

DOCKETED

Docket Number:	21-SOLAR-01
Project Title:	California Automated Permit Processing Program (CalAPP)
TN #:	269444
Document Title:	CalAPP Office Hours Presentation
Description:	Presentation for CalAPP grant awardees on how to invoice the grant.
Filer:	Adam Van Winkle
Organization:	California Energy Commission
Submitter Role:	Public Agency
Submission Date:	4/9/2026 9:01:52 AM
Docketed Date:	4/9/2026



California Automated Permit Processing (CalAPP) Program Office Hours



Adam Van Winkle



Agenda

- Welcome and Introduction
 - Brief overview of the session objectives
 - CalAPP Program in Numbers
- Presentation: Submitting an Invoice for Reimbursable Expenses
 - Which costs are eligible for reimbursement
 - Which forms need to be completed and submitted
 - How to request help and/or necessary forms from the CEC
- Question and Answer Session
- Wrap-Up & Next Steps





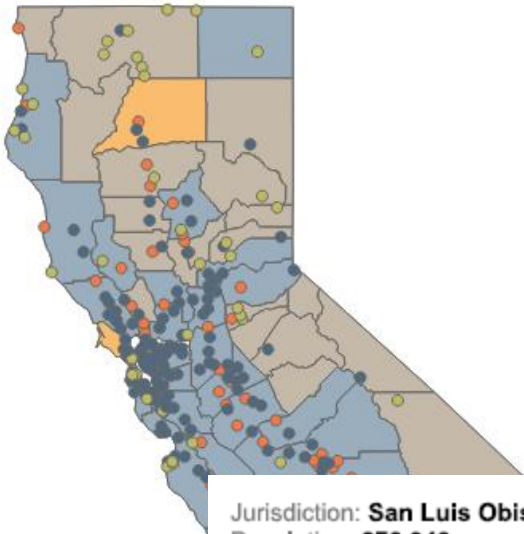
Office Hours Objective

- The CEC is hosting a series of office hours to guide [California Automated Permit Processing Program \(CalAPP\)](#) grant recipients through the invoicing process before the liquidation deadline of June 30, 2027. After that date, no additional reimbursement will be approved or paid.
- These sessions will provide an opportunity to address any questions related to invoicing and help CalAPP grant recipients submit their invoices accurately to ensure reimbursement for eligible expenses.
- Office Hours sessions are scheduled for the following dates from 10:00 a.m. – 11:00 a.m.:
 - **April 8, 2026 (Today)**
 - May 20, 2026
 - July 22, 2026
 - September 16, 2026
 - November 18, 2026



CaLAPP Program in Numbers

- Funding Awards and Invoice Paid to Date



Jurisdiction: **San Luis Obispo (County)**
Population: **278,348**
SB 379 Compliance Deadline: **Sept 2023**
SB 379 Platform Status: **SolarAPP+ Platform**
Annual Report Submitted: **2023 Data**
CaLAPP Program: **Awarded**
CaLAPP Awarded Funds: **\$80,000**
Date Awarded: **3/24/2023**

**California Automated
Permit Processing
Program (CaLAPP)
Awarded Funds
\$18,988,000**

**Total Jurisdictions:
346**

Invoices Paid:

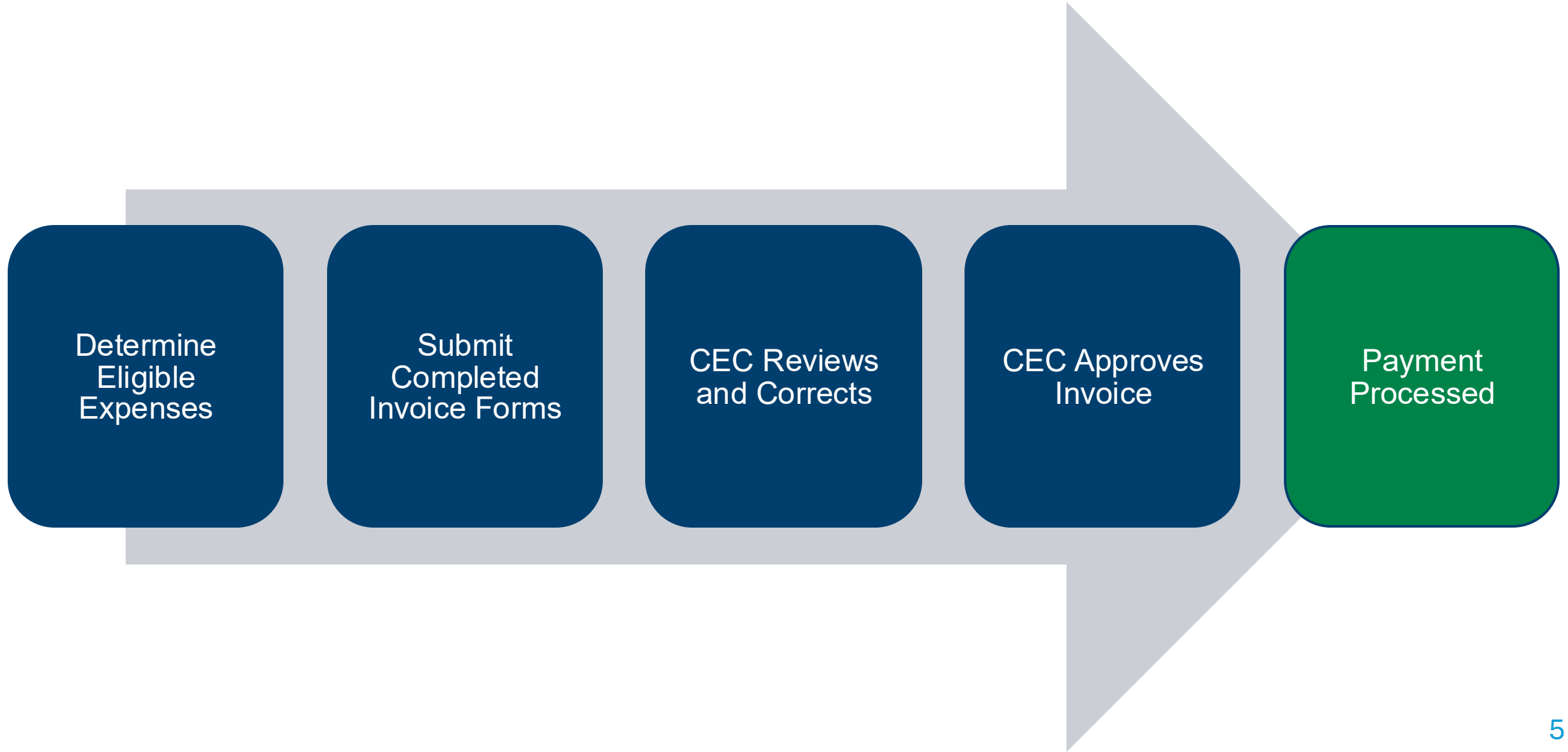
- Amount = \$4,388,681
- Jurisdictions = 124
 - (186 Invoices)
- Remaining Amount = \$14,591,319

*(Plans for Office Hours Outreach For
Jurisdictions that have not submitted an
invoice)*

SB 379 Program

Submitting an Invoice for Reimbursable Expenses

Grant Invoicing Process



Submitting an Invoice for Reimbursable Expenses #2

Reimbursable Costs - Which costs are eligible for reimbursement



Allowable	Unallowable
Staff time (IT, third-party consultation, etc.)	Costs incurred prior to grant agreement execution
In-house staff training	Costs not directly related to adoption of permitting platform
Costs to train installers	Typically excluded items such as food for training events
Maintenance and subscription costs for supporting software	All other

Submitting an Invoice for Reimbursable Expenses #3

Invoicing Forms – Forms that need to be completed and submitted



FORM 1

FORM 2

FORM 3

California Automated Permit Processing Program Grant Invoice

Remit Payment To:		Agreement Number:
		Invoice Number:
		Invoice date:
		Period Covered by Request:
Bill To: California Energy Commission Accounting Office, MS-2 715 P Street Sacramento, CA 95814		Financial Purchase Order Number:
		Financial Receipt Number:
FOR ENERGY COMMISSION USE ONLY		
Select (If Applicable) Platform Fully Adopted: <input type="checkbox"/>	Final Project Invoice: <input type="checkbox"/>	Recipient Legal Name: Total CEC Funding Amount: \$59,000

Energy Commission Reimbursable		
Categories	Reimbursable Expenses This Invoice	Cumulative Expenses Billed to Date
LABOR COSTS	\$ -	\$ -
MATERIALS & MISC. COSTS	\$ -	\$ -
ALL OTHER COSTS	\$ -	\$ -
Total	\$ -	\$ -

Total To Be Paid This Invoice:	\$ -
Remaining Reimbursable Balance:	\$ 60,000.00

Certification

I certify under penalty of perjury that this invoice is accurate, correct, and proper for payment in all respects, and reimbursement for these costs has not and will not be received from any other sources, including but not limited to a government entity contract, subcontract or other procurement method. I further certify under penalty of perjury that I have carefully reviewed the terms and conditions for this Agreement and have determined that, for work covered by this invoice, the Contractor/Recipient and all subcontractors have complied with all Agreement terms, including the requirement of compliance with public works and prevailing wage laws, which when applicable require the payment of prevailing wages to eligible workers.

Signature of Authorized Representative _____ Date _____

Sign, date and submit with any back-up documents.

For Energy Commission Use Only

Commission Agreement Manager (GPO-201-002)	Date	Contracts, Grants & Loans Office	Date
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Name of Jurisdiction		Hourly Rates			
Employee Name	Job Classification / Title	Maximum Labor Rate (\$ per hour)	# of Hours	Energy Commission Funds	Total
SAMPLE - Jane Doe	IT	\$ 150.00	80	\$ 12,000	\$ 12,000
SAMPLE - John Doe	IT	\$ 150.00	80	\$ 12,000	\$ 12,000
		\$ -		\$ -	\$ -
		\$ -		\$ -	\$ -
		\$ -		\$ -	\$ -
		\$ -		\$ -	\$ -
Hourly Direct Labor Totals				\$ 24,000	\$ 24,000

Name of Jurisdiction		Monthly Salary Rates			
Employee Name	Job Classification / Title	Maximum Labor Rate (\$ per month)	# of Months	Energy Commission Funds	Total
		\$ -		\$ -	\$ -
		\$ -		\$ -	\$ -
		\$ -		\$ -	\$ -
		\$ -		\$ -	\$ -
		\$ -		\$ -	\$ -

California Energy Commission
California Automated Permit Processing (CalAPP) Program
Completion and Self-Certification Form

1. RECIPIENT INFORMATION

Jurisdiction Name: _____

Grant Agreement Number (APP-22-###): _____

Software Implemented (SolarAPP+, Symbium, In-house software, etc.): _____

Project Manager	Name	_____
	Street Address	_____
	City, State, and Zip Code	_____
	Phone Number (_____) - _____	_____
	E-Mail Address	_____

2. CERTIFICATION

- 1 am authorized to complete and sign this form on behalf of the recipient.
- 1 certify that the recipient has fully adopted the eligible permitting platform.
- 1 certify and attest that the recipient has completed all grant agreement requirements.
- 1 certify that any invoice request for reimbursement is for activities that occurred within the term of the grant agreement.
- 1 certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name (if different than project manager): _____

Date: _____

Signature of Authorized Representative: _____

Submitting an Invoice for Reimbursable Expenses #4

Invoicing Forms – Email received when Awarded



After your CalAPP grant was approved and executed, your jurisdiction received the email below with forms attached. These forms are required for submitting invoices.

Subject: CalAPP Grant Next Steps

Dear Jurisdiction,

Thank you for participating in the California Automated Permit Processing (CalAPP) Program, and congratulations on the approval and execution of your grant for the City of Atwater. This email is to provide information on next steps to ensure the successful completion of all grant activities and receive payment in a timely manner.

As of the official date of grant agreement execution, you may track eligible expenses towards the completion of CalAPP grant requirements and submit on an invoice to the CEC when ready. As a reminder, a full list of allowable reimbursable costs can be found in the [CalAPP Solicitation Manual](#), Chapter 1, Section D.4. The CEC can reimburse allowable costs up to the maximum grant amount awarded to your jurisdiction.

Invoicing

There are two Excel spreadsheet documents attached to this email which you will use to submit invoices to the CEC for reimbursement.

- 1. CalAPP Grant Invoice Template*** – One page document to summarize total reimbursable expenses, including mandatory signature with certification.
- 2. CalAPP Invoice Supporting Documentation*** – Spreadsheet with multiple tabs to input line-item expenses for eligible reimbursable costs. Please retain documentation in case it is requested by CEC staff prior to the approval of invoice.

Following successful adoption of a qualifying solar permitting platform, you may submit your first invoice to the CEC using the attached documents. The CEC will verify successful adoption prior to approving payment. You may submit additional invoices as needed for eligible reimbursable costs. When no additional invoices are expected, please select the “Final Project Invoice” box in the Grant Invoice Template to indicate that project activities are complete.

Submitting an Invoice for Reimbursable Expenses #5

Invoicing Process Video



Invoice Template

California Automated Permit Processing Program Inland Invoice

Send To: Name: Address: City: State: Zip:		Invoice Number: Invoice Date: Project/Case Number:	
Bill To: California State Controller Revenue Office (MS) 3 P.O. Box 944249 Sacramento, CA 95834		FIC/P Project/Case Number: FIC/P Project Number: FOR ENERGY COMMISSION USE ONLY	
Project ID Number: Project Name Fully Approved: <input type="checkbox"/> Final Project Invoice: <input type="checkbox"/>	Recipient Legal Name: Total CEC Funding Amount: \$10,000		
Project Commission Number(s)			
Category: 1.00 - GENERAL SERVICES 2.00 - PERSONNEL 3.00 - TRAVEL 4.00 - CONTRACTS 5.00 - OTHER	Reimbursable Expenses This Invoice: Amount:	Commission Expenses Billable Code: Amount:	
Total To Be Paid This Invoice: \$		Reimbursable Commission Expenses: \$ 10,000.00	
Conditions: I hereby certify that the invoice is correct, and proper to permit full payment and endorsement on these funds has not and will not be received from any other source, including but not limited to government entity contract, subcontract or other government method. Further, any other party or organization that may have provided the work and services to the Agency and been determined not to be covered by this invoice, the contractor/recipient and all subcontractors and suppliers are in compliance with the conditions of contract and public work and any other applicable laws, rules and regulations of the State of California.			
Signature: _____		Date: _____	
For Agency Commission Use Only			
Commission Payment Method: _____		Date: _____	

Tutorial – How To Invoice



Question and Answer Session



Wrap Up & Next Steps

How to request help and/or necessary forms from the CEC

- **June 30, 2027: CalAPP liquidation deadline. Submit forms by April 30th, 2027, to ensure adequate processing time.**
- CalAPP Program webpage: <https://www.energy.ca.gov/calapp>
 - Invoice forms available upon request
- Please join the CalAPP email list topic, available from our webpage or at <https://public.govdelivery.com/accounts/CNRA/signup/31719>
- Office Hours sessions are scheduled for the following dates from 10:00 – 11:00 a.m.:
 - **May 20, 2026 - July 22, 2026 - September 16, 2026 - November 18, 2026**
- CEC Contact: calapp@energy.ca.gov



Thank you

Next Office Hour:

May 20, 2026, at 10 a.m.

calapp@energy.ca.gov