

DOCKETED

Docket Number:	20-EVI-01
Project Title:	Second Block Grant for Light-Duty Electric Vehicle Charger Incentive Projects
TN #:	235928
Document Title:	Draft Solicitation Concept - Second Block Grant
Description:	N/A
Filer:	Spencer Kelley
Organization:	California Energy Commission
Submitter Role:	Commission Staff
Submission Date:	12/14/2020 1:38:00 PM
Docketed Date:	12/14/2020



DRAFT SOLICITATION CONCEPT

Clean Transportation Program

Second Block Grant for Light-Duty Electric Vehicle Charger Incentive Projects

No proposals are being accepted at this time. This is a draft compilation of a solicitation concept. Do not design or submit proposals according to this DRAFT. The actual solicitation is subject to change.

Staff will take comments and questions during the pre-solicitation webinar on December 17, 2020. Written comments on the staff concept should be submitted using the e-commenting feature by accessing the comment page for this docket at:

<https://efiling.energy.ca.gov/Ecomment/Ecomment.aspx?docketnumber=20-EVI-01>.

Comments are due by January 8, 2021 at 5:00 p.m. to the California Energy Commission's Docket Unit. See Section 14 of this document for additional details on how to comment.

<http://www.energy.ca.gov/contracts/index.html>

State of California
California Energy Commission
December 14, 2020

DO NOT DESIGN OR SUBMIT PROPOSALS ACCORDING TO THIS DRAFT

Comments are due January 8, 2021 at 5:00 p.m.

Introduction

This draft solicitation concept document details the concept under consideration for a competitive grant solicitation to be issued by the California Energy Commission's (CEC) Clean Transportation Program. The goal of this solicitation is to seek a block grant implementer to design and implement grants funds for various light-duty electric vehicle (EV) charger incentive projects throughout California.

The Draft Solicitation Concept follows:

1. AVAILABLE FUNDING

The CEC has not allocated funds for this solicitation. Available funding is subject to future appropriations and Clean Transportation Program Investment Plan funding allocations. Projects conducted by the implementer may solicit and use other potential funding sources from interested third parties, subject to review and approval by the CEC.

2. MAXIMUM AWARD

Available funding is subject to future appropriations and Clean Transportation Program Investment Plan funding allocations. One or more awards may result from this solicitation.

3. MAXIMUM ADMINISTRATIVE COSTS

Administrative costs to implement the block grant project(s) are capped at 7 percent of funds available under the resulting agreement. Applications will be evaluated, in part, on their ability to minimize and control administrative costs under a resulting agreement. For the purpose of this solicitation, administrative costs include all costs incurred under the agreement, except for funds disbursed to eligible third parties as an EV charger incentive.

4. NUMBER OF APPLICATIONS

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

5. ELIGIBLE APPLICANTS

This solicitation is open to all not-for-profit technology entities located in California. For the purpose of this solicitation, a not-for-profit technology entity is defined as an entity filing as and operating under the Internal Revenue Service's requirements of a 501(c)(3) corporation and organized to advance transportation technologies.

All corporations that conduct intrastate business in California are required to be registered and in good standing with the California Secretary of State prior to its project being recommended for approval at a CEC Business Meeting. If not

DO NOT DESIGN OR SUBMIT PROPOSALS ACCORDING TO THIS DRAFT
Comments are due January 8, 2021 at 5:00 p.m.

currently registered with the California Secretary of State, Applicants are encouraged to contact the Secretary of State's Office as soon as possible to avoid potential delays in beginning the proposed project(s) (should the applicant be successful). For more information, contact the Secretary of State's Office via its website at www.sos.ca.gov. Sole proprietors using a fictitious business name must be registered with the appropriate county and provide evidence of registration to the CEC prior to their project being recommended for approval at a CEC Business Meeting.

6. ELIGIBLE PROJECTS

The block grant implementer will be responsible for identifying and implementing light-duty electric vehicle charger incentive projects. All incentive projects are subject to the review and approval of the CEC. At a minimum, the block grant recipient will, in consultation with the CEC, be required to:

1. Identify light-duty electric vehicle charger incentive projects which may be developed based on any of the following:
 - Geographical region (cities, counties, urban/rural, etc.)
 - Site type requirements (e.g., destination, workplace, corridors, multi-family dwelling, affordable housing, etc.)
 - Serving priority populations (e.g., tribal communities, low-income and/or disadvantaged communities)
 - Application and award process (e.g., rebate, rebate reservation, reverse auction, voucher, lottery)
2. Propose incentive project(s) that shall include (at a minimum) the following:
 - Types of eligible charger equipment (e.g., Level 1, Level 2, direct current fast chargers, etc.)
 - Quantity of chargers targeted
 - Incentive amount(s)
 - Total funding (administrative and incentive) required to complete the proposed project
 - Project plan with a timeline detailing milestones and actions or decisions by the implementer, CEC, and/or potential project partners. The plan shall include all phases of the incentive project including planning, development, implementation, and closing. The plan shall include estimates of how quickly EV infrastructure can be deployed from project launch to "steel in the ground". The project plan shall be updated regularly, no less than quarterly.
 - Strategies to leverage private funding to supplement public funds
3. Develop a project plan that describes the applicant's ability to quickly scale if additional funds become available.
4. Plan, host/attend, and conduct workshops to:
 - Identify future project, equipment, and other technical requirements.

DO NOT DESIGN OR SUBMIT PROPOSALS ACCORDING TO THIS DRAFT
Comments are due January 8, 2021 at 5:00 p.m.

- Solicit feedback on process improvements, project experiences, and suggestions for future projects.
5. Develop an outreach and advertisement plan to reach targeted market areas. The plan shall include, at a minimum:
 - Type of outreach (e.g., printed materials, web-based, workshops/webinars, and social media)
 - Outreach materials (e.g., fact sheets, infographics, multimedia, etc.)
 - Number of community events and the geographic location that will be hosted/attended by the implementer to promote the incentive project
 - A strategy to engage lower-income and disadvantaged communities through activities relevant to the community being served and using language-specific outreach and education materials.
 6. Conduct outreach in accordance with CEC-approved outreach and advertisement plan to maximize participation by the targeted markets and areas.
 7. Develop user-friendly, publicly accessible webpages which will include (at a minimum):
 - Online application forms.
 - Ability to submit online incentive applications.
 - Applicable documents and forms related to the incentive projects.
 - The ability to display the total funds, both available and expended.
 - The ability to provide information on incentive disbursements, such as heat map representations of where the funds are being disbursed.
 - Resources and tools (e.g., incentive calculator, webinar presentations/recordings, information on other available funding programs).
 - Ability to support multiple languages (English and Spanish at the minimum).
 - Email Subscription.
 8. Collect (through surveys or other means) and submit to the CEC upon request data on individual incentive recipients including, at a minimum:
 - Incentive recipient information
 - Incentive recipient experiences
 - Motivations for incentive recipients to participate in the block grant incentive projects.
 9. Collect (through surveys or other means), analyze, and submit to the CEC upon request data on incentive projects including, at a minimum:
 - Project costs (e.g., permitting, equipment, installation).
 - Project timelines (e.g., permitting, application approval, installation).
 - Funding leveraged from other programs.
 - Aggregated charger utilization data to inform deployment successes and other CEC analysis efforts.

DO NOT DESIGN OR SUBMIT PROPOSALS ACCORDING TO THIS DRAFT
Comments are due January 8, 2021 at 5:00 p.m.

10. Develop a plan to implement internal control processes and documentation standards to minimize errors, fraud, waste and abuse. This process shall be updated no less frequently than annually.
11. Develop processes, procedures, and timelines for incentive fund processing and distribution. This includes, at a minimum, ensuring:
 - Timely processing of received incentive project applications
 - Periodic communication to applicants on status of applications
 - Incentive payments are processed and paid within fifteen working days of receipt of complete and valid requests for incentive funds.
 - An appeal process for cancelled or ineligible applications. The process shall include, at a minimum, how to request an appeal, levels of appeal, and timeline for decisions.
 - An extension process for projects.
12. Develop processes and procedures to allow interested third parties (other than the CEC) to provide funding for incentive projects. Established processes and procedures must allow third parties to contribute to the project efficiently.
13. Establish, maintain, and submit upon request incentive project records to the CEC, including but not limited to:
 - Financial records
 - Incentive payments documentation (e.g., completed incentive request forms, photographs of installed chargers, and other appropriate documentation to confirm compliance with project requirements)
 - Problems/issues experienced and how identified problems/issues were resolved.
 - Summary of appeal and extension requests.
14. Establish and implement procedures to *separately* accept, track, disburse and report on funding from sources other than the CEC.
15. Develop and institute a system to ensure incentive funds are available in the implementer's account to pay for the approved incentives. The block grant implementer shall forecast the amount of incentive funds needed to cover approved incentive payments and submit a request to CEC for advance payment. Administrative costs will be reimbursed in arrears.
16. Provide a Final Report for each incentive project that summarizes and evaluates:
 - Total fund expenditures (including match and in-kind funds)
 - Chargers funded
 - Outreach efforts
 - Implementation challenges
 - Recommended potential project improvements

DO NOT DESIGN OR SUBMIT PROPOSALS ACCORDING TO THIS DRAFT

Comments are due January 8, 2021 at 5:00 p.m.

7. MATCH FUNDING REQUIREMENTS

There is no match share requirement.

8. HOW AWARD IS DETERMINED

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

Applicants passing both the administrative and technical screening will compete based on evaluation criteria and will be scored and ranked based on those criteria. Unless the CEC exercises any of its other rights regarding this solicitation (e.g., to cancel the solicitation or reduce funding), applications obtaining at least the minimum passing score will be eligible for funding subject to the terms of the solicitation.

9. APPLICATION ADMINISTRATIVE SCREENING CRITERIA

Applications will be screened according the following administrative criteria. Applicants not meeting the following requirements will be disqualified and not eligible for funding:

- The application is received by the CEC's Contracts, Grants, and Loans Office by the due date and time specified.
- The applicant provides the required authorizations and certifications.
- The applicant has not included a statement that is contrary to the required authorizations and certifications.

10. APPLICATION TECHNICAL SCREENING CRITERIA

Applications will be screened according to the following technical criteria. Applications not meeting the following requirements will be disqualified and not eligible for funding:

- The applicant is eligible to apply.
- The project is an eligible project.
- The applicant passes the past performance screening criterion.

11. APPLICATION EVALUATION PROCESS

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

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

12. EVALUATION CRITERIA AND POINTS

The following Evaluation Criteria are deliberative and subject to change. Do not design or submit proposals according to this draft evaluation criteria.

DO NOT DESIGN OR SUBMIT PROPOSALS ACCORDING TO THIS DRAFT
Comments are due January 8, 2021 at 5:00 p.m.

Scoring Criteria	Points
A. Team Resources, Qualifications, and Experience	35
B. Implementation and Technical Readiness	40
C. Budget	15
D. Innovation and Benefits	10
Total Possible Points	100
Minimum Passing Score (70%)	70

A. Team Resources, Qualifications, and Experience

Applications will be evaluated based on the degree to which:

- i. The applicant demonstrates the ability to establish and adhere to realistic and expeditious timelines.
- ii. The proposed team has verifiable experience and knowledge related to the following:
 - o Implementation of large incentive projects
 - o Website development and maintenance, database management, customer relationship management (CRM) technology.
 - o EV charging infrastructure markets (including trends and needs)
 - o Collection, management and reporting on large amounts of data, including providing accurate real-time data on status of incentive projects.
 - o Outreach to potential participants and stakeholders (including, but not limited to, small businesses, rural communities, and low-income/disadvantaged communities).
 - o Accounting for and handling large amounts of funding.
 - o Managing and analyzing large amounts of data.
 - o Excellent and timely customer service to a variety of stakeholders including, but not limited to, small business owners, electric vehicle network service providers, equipment providers, contractors/installers, and potential incentive
 - o Soliciting and obtaining funding from a variety of sources.
 - o Linkages to innovative approaches to infrastructure deployment, such as renewable energy sources, storage, demand response, managed charging, etc.
- iii. The Applicant and team have demonstrated exceptional administrative and technical performance under existing or prior funding agreements through CEC and/or other public agencies, including:
 - o Adherence to schedule and due dates.
 - o Effective and timely issue resolution.
 - o Quality of deliverables.
 - o Objectives of past projects have been attained.
 - o Honest, timely, and professional communication with staff from the funding entity.

DO NOT DESIGN OR SUBMIT PROPOSALS ACCORDING TO THIS DRAFT

Comments are due January 8, 2021 at 5:00 p.m.

- Effective coordination with project partners, subcontractors, and other stakeholders.
- Timely and accurate invoicing.

B. Implementation and Technical Readiness

Applications will be evaluated based on the degree to which:

- i. The proposed approach to development and implementation of incentive projects is comprehensive, effective, realistic, and timely.
- ii. The proposed approach to collect, track and report on data is comprehensive, timely and transparent.
- iii. Internal controls are adequate to minimize errors and instances of fraud, waste, and abuse.
- iv. The applicant demonstrates ability to properly account for (using Generally Accepted Accounting Principles), track and administer large amounts of funding.
- v. The applicant demonstrates ability to manage, oversee, and account for multiple sources of funding and multiple, simultaneous incentive projects.
- vi. The proposed approach will maximize adherence to incentive project requirements.
- vii. The proposed approach will identify and resolve problems in a timely manner.
- viii. The applicant can properly scale resources to ensure effective and successful project implementation for varying funding levels. The applicant is able to scale up to deploy additional funding, if it becomes available.
- ix. The team can collect and analyze feedback from incentive recipients to increase effectiveness of future incentive projects.

C. Budget

Applications will be evaluated based on the degree to which:

- i. Administrative costs are minimized.
- ii. Administrative costs are reasonable to ensure the successful implementation of the incentive projects.
- iii. The applicant demonstrates the ability to control and minimize administrative costs.
- iv. Additional sources of funds (in-kind or cash) are committed from the team or other organizations.
- v. Risks and contingencies are identified and addressed through the proposed approach.

D. Innovation and Benefits

Applications will be evaluated based on the degree to which:

- i. The proposed approach identifies unique and innovative elements that enhance successful implementation of incentive projects.
- ii. The proposed approach identifies innovative approaches to address, identify, and maximize incentive project benefits for lower-income and disadvantaged communities, priority populations, and/or tribal communities.

DO NOT DESIGN OR SUBMIT PROPOSALS ACCORDING TO THIS DRAFT

Comments are due January 8, 2021 at 5:00 p.m.

- iii. The proposed approach identifies strategies to leverage private investments and reduce public investments.

13. ANTICIPATED SCHEDULE

Key activities including dates and times for this solicitation are presented below. These are anticipated dates, and nothing has been finalized.

Anticipated Activity	Anticipated Date
Solicitation Release	March 2021
Pre-Application Workshop	April 2021
Deadline to Submit Applications	May 2021
Notice of Proposed Awards Posting	July 2021
Agreement to CEC Business Meeting	October 2021

14. WRITTEN AND ORAL COMMENTS

Comments on this "Draft Solicitation Concept" document are due by Friday, January 8, 2021 at 5:00 p.m.

Please submit comments to the CEC using the e-commenting feature by accessing the comment page for this docket at:

<https://efiling.energy.ca.gov/Ecomment/Ecomment.aspx?docketnumber=20-EVI-01>.

A full name, e-mail address, comment title, and either a comment or an attached document (.doc, .docx, or .pdf format) is mandatory. Please include "Block Grant Implementer for Light-Duty EV Charger Incentive Projects" in the comment title. After a challenge-response test is used by the system to ensure that responses are generated by a human user and not a computer, click on the "Agree & Submit Your Comment" button to submit the comment to the CEC's Docket Unit.

Please note that written comments, attachments, and associated contact information included within the documents and attachments (e.g., your address, phone, email, etc.) become part of the viewable public record. This information may become available via Google, Yahoo and any other search engines.

Interested stakeholders are encouraged to use the electronic filing system described above to submit comments. If you are unable to submit electronically, you may email your comments to: DOCKET@energy.ca.gov and include "20-EVI-01 Second Block Grant" in the subject line.