plans to Support Plug-In
Electric Vehicle Readiness**

APPLICATION PACKAGE

May 12, 2011



Edmund G. Brown Jr., Governor

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GRANT SOLICITATION AND APPLICATION PACKAGE

Alternative and Renewable Fuel and Vehicle Technology Program

Subject Area: Regional Plans to Support Plug-in Electric Vehicle Readiness

- 1. Release Date: May 12, 2011**
- 2. Application Due Date: Continuous from July 5, 2011 until July 5, 2012 at 4:00 p.m.**
- 3. Purpose:**

This Program Opportunity Notice is to announce that applications to help prepare California regions for the rollout of Plug-in Electric Vehicles (PEVs) are now being accepted on a first-come, first-served basis. The California Energy Commission (Energy Commission) is announcing the availability of funding to assist California's diverse regions to develop regional PEV strategic plans that will plan for the deployment of PEV electric vehicle supply equipment (EVSE), establish best practices for "PEV-ready" building and public works guidelines, and help to streamline PEV EVSE permitting, installation, and inspection processes.

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

This solicitation, 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) 654-4606

Please refer to Solicitation Number PON-10-602 in your request. 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 (ARFVT) 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:

- Develop and improve alternative and renewable low-carbon fuels;
- Optimize alternative and renewable fuels for existing and developing engine technologies;
- 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;
- Improve light-, medium-, and heavy-duty vehicle technologies;
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets;
- Expand infrastructure connected with existing fleets, public transit, and transportation corridors; and
- 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. On August 11, 2010, the Energy Commission adopted its second investment plan for the 2010-11 fiscal year. The investment plan contains specific recommendations for expending ARFVT Program funds. This investment plan is on-line at <http://www.energy.ca.gov/2010publications/CEC-600-2010-001/CEC-600-2010-001-CMF.PDF>.

6. Eligible Projects:

To be eligible for this solicitation, proposed projects must be supported by the creation of a multi-stakeholder PEV Coordinating Council (PEVCC)(see number 7 – Eligible Applicants).

Grants will be awarded for the development of regional readiness plans for PEVs which must include at least the following activities:

- Developing regionally specific guidelines for PEV infrastructure deployment, for residential single- and multi-dwelling units, commercial and public areas, and fast charging units in strategic locations.

- Developing regional charge port infrastructure location identification, quantity and investment required to implement the installation of the infrastructure beginning in 2014. Locations include public access on public property, commercial property, highway corridors, and workplaces.
- Developing region-specific planning data, including the use of previous studies, employer/workplace engagement, transportation studies, and estimates of PEV deployment, to support infrastructure deployment.
- Developing plan for PEV-friendly buildings and public works, including pre-installation checklists and post-commitment streamlining of EVSE permitting, installation, and inspection processes.
- Developing PEV education and promotion plans on the benefits of PEV adoption.
- Developing a plan to accelerate PEV adoption in private and public fleets.
- Developing a plan to collect data on consumer charging behavior.
- Estimating greenhouse gas emissions reductions from PEVs in the region.
- Integrating PEV readiness and promotion policies into Sustainable Community Strategies (Steinberg, Chapter 728, Statutes of 2008).
- Sharing best practices with other regions for PEV infrastructure permitting, installation, deployment, maintenance, and inspection.

7. Eligible Applicants:

This solicitation is open to California local or regional public entities with plans to establish a PEVCC. The application must specify a lead public entity that will be authorized to accept and administer the award on behalf of the PEVCC.

A PEVCC must have a mission statement, charter, defined goals and defined domains of activities for coalition members. In addition, PEVCCs must be in place and should have convened at least one meeting before the execution of a grant agreement resulting from this solicitation.

The following section lists the required and optional participants for the PEVCC:

Required: Minimum of four California local or regional public entities such as those listed below. (This is not an exhaustive list.)

- Cities
- Counties
- Municipal planning organizations
- Councils of Government
- Transportation agencies
- Air quality districts
- Agencies affiliated with cities

- Agencies affiliated with counties
- Public utilities
- Joint Powers Authorities
- Regional public agencies

Optional: In addition to the required four local or regional public agencies, the PEVCC may include one or more from the following list. (This is not an exhaustive list.)

- Vehicle original equipment manufacturers (OEMs)
- Education organizations
- Business associations
- Civic partners
- Non-governmental organizations/non-profits
- California State agencies
- Equipment manufacturers
- Electric vehicle infrastructure providers and installers
- Consulting firms
- Corporate fleets
- Investor owned utilities

Applicants may apply for only one grant agreement at a time under this solicitation. Eligible applicants may apply for additional funding after completion of a grant awarded under this solicitation, if the deadline for submitting proposals has not passed and funds remain available.

8. Funding Information:

The maximum funding available for grant awards under this solicitation is \$1,000,000; however, the Energy Commission may add up to an additional \$1 million to this solicitation.

The maximum award per project application is \$200,000. Awards will be made to eligible applicants with a passing application on a “first come, first served” basis. It is anticipated that work performed under any award will be completed in two years or fewer. Award agreements will be executed with the designated lead agency for the PEVCC.

The Energy Commission reserves the right to reduce the amount of an award when eligible applications exceed the amount of funding available in this solicitation. In this event, the Recipient and the Energy Commission shall meet and reach agreement on a scope of work commensurate with the level of available funding.

There is no minimum funding amount per project.

9. Match Funding Requirements:

Match funding equivalent to a minimum of 20 percent of the total project costs is required either in cash or from in-kind services from non-state sources (for example, a \$125,000 project would require a match of \$25,000 from non-state sources). Proposals must disclose the source(s) and provide verification and documentation for the matching funds.

All match funding and match fund contributions must be quantified, verified, documented and directly related to the specific project for which grant funding is sought. Match percentage requirements must be reconciled on a quarterly basis.

10. Payment of Prevailing Wages:

Some projects under this solicitation might be considered public works pursuant to the California Labor Code. If the project is a public work, prevailing wage is required. The California Department of Industrial Relations (DIR) has jurisdiction to decide whether a particular project is or is not a public work. If the project involves construction, alteration, demolition, installation, repair or maintenance work, it probably would be considered by DIR to be a public work. Examples of the activities that would probably lead DIR to find that the project involves public works include: cement work, site preparation such as grading, surveying, electrical work such as wiring, and carpentry work. Certain workers are entitled to prevailing wage, such as operating engineers, surveyors, carpenters, laborers, etc. However, other workers are not subject to State prevailing wage laws, such as design or pre-construction engineers or project superintendents who do not perform work on the projects.

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.

In order to determine if the proposed project involves public works, please contact DIR as advised in Attachment G. DIR maintains a list of covered trades and the applicable prevailing wage. If the Applicant is unsure whether the proposed project involves public works and has not received a determination from DIR that the project is not a public work, the Applicant is advised to prepare a budget assuming that prevailing wage laws apply.

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. See the sample terms and conditions and Prevailing Wage Compliance Certification Form (Attachment G).

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 (Attachment H).

11. California Environmental Quality Act (CEQA):

The Energy Commission does not anticipate that projects selected for funding will meet the definition of a “project” under the California Environmental Quality Act (CEQA). However, if any actions do meet the definition of a “project” (see Public resources Code Section 21000 et seq.), the Energy Commission must comply with its responsibilities as either a Lead or Responsible Agency under CEQA prior to approving the award at a Business Meeting. This may include an Energy Commission finding that the project is exempt under a statutory or categorical exemption, or it may include the Energy Commission or other Lead Agency certifying a negative declaration or environmental impact report. The Applicant will have to pay the cost for these activities from funds other than those provided through any agreement resulting from this solicitation. Please refer to Title 20, California Code of Regulations, Chapter 6, Article 1, including section 2308.

The Energy Commission does not anticipate that projects selected for funding will meet the definition of a “project” under the California Environmental Quality Act (CEQA). However, if any actions do meet the definition of a “project” (see Public resources Code Section 21000 et seq.),

12. Selection of Projects and Award Process:

Applications will be evaluated and awards will be proposed using the process described below.

- Applications will be accepted on a “first-come, first-served” basis.
- Applications will be screened for adherence to the “administrative criteria” in Attachment B.
- Applications passing the “administrative criteria” will be reviewed and evaluated by technical teams using the pass/fail “technical criteria” in Attachment B. Applications not passing the “administrative criteria” will receive no further consideration.
- As part of the technical review, the Energy Commission may invite applicants to a clarification interview regarding the information contained in their applications. Applicants may appear in person at the Energy Commission office in Sacramento, CA, or discuss the application by telephone. The Energy Commission will not provide reimbursement to any applicant for the interview appearance.

- Applications passing all technical evaluation criteria will be recommended for funding until all funds available through this solicitation have been committed.
- Applications recommended for funding and the amount of funding will be posted on the Energy Commission's website in a Notice of Proposed Award (NOPA).

After awards are proposed the following terms will apply.

- The Energy Commission reserves the right to determine the number of projects it will fund and, for each funded application, to negotiate with the Applicant: the final project scope of work, any additional special terms and conditions, and the level of funding received pursuant to this solicitation.
- Applicants recommended for an award pursuant to this solicitation, and as announced in the NOPA, will be required to refine a detailed set of award documents, including but not limited to: a Scope of Work (Attachment D), a schedule of products and due dates (Attachment E), and detailed budget forms (Attachment F).
- Public agencies and non-profit organizations proposed for funding under this solicitation must provide an authorizing resolution approved by their governing authority to enter into an Agreement with the Energy Commission.
- Upon receiving the required documents, the Energy Commission will prepare a Grant Agreement, including applicable Terms and Conditions¹ and any additional terms and conditions, and send it to the Recipient for review, approval, and signature.
- The Grant Agreement will be presented at a regularly-scheduled Energy Commission Business Meeting, where approval will be sought.
- After approval at the Business Meeting, the Energy Commission will fully execute the Grant Agreement. Recipients are approved to begin the project only after the date of the full and final execution of the Grant Agreement by the Energy Commission.
- Unsuccessful applicants may request a debriefing to determine why their application did not pass the screening or evaluation criteria. A request for debriefing must be received no later than 30 days after the release of the NOPA, in which the Applicant is listed.

¹ Samples of the required detailed award documents and the Grant Terms and Conditions can be found at [<http://www.energy.ca.gov/contracts/>] as part of this solicitation package. However, please note that the Energy Commission reserves the right to modify the award documents and/or the Grant Terms and Conditions prior to executing Grant Agreements.

- If an application does not pass the screening or evaluation criteria, applicants may resubmit a revised application. However, resubmitted applications will be processed as a new application on a “first-come, first-served” basis. Awards will be subject to the availability of funds pursuant to this solicitation.

13. Schedule of Proposal and Award Process:

Table 1

Event	Date
Release of Solicitation	May 12, 2011
Deadline to Submit Questions	Initially: May 27, 2011 no later than 3:00 pm
Posting of Questions & Answers	June 20, 2011 & updated as needed
Deadline to Submit Applications	Continuous from July 5, 2011 until July 5, 2012 at 4:00 pm

14. Proposal Requirements:

All applicants must provide hard copies of one (1) original and six (6) copies of the proposal and a CD or flash drive containing all of the documents related to the proposal in editable form (Microsoft Word and Excel). The original must be signed by an authorized representative of the Applicant’s organization.

All applications must contain the following information:

A. Proposal cover page:

Applicants must include a complete and signed Cover Page shown in Attachment A. The proposal must include an original Cover Page signed by an authorized representative of the Applicant’s organization.

B. Executive Summary:

The maximum length of the Executive Summary is two (2) pages. The Executive Summary must include, at a minimum, project description, project objectives, and quantitative and measurable goals to be achieved.

C. Project Narrative:

The Project Narrative must include a detailed description of the proposed project and the public entity authorized to accept and administer the award on behalf of the Coordinating Council, operational goals and objectives of the proposed project, and 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 as well as efforts 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>

The Project Narrative also must:

- Provide a clear statement of proposal's purpose, scope of work and work products.
- Provide a detailed discussion of each of the screening criteria (Attachment B)
- Provide sufficient detail so the evaluation team will be able to evaluate the proposal against each of the screening criteria.
- Describe project collaboration and coordination.
- Provide project budget information, including the source(s) of match funding which must be a minimum of 20 percent of the total project costs
- Include any other significant factors to enhance the value of the proposal, including highlights of previous work.

D. Additional Supporting Documentation

1. Letters of commitment from each key partner demonstrating their willingness and capacity to carry out the responsibilities described in the application.
2. Documentation of the PEVCC including the list of potential or anticipated members, their business or agency affiliation, and their roles and activities related to membership.

E. Scope of Work and Schedule

Applicants must include a completed Scope of Work and Schedule following the formats contained in Attachments D and E. All work must be scheduled for completion within 24 months of execution of Agreement. Instructions for completing the Scope of Work are included in Attachment C.

Electronic files for the Scope of Work must be in Microsoft Word. Instructions for the Schedule of Products and Due Dates are included in the document. **Electronic files for the Schedule of Products must be in Microsoft Excel.**

F. Budget:

Applicants must complete and include the Budget forms contained in Attachment F. Instructions for completing the Budget form is included in Attachment F. **Electronic files for the Budget must be in Excel.** All project expenditures (match share and reimbursable) must be expended within the approved term of the funding agreement.

Match funding of at least 20 percent of the total project costs is required either in cash or in-kind services from non-state sources (for example, a \$125,000 project would require a match of \$25,000). Applications must disclose the source and provide verification and documentation for the matching funds.

The Budget should allow for the expenses of a Kick-off Meeting and a Final meeting. It is anticipated that meetings will be conducted at the Energy Commission located in Sacramento; CA. Applicants should also budget for permits and insurance, and limit the funding source for those expenses to match funds.

The Budget should allow for the preparation and submission of monthly progress reports (2-4 pages each) during the approved term of the agreement, and a Final Report. Instructions for 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.*

For any known subcontracts included in the budget, including agreements with project partners, the Applicant shall provide a detailed budget breakdown of subcontractor costs. If the subcontractor is to be determined, the Applicant shall include estimated costs with as much detail as reasonably available. Applicants will be required to finalize subcontractor budgets prior to the subcontractor beginning work on a task in the grant agreement.

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 Energy Commission will not approve or reimburse costs incurred prior to execution of the grant agreement.

The Budget must **NOT** include any profit from the proposed project, either as a reimbursed item or as match share. In accordance with the Grant Terms and Conditions, no profit is allowed under grant budget. Please review the Grant Terms and Conditions for additional restrictions and requirements.

15. Proposal Guidelines:

Proposal should adhere to the following guidelines.

- A. Limit the Project Narrative and Scope of Work to a maximum of 25 pages total.
- B. Use a standard 12-point font and 1-inch or larger page margins and number the pages.
- C. The original should be bound only with a binder clip: the other six (6) copies should be bound only with a staple in the upper left corner. No covers or other types of bindings are allowed.
- D. In the electronic copy the Scope of Work must be in Microsoft Word, and the Product Schedule and Budget must be in Microsoft Excel.

16. 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.

17. Proposal Submission Requirements:

One (1) original and six (6) copies of the proposal and a CD or flash drive containing all of the documents related to the proposal will be accepted on a first-come, first-served basis beginning on the date listed in Table 1, Section 13. Applications may be mailed or hand delivered to:

California Energy Commission
Grants and Loans Office
Attn: PON-10-602
1516 Ninth Street, MS-1
Sacramento, CA 95814

All applications must be received no later than the date and time listed in Table 1, Section 13. Postmark dates of mailing, and date/time stamps on electronic mail (E-mail) and facsimile (Fax) transmissions are not acceptable in whole or in part under any circumstances.

18. Grounds for Rejection:

Proposal will be rejected and not considered for funding if:

- Proposal does not include at least four local or regional public agencies (Section 7, Eligible Applicants).
- Match is less than 20 percent of total project cost from non-state sources (Section 9, Match Funding Requirements).
- Proposal has confidential information (Section 16, Confidential Information).
- Proposal contains intentionally false or misleading information.
- Proposal is lacking or has improper signatures on cover page.
- Proposal is received after 4:00 p.m. on due date listed in section 13.

Proposals may be rejected and not considered for funding if:

- Proposal does not contain all information listed in Section 14, Proposal Requirements.
- Proposal does not adhere to Section 15, Proposal Guidelines.
- Proposal is identical to work already being conducted within the same region by another entity.
- Proposal does not contain a completed budget

19. Cancellation or Amendment of the Solicitation:

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: Regional Plans to Support Plug-In Electric Vehicle Readiness
PON-10-602
1516 Ninth Street, MS-1
Sacramento, CA 95814
jmasters@energy.state.ca.us

Questions submitted to the Energy Commission prior to the specified deadline 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 Cover Page and Instructions
- B. Screening and Evaluation Criteria
- C. Instructions for the Scope of Work
- D. Scope of Work Template
- E. Schedule of Products and Due Dates
- F. Budget Template and Instructions
- G. Prevailing Wage Compliance Certificate Form
- H. Prevailing Wage Compliance Questions and Answers
- I. Terms and Conditions
- J. Invoice Template and Instructions
- K. Prevailing Wage Special Condition
- L. Sample Resolution

ATTACHMENT A

Grant Proposal Cover Page and Instructions

The cover page template and instructions for this solicitation is a separate Microsoft Word document. The template can be accessed <http://www.energy.ca.gov/contracts/index.html> as part of this solicitation package.

ATTACHMENT B

Screening and Evaluation Criteria

The following administrative and technical criteria will be used to evaluate proposals submitted under this PON. Proposals that “fail” any criterion will not be considered for funding.

ADMINISTRATIVE SCREENING CRITERIA	SCORE
<i>Tier 1: Application must pass all Tier-1 criteria for further consideration.</i>	
1. The PEV Coordinating Council includes a minimum of four local or regional public entities.	PASS / FAIL
2. “Match funding” is at least 20 percent of the total project cost and is from non-state sources.	PASS / FAIL
3. The amounts, sources, and verification for all match funds are provided.	PASS / FAIL
4. The application does not contain confidential information.	PASS / FAIL
5. The application has the proper signatures on the cover page.	PASS / FAIL
6. The application is received no later than 4:00 p.m. on due date listed in section 13.	PASS / FAIL
7. The application does not contain intentionally false or misleading information.	PASS / FAIL
<i>Tier 2: Application may be rejected if Tier-2 criteria are not met.</i>	
1. The application contains all information listed in Section 14, Proposal Requirements.	PASS/ACCEPTED/FAIL
2. The application adheres to Section 15, Proposal Guidelines.	PASS/ACCEPTED/FAIL
3. Application demonstrates that there is no duplicate existing or ongoing planning under this solicitation for the identified region	PASS/ACCEPTED/FAIL
4. The application includes a completed budget	PASS/ACCEPTED/FAIL

TECHNICAL EVALUATION CRITERIA	SCORE
<p>1. Description of Region and Regional Team.</p> <ul style="list-style-type: none"> a. Application identifies the region to which planning will apply, describes region in terms of counties and cities involved, and discusses the need for planning in that region. b. Application describes regional team that is supported by a multi-stakeholder PEVCC, including the names of each regional team member, a brief statement of their qualifications, and their roles and responsibilities. (See Section 7-Eligible Applicants) c. Application identifies the designated lead public entity that will accept and administer the award on behalf of the PEVCC. d. Project completion date is within two-year time period from execution. 	<p>PASS / FAIL</p>
<p>2. Application provides:</p> <ul style="list-style-type: none"> a. Plan to form the PEVCC, including potential members. b. Draft PEVCC mission statement and charter c. Clearly defined PEVCC goals and defined domains of activities for potential members. 	<p>PASS / FAIL</p>
<p>3. Application clearly addresses the development of a Regional PEV Readiness Plan. The Regional PEV Readiness Plan will include at a minimum:</p> <p>A. PEV Infrastructure Deployment Plan:</p> <ul style="list-style-type: none"> i. Application identifies issues to be considered in the deployment of infrastructure guidelines. ii. Application addresses and identifies need for regional plan in light of other regional ongoing efforts toward PEV readiness. iii. Application addresses region-specific guidelines for PEV infrastructure deployment, for residential single- and multi-dwelling units, workplace, fleets, commercial and public sites, and fast charging units in strategic locations. iv. Plan to collect consumer charging behavior data (in regions where such data is not being collected). v. Plan to survey potential workplace installations and fleet users vi. Application addresses regional charge port infrastructure location identification, quantity, and investment required to install the infrastructure beginning in 2014, including a map of proposed infrastructure sites and a timeline for infrastructure deployment. vii. Application addresses region-specific planning data to support infrastructure deployment, including the use of previous studies, employer/workplace engagement, 	<p>PASS / FAIL</p>

<p>transportation studies, and estimates of PEV deployment.</p> <ul style="list-style-type: none"> viii. Application describes plans to survey potential workplace and fleet EVSE opportunities and conduct educational “EV 101” events. ix. Application describes plan to mitigate “on-peak” PEV charging, including the use of battery storage and renewable energy such as wind or solar. Plan also addresses ways to maximize the use of public funds for PEV charging while reducing stranded EVSE. <p>B. Application clearly addresses deployment plan for developing PEV-friendly buildings and public works (See, e.g., http://www.theevproject.com/documents.php)</p> <ul style="list-style-type: none"> i. Application describes plans and methods for estimating PEV deployment within the region. ii. Application describes plans for the deployment of: <ul style="list-style-type: none"> a) Common pre-purchase EVSE installation inspection processes for PEV buyers and “hand-raisers” including: <ol style="list-style-type: none"> 1. Pre-installation checklist with OEMs and utilities. 2. Deployment plan for pre-installation checklists with auto dealers and utilities. 3. Streamlined and uniform EVSE inspection processes in collaboration with associations of building inspectors and other regional PEVCC stakeholders. b) Post-commitment: Streamlining local EVSE permitting, installation and inspection process of PEV infrastructure by: <ol style="list-style-type: none"> 1. Local collaboration of OEMs, utilities, installers and inspectors to accelerate residential EVSE installations and meet PEV customers’ expectations. 2. Outreach and education for building inspectors, utilities, facilities public works personnel and OEMs as appropriate to address EVSE functions and product types, safety issues and code, inspection and compliance issues and installation process streamlining and trouble-shooting. <p>C. Other: The application clearly describes:</p> <ul style="list-style-type: none"> i. Plan to accelerate PEV adoption in workplaces and private and public fleets. ii. PEV-friendly policies and incentives, such as parking or road access (toll), price differentials and other measure as appropriate. iii. Estimate of GHG emissions reductions based on estimate of region’s shift to PEVs. 	
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<ul style="list-style-type: none"> iv. Plan to integrate PEV readiness and promotion policies with Sustainable Community Strategies developed under SB 375. v. Plan to attract PEV manufacturing, production, infrastructure and services of PEV development in region. vi. Plan to share existing best practices for PEV infrastructure deployment and inspection, installation and permitting guidelines as well as ADA compliance and consistent PEV charger signage with other regions of California. vii. Sources of information or models used. viii. Research to be conducted. ix. Existing level of public awareness of the benefits of PEVs and the potential strategies to build public awareness. x. Steps involved in carrying out a 1-2 year, 3-5 year and 5-10 year plan in terms of estimating future PEV ecosystem development needs. 	
<p>4. Applicant provides a statement of commitment to provide a Regional PEV Readiness Plan with the elements described above.</p>	<p>PASS / FAIL</p>

ATTACHMENT C

INSTRUCTIONS FOR THE SCOPE OF WORK

The Scope of Work provides the framework Energy Commission staff will use to develop an agreement.

Key Name List

List key parties within the agreement as described below. See Terms and Conditions for more information regarding key parties within the agreement.

Key Personnel are employees or consultants who are critical to the outcome of the project and are being paid with Energy Commission funds. Key Personnel have expertise in the project field or experience that is not available from another source. Replacing these individuals may be difficult due to their expertise and may affect the outcome of the project. Since key personnel can come from various organizations working on the agreement, they should be written as follows to avoid confusion: “John Smith – Acme Company”

Key Subcontractors are contractors, subcontractors, or vendors who are critical to the outcome of the project and are being paid with Energy Commission funds. Key Subcontractors have expertise in the project field or experience that is not available from another source. Replacing these individuals may be difficult due to their expertise and may affect the outcome of the project.

Key Partners are participants in the Project who are not receiving Energy Commission funds and are not providing Match Funds but are integral to the outcome of the Project. Key Partners may be providing space, testing facilities, demonstration sites or may be a manufacturer or other implementer of the Project results. Individual key employees from the Key Partner organizations are listed under “Key Personnel.” “Key Partners” are company names.

Glossary

Spell out each acronym used. Also include definitions of odd or unusual terms. Think about the document from the perspective of someone who does not work in the particular industry or discipline.

Problem Statement

Describe the problem that this project will address in one to two paragraphs maximum. Identify and discuss the principal barriers, key unresolved issues, and knowledge gaps that hinder the development and widespread use of the resource or the products of the proposed project in California.

Goal(s) of the Agreement

At the beginning of this section, complete the following sentence. Please be succinct.

The goal of this project is to ... *<Complete the sentence with a brief description of the goal(s) and how the goal(s) will be met. Please be brief, two to three sentences maximum.>*

Objectives of the Agreement

The objectives of this project are to ... *<Complete this sentence with the objectives, which are things that will be measurable or knowable at the end of **this** project.>*

If the improvements that your project will make are not amenable to measurement, surrogate performance metrics that can be measured must be given. Describe the methodology or procedure that will be used at the completion of the project to determine if the performance metrics have been achieved.

List and describe technical or economic objectives, or desired conditions outside the project itself that will result from the success of the project.

Task 1.0 Administration

Technical Tasks

Identify the work to be performed under this Agreement. Use the following structure for each task:

- **Task Name**
- **The goal of this task is to ...**
- **The Recipient shall:**
- **Products**

The Goal ...

The goal of this task is to ... *<Complete the sentence with a brief description of the goal(s). Please be brief, two to three sentences maximum.>*

The Recipient shall ...

List each individual **activity** with a separate bullet if there are more than two individual activities and begin each bullet with a verb to complete the sentence beginning with "The Recipient shall." Organize activities in the order in which they will occur. Use this section to describe the essential elements of the process you will use to complete the project. The contents of each product shall also be described in this section.

For Example:

The Recipient shall:

- Prepare the X Test Plan. This plan shall include, but is not limited to ...
- Conduct research in accordance with the X Test Plan.
- Prepare the X Test Results Report. This report shall include, but is not limited to, the following ...

Product(s):

- *<Insert 1st product (name only)>*
- *<Insert 2nd product (name only)>*

Only the names of each product shall appear in the “Products” section. Use exactly the same name to identify a product (report, data set, project plan, etc.) in the activity and in the list of products.

Products incorporate the knowledge and understanding gained by performing the activities, and is submitted to the Energy Commission for review, comment and approval. Products include, but are not limited to, written reports that describe methods, test plans, results of testing, analysis of data, conclusions, and recommendations for future study, workshop agendas and summaries, description and photographs of equipment/product developed, summaries of advisory group meetings, computer software with written instructions for data input and use of the software, if intended for public or Energy Commission use, and production prototypes. The summaries of the Products should be sufficiently detailed to be of use to stakeholders and other researchers. The level of detail should be sufficient for an observer to assess whether the project objectives and goals have been successfully met.

For purposes of this grant solicitation, do not propose to submit any product containing confidential information.

Examples of Different Types of Technical Products ***(These are examples, which you may modify for use in your project. You may create other products as needed, but please adhere to the patterns shown.)***

1. Written Notification

- Provide a Written Notification regarding _____, to the Commission Project Manager. *(Give it a unique name based on the content and the project.)* The letter shall include but is not limited to written documentation that the _____ is ready for *(testing, viewing, submission for certification, etc.)* and the date such *(testing, viewing, submission for certification, etc.)* shall begin, and shall include photographs.

Product: Written Notification regarding _____

2. Test Plans

Prepare the _____ Test Plan. *(Give it a unique name, such as the Site A Test Plan. Test plans and testing procedures should be described in detail including factors such as instrumentation, data collection, data analysis, statistical analyses, and performance curves. Test results shall include relationships among performance, efficiency, emissions, temperature, pressure and all other parameters that qualify and quantify the subject technology.)* The Test Plan shall include, but is not limited to:

- a description of the process to be tested;
- the rationale for why the tests are required;
- predicted performance based on calculations or other analyses;
- test objectives and technical approach;
- a test matrix showing the number of test conditions and replicated runs;
- a description of the facilities, equipment, instrumentation required to conduct the tests;
- a description of test procedures, including parameters to be controlled and how they will be controlled; parameters to be measured and instrumentation to measure them; calibration procedures to be used; recommended calibration interval; and maintenance of the test log;
- a description of the data analysis procedures;
- a description of quality assurance procedures;
- contingency measures to be considered if the test objectives are not met;
- *<add additional bullets specific to the project as needed>.*

Product(s):

Draft _____ Test Plan

Final _____ Test Plan

3. Interim Reports *(This applies to all product reports. Examples include task and subtask reports, test reports, data sets, databases and computer model development or application. Monthly reports and the final report are treated separately as shown in the Scope of Work.)*

- Prepare the _____ Report *(Give it a unique name, such as the ABC Test Report or 123 Database. If an interim report is based on earlier work in this project, then the titles should relate to each other. After the title insert a description of the product.)* This report shall include, but is not limited to, the following: *(List the elements of the report in separate bullets.)*

For example, if the Interim Report is a Test Report, use the following description:

The Test Report shall include, but is not limited to, the following:

- the Test Plan;
- test results;
- analysis;
- conclusions;
- recommendations;
- photographs as appropriate;
- *<add additional bullets specific to the project as needed>*.

For example, if the Interim Report is a Task or Subtask Report, use the following description:

The Task or Subtask Report shall include, but is not limited to, the following:

- the goal of the task or subtask;
- the description of the approach used;
- list of activities performed;
- description of the results and to what degree the goal was achieved;
- significant issues encountered and how they were addressed;
- a discussion of the implications regarding the success or failure of the results, and the effect on the budget and the overall objectives of the project;
- photographs as appropriate;
- *<add additional bullets specific to the project as needed>*.

Product(s):

Draft _____ **Test (Task, Database, etc.) Report**

Final _____ Test (Task, Database, etc.) Report

4. Bills of Materials or Equipment Lists

- Prepare a Bill of Materials (or Equipment List) for _____.
(Give it a unique name.). This document shall include but is not limited to:
 - a description of each item;
 - test protocols and codes applicable to each item;
 - cost estimates or bids for each item.

Product: Bill of Materials (or Equipment List) for_____

ATTACHMENT D

Scope of Work Template

The application Scope of Work template for this solicitation is a separate Microsoft Word document. The template can be accessed at <http://www.energy.ca.gov/contracts/index.html> as part of this solicitation package.

ATTACHMENT E

Schedule of Products and Due Dates

The template for the Schedule of Products and Due Dates for this solicitation is a separate Microsoft Excel document. The template can be accessed at <http://www.energy.ca.gov/contracts/index.html> as part of this solicitation package.

ATTACHMENT F

Budget Template and Instructions

The Budget template and Instructions for this solicitation is a separate Microsoft Excel document. The template can be accessed at <http://www.energy.ca.gov/contracts/index.html> as part of this solicitation package.

ATTACHMENT G

Prevailing Wage Compliance Certificate

After the public works² activities funded by this Agreement are complete, Recipient must fill out and sign this certificate and obtain the signatures from all of its contractors and any layer of subcontractors involved in public works funded by this Agreement.

This certificate must be completed and submitted to the Energy Commission Project Manager prior to the release of the retained funds under this Agreement.

Recipient:

Energy Commission Agreement Number:

Date Public Works Completed:

Recipient hereby certifies as follows:

1. State prevailing wage law, Chapter 1 of Part 7 of Division 2 of the Labor Code, commencing with Section 1720 and Title 8, California Code of Regulations, Chapter 8, Subchapter 3, commencing with Section 16000, has been complied with for the “public works” (as that term is defined in the statutes) funded by this Agreement, including payment of at least prevailing wage as applicable; overtime and working hour requirements; apprenticeship obligations; payroll recordkeeping requirements; and other obligations as required by law.
2. All contracts and every layer of subcontracts involving public works funded by the above-referenced Agreement contained requirements that the contractor or subcontractor comply with prevailing wage law and pay prevailing wages in accordance with the requirements of the Labor Code.
3. The contractors and subcontractors have maintained labor records as required by the Labor Code and such records shall be made available upon request.
4. The undersigned Recipient acknowledges that disbursement of the retention by the California Energy Commission is expressly made in reliance upon the representations made in this certification.

Recipient:

Signature of Authorized Representative: _____

Printed/Typed Name:

² Public works is defined in Chapter 1 of Part 7 of Division 2 of the Labor Code, commencing with Section 1720.

Title:

Date:

Each contractor and subcontractor performing public works (e.g., construction, alteration, demolition, installation, repair or maintenance work) for the Project must sign below. Include additional pages if necessary.

Contractors and subcontractors hereby certify as follows:

1. The contract with the Recipient or the Recipient's contractor to perform work funded by the above-referenced Agreement contained requirements that the contractor and all its subcontractors comply with prevailing wage law and pay prevailing wages in accordance with the requirements of the Labor Code.
2. Prevailing wages have been paid as required by law.
3. Contractor and all its subcontractors have maintained labor records as required by the Labor Code and such records shall be made available upon request.
4. The undersigned acknowledges that disbursement of the retention by the California Energy Commission to the Recipient is expressly made in reliance upon the representations made in this certification.

Construction Contractor #1

Company Name:

Signature of Authorized Representative: _____

Printed/Typed Name:

Title:

Date:

Construction Contractor #2

Company Name:

Signature of Authorized Representative: _____

Printed/Typed Name:

Title:

Date:

Construction Contractor #3

Company Name:

Signature of Authorized Representative:_____

Printed/Typed Name:

Title:

Date:

Construction Contractor #4

Company Name:

Signature of Authorized Representative:_____

Printed/Typed Name:

Title:

Date:

Construction Contractor #5

Company Name:

Signature of Authorized Representative:_____

Printed/Typed Name:

Title:

Date:

Construction Contractor #6

Company Name:

Signature of Authorized Representative:_____

Printed/Typed Name:

Title:

Date:

ATTACHMENT H

Prevailing Wage Compliance Questions and Answers

1. Is Payment of Prevailing Wage Required?

Yes. Any Recipient whose project involves “public works” as the term is defined in defined in Chapter 1 of Part 7 of Division 2 of the Labor Code, commencing with Section 1720, must pay prevailing wages in accordance with the law.

2. Does prevailing wage apply to private entities?

Yes. A private entity must pay prevailing wage under California law if the project involves public works.

3. How do I know if my project involves public works?

The California Labor Code beginning at section 1720 deals with this issue. Labor Code sections 1720 and 1771 define public works as:

- Construction (includes work performed during the design and preconstruction phases of construction including but not limited to, inspection and land surveying work).
- Alteration
- Demolition.
- Installation.
- Repair work.
- Maintenance work.

These Labor Code sections can be found online at <http://www.leginfo.ca.gov/calaw.html>.

Below are some examples (this list is not exhaustive) of the types of activities that typically lead to finding that a project is a public work:

- Cement work such as pouring a cement pad.
- Site preparation such as grading.
- Surveying.
- Electrical work such as wiring.
- Carpentry work.
- Limited inspection activities.

4. What kind of trades or workers must be paid prevailing wage?

The California Department of Industrial Relations (DIR) Division of Labor Statistics and Research (DLSR) makes the final determination on which trades and/or workers are covered by prevailing wage laws. DLSR maintains a list of the covered trades/workers that are entitled to prevailing wage for public works commercial construction projects. See www.dir.ca.gov/dlsr/statistics_research.html or call the DLSR Prevailing Wage Hotline (415) 703-4774 for more information about these trades.

Generally, workers such as the following would be covered trades:

- Operating engineer (heavy equipment operator)
- Surveyor
- Carpenter
- Cement Mason
- Electrician
- Laborer

The following types of workers usually would NOT be covered trades entitled to prevailing wage:

- Engineer
- Project superintendent / construction manager / project manager
- Architect
- Planner
- Computer programmer

The above examples are for general information only. If you have questions about whether a worker is in a covered trade requiring payment of prevailing wages, you should check directly with DIR.

5. What if I am unsure whether my project involves public works and prevailing wage must be paid? How Should I Budget if I am Unsure About Prevailing Wage?

You are encouraged to determine if your project involves public works as soon as possible. In order to determine if your project is a public work, you will need to contact the California Department of Industrial Relations (DIR). They can be reached at (415) 703-4774. If you do not know whether your project is a public work and you have not obtained a determination from DIR that the project is not a public work, you must budget with the assumption that the project is a public work and comply with the prevailing wage laws, including but not limited to the payment of prevailing wages.

On the budget, please indicate whether your budget includes amounts for the payment of prevailing wage. You must indicate “yes” unless you have received a determination from DIR that the project is not a public work.

If you do not budget for prevailing wage, and it is later determined that the project involves public works and prevailing wage must be paid, you may be liable for damages and penalties. You also cannot later increase your grant award if it is determined that prevailing wages apply and increase project costs higher than budgeted. The amount requested in your application is the maximum that will be paid. Any increased costs for payment of prevailing wage must be paid with match funds. The Energy Commission's grant award amount does not change or increase if the applicant's costs increase for any reason.

6. How do I get assistance in determining whether the project involves public works?

First, call the DLSR Prevailing Wage Hotline, (415) 703-4774. The Prevailing Wage Hotline can frequently give advice quickly on routine questions. If the Prevailing Wage Hotline is unable to answer your question, you will need to write to the Director of DIR for a coverage determination on whether your project involves public works. You would include all the relevant facts and documents related to the project. DIR regulations, Title 8 California Code of Regulations, section 16001(a)(1), provides that any interested party may file a request with the Director of DIR to determine coverage under the prevailing wage laws. The request can be either for a specific project or type of work to be performed that the interested party believes may be subject to or excluded from coverage as public works under the Labor Code. The full text of DIR's regulations can be found at: <http://ccr.oal.ca.gov>, (Title 8, Division 1, Chapter 8, Subchapter 3, Article 2). Send requests for a coverage determination to:

Department of Industrial Relations
Office of the Director
455 Golden Gate Avenue
San Francisco CA 94102

7. How long will it take to get an answer?

We do not know, but hope that the question can be asked and answered informally and quickly through the Prevailing Wage Hotline. If you need to submit a request to the Director of DIR, it will take longer to get a coverage determination.

8. What happens if I make a request to DIR but do not have a decision, or am still unsure whether prevailing wage must be paid, by the time the Energy Commission makes an award at a business meeting, or by the time I execute the grant agreement?

In this case, the Energy Commission would execute a grant agreement with a budget that assumes prevailing wage is required. If the Recipient, prior to performing the activities in question, then receives a determination from DIR that the project is not a public work, then the Energy Commission can execute an amendment with the

Recipient to decrease the budget accordingly. The prevailing wage terms and conditions can also be removed.

9. What if I submit a proposal to the Energy Commission with a project that I say is not a public work, and the Energy Commission believes that it might be a public work? How would we resolve our differences?

We would request that you first call the Prevailing Wage Hotline. If you do not receive an answer, we would request that you write a letter to DIR and ask DIR to make the decision. If DIR says the project is a public work, then you will need to pay prevailing wages. If you do not obtain a DIR determination that the project is not a public work requiring the payment of prevailing wage, then you must assume that the project is a public work and comply with the prevailing wage laws, including paying prevailing wages.

10. If my project is a public work, how do I know what prevailing wages are required in order to prepare a budget?

If your project is a public work, please submit your budget with the applicable prevailing wage for each trade entitled to prevailing wage as determined by DLSR. For prevailing wage rate information for commercial projects, see www.dir.ca.gov/dlsr/statistics_research.html or call the Prevailing Wage Hotline (415) 703-4774. If your project involves residential construction, the rates are not listed on DIR's website, and you must call the DLSR Prevailing Wage Hotline.

11. What do I do if workers will be used who do not fit neatly into one of the categories on the DIR website?

Contact DLSR and describe the type of trade you anticipate will be required in your project and ask whether there is an existing prevailing wage already set by DLSR.

12. Does prevailing wage apply to a public entity that performs project work with its own employees?

No.

13. If my project is considered a public work, then are there any special requirements?

Yes. For example, the grantee must make sure that covered workers are paid prevailing wage. There are other requirements, such as keeping payroll records, complying with working hour requirements, and apprenticeship obligations. See the Labor Code and the sample terms and conditions, Special Condition regarding Prevailing Wage.

ATTACHMENT I

Terms and Conditions

Examples of the Terms and Conditions are given in a separate file. The files can be accessed at <http://www.energy.ca.gov/contracts/index.html> as part of this solicitation package.

Attachment J

Invoice Template and Instructions

The invoice template and instructions for this solicitation is a separate Microsoft Word document. The template can be accessed at <http://www.energy.ca.gov/contracts/index.html> as part of this solicitation package.

Attachment K

Prevailing Wage Special Condition

PUBLIC WORKS AND PAYMENT OF PREVAILING WAGE

A. Recipient/General Requirements

1. Recipient shall comply with state prevailing wage law, Chapter 1 of Part 7 of Division 2 of the Labor Code, commencing with Section 1720 and Title 8, California Code of Regulations, Chapter 8, Subchapter 3, commencing with Section 16000, for any “public works” (as that term is defined in the statutes) performed on the Project funded by this Agreement. For purpose of compliance with prevailing wage law, the Recipient shall comply with provisions applicable to an awarding body. Compliance with state prevailing wage law includes without limitation: payment of at least prevailing wage as applicable; overtime and working hour requirements; apprenticeship obligations; payroll recordkeeping requirements; and other obligations as required by law.
2. Recipient shall certify to the Energy Commission on each Payment Request Form, that prevailing wages were paid to eligible workers who provided labor for work covered by the payment request and that the Recipient and all contractors complied with prevailing wage laws.
3. Prior to the release of any retained funds under this Agreement, the Recipient shall submit to the Energy Commission a certificate signed by the Recipient and all contractors performing public works activities stating that prevailing wages were paid as required by law. The required certificate follows these special conditions.

B. Flowdown Requirements

Recipient shall ensure that all agreements with its contractors to perform work related to this Project contain the following provisions:

1. Contractor shall comply with state prevailing wage law, Chapter 1 of Part 7 of Division 2 of the Labor Code, commencing with Section 1720; and Title 8, California Code of Regulations, Chapter 8, Subchapter 3, commencing with Section 16000, for all construction, alteration, demolition, installation, repair or maintenance work over \$1,000 performed under the contract. Contractor’s obligations under prevailing wage laws include without limitation: pay at least the applicable prevailing wage for public works activities performed on the Project; comply with overtime and working hour requirements; comply with apprenticeship obligations; comply with payroll recordkeeping requirements; and comply with other obligations as required by law.
2. Contractor shall ensure that the above requirements are included in all its contracts and any layer of subcontracts for activities for the Project

Attachment L

Sample Resolution

The sample resolution template for this solicitation is a separate Microsoft Word document. The template can be accessed at <http://www.energy.ca.gov/contracts/index.html> as part of this solicitation package.