



Program Design and Implementation Guide

Electrification and Innovation Grant Program

1. Program Description

- 1.1. The purpose of the Electrification and Innovation Grant Program (“Grant Program”) is to advance specific and measurable outcomes in electrification and energy innovation. The Grant Program consists of two tracks: The Community and Workforce Track and the CCCE Member Agency Track, as defined below.
- 1.2. **The Community and Workforce Track** includes projects in the following project categories:
 - a. Education and Awareness - Addresses education and outreach barriers that impact CCCE Energy Programs focused on Electrification.
 - b. Workforce, Training, and Development - Addresses gaps in local workforce training and development slowing the advancement of electrification of the building and/or transportation sectors.
- 1.3. **The Member Agency Track** includes projects in the following project categories:
 - a. Planning and Implementation - Funding to support planning and/or implementation of electrification projects for member agency fleets, municipal properties, and community infrastructure.
 - b. Innovation - Funding for CCCE Member Agency deployment of new and innovative electrification or energy technology for municipal buildings and/or fleets.

2. Program Objectives

- 2.1. Fund a minimum of eight (8) projects throughout the CCCE service area.
- 2.2. Increase public knowledge of the benefits of electrification and participation in CCCE energy programs.
- 2.3. Facilitate workforce education, training, and development to increase access to electrification design and implementation services throughout the CCCE service area.
- 2.4. Support Member Agency project planning and implementation efforts.
- 2.5. Foster innovation to support market transformation, demonstrate scalable and replicable solutions, and identify future CCCE energy program concepts.

3. Program Term

- 3.1. Community and Workforce Track - Applications will remain open from December 9 – February 7, 2022 (60-day application period).



3.2. Member Agency Track - Applications will remain open from December 9 – February 7, 2022 (60-day application period); a 60-day extension will be executed based on rate of participation.

4. Applicant Eligibility

4.1. Community and Workforce Track - Eligible applicants must be one of the following organization types:

- a. Community based organization
- b. Private/for-profit business
- c. Public agency
- d. School and school district

4.2. CCCE Member Track - Eligible applicants must be one of the following city or county governments:

- a. County governments include Monterey, San Benito, Santa Cruz, and Santa Barbara.
- b. City governments include Arroyo Grande, Buellton, Capitola, Carmel, Carpinteria, Del Rey Oaks, Gonzales, Greenfield, Goleta, Grover Beach, Guadalupe, Hollister, Marina, Monterey, Morro Bay, Pacific Grove, Paso Robles, Pismo Beach, Salinas, Santa Maria, San Juan Bautista, San Luis Obispo, Sand City, Santa Cruz, Scotts Valley, Seaside, Soledad, Solvang, Watsonville.

4.3. Joint proposals (multiple applicants) are accepted. The “prime” applicant must meet the eligibility guidelines corresponding to the program track eligibility guidelines from sections 4.1 and 4.2.

5. Proposal Eligibility

5.1. Community and Workforce Track

a. Education and Awareness - Projects that advance community education and awareness that directly or indirectly support existing or future CCCE Energy Programs. Programs include but may not be limited to the following:

- [Agriculture Electrification Program](#)
- [Battery Storage Pilot Program](#)
- [Electrify Your Ride Program](#)
- [Light-Duty Electric Vehicle Public Charging Program /CALeVIP](#)
- [New Construction Electrification Program](#)
- [Reach Code Incentives](#)
- Residential Electrification Program
- [Summer Readiness Program](#)
- [Zero Emissions School Bus Program](#)

- b. Workforce Training and Development - Projects that train and develop the local workforce to support widespread electrification throughout the CCCE service area. Training generally includes, but is not limited to the following topics:

- Equipment/appliance installation
- Design
- Codes and standards
- Engineering

5.2. Member Agency Track

- a. Planning and Implementation - Funding to support planning and/or implementation of electrification-related capital improvement projects (“CIP”) for member agency fleets, municipal properties, and community infrastructure.
- b. Innovation - Funding for member agency deployment of new and innovative electrification or other energy-related technology for municipal or community applications.

6. Eligible Expenses

- 6.1. Staff time spent working directly on approved project
- 6.2. Marketing
- 6.3. Outreach
- 6.4. Supplies/materials/equipment
- 6.5. Other direct project and program related expenses

7. Ineligible Expenses

- 7.1. Travel
- 7.2. Overhead
- 7.3. Other indirect project expenses

8. Community and Workforce Track - Acceptance Criteria

8.1. Education and Awareness Proposals

- a. **Scope** – How well does the proposal support CCCE’s Energy Programs and JPA goals?
- b. **Reach** – How many members of the public in communities serviced by CCCE will the proposal directly educate and/or engage?
- c. **Goals and Objectives** – Does the proposal outlay specific, measurable, achievable, and relevant goals and objectives? Does the proposal increase participation in CCCE Energy Programs?
- d. **Feasibility** – Does the proposal offer a well-developed delivery- based timeline, evaluation plan, and budget that is likely to achieve the envisioned outcomes?
- e. **Equity** – Does the proposal target underserved communities, such as:
- Communities that are disproportionately burdened by multiple sources of pollution per the [CalEnviroScreen 4.0](#).
 - All Tribal lands

- “At-promise” youth (students who may fail to earn a high school diploma due to irregular attendance, academic underachievement, economic disadvantage, etc.)
 - Workers whose jobs are at risk from electrification – such as fuel dealers and the entire internal combustion engine supply chain.
- f. **Experience** – Does the applicant have relevant experience facilitating and/or managing similar projects, including budget?

8.2. Workforce Development and Training Proposals

- a. **Scope** – How well does the proposal support widespread adoption and deployment of electrification technologies, strategies, and practices?
- b. **Reach** – How many communities members in CCCE’s service area does the project proposed to train?
- c. **Goals and Objectives** – Does the proposal outlay specific, measurable, achievable, and relevant goals and objectives? Would the proposal increase the success of current or future CCCE Energy Programs?
- d. **Feasibility** – Does the proposal offer a well-developed delivery- based timeline, evaluation plan, and budget that is likely to achieve the envisioned outcomes?
- e. **Equity** – Does the proposal target underserved communities, such as:
 - Communities that are disproportionately burdened by multiple sources of pollution per the [CalEnviroScreen 4.0](#).
 - All Tribal lands
 - “At-promise” youth (students who may fail to earn a high school diploma due to irregular attendance, academic underachievement, economic disadvantage, etc.)
 - Workers whose jobs are at risk from electrification – such as fuel dealers and the entire internal combustion engine supply chain.
- f. **Experience** – Does the applicant have relevant experience facilitating and/or managing similar projects, including budget?

9. Member Agency Track - Acceptance Criteria

9.1. Planning and Implementation Proposals

- a. **Problem Scope** – How well does the proposal advance electrification of member agency municipal operations or community services?
- b. **Program Goals and Objectives** – Does the proposal outlay specific, measurable, achievable, and relevant goals and objectives?
- c. **Program Feasibility** – Does the proposal offer a well-developed delivery- based timeline, evaluation plan, and budget that is likely to achieve the envisioned outcomes?
- d. **Program Equity** – Does the proposal target underserved communities, such as:
 - Communities that are disproportionately burdened by multiple sources of pollution per the [CalEnviroScreen 4.0](#).
 - All Tribal lands

- “At-promise” youth (students who may fail to earn a high school diploma due to irregular attendance, academic underachievement, economic disadvantage, etc.)
 - Workers whose jobs are at risk from electrification – such as fuel dealers and the entire internal combustion engine supply chain.
- e. **GHG Emissions Reductions** – Does the proposal anticipate measurable GHG emissions reductions resulting from the proposed project?

9.2. Innovation Proposals

- a. **Problem Scope** – How well does the proposal support CCCE’s Energy Programs and JPA goals? Would the proposal advance future CCCE Energy Programs or agency-driven energy projects?
- b. **Program Goals and Objectives** – Does the proposal outlay specific, measurable, achievable, and relevant goals and objectives?
- c. **Program Feasibility** – Does the proposal offer a well-developed delivery- based timeline, evaluation plan, and budget that is likely to achieve the envisioned outcomes?
- d. **Program Equity** – Does the proposal target underserved communities, such as:
- Communities that are disproportionately burdened by multiple sources of pollution per the [CalEnviroScreen 4.0](#).
 - All Tribal lands
 - “At-promise” youth (students who may fail to earn a high school diploma due to irregular attendance, academic underachievement, economic disadvantage, etc.)
 - Workers whose jobs are at risk from electrification – such as fuel dealers and the entire internal combustion engine supply chain.
- e. **GHG Emissions Reductions** – Does the proposal anticipate measurable GHG emissions reductions resulting from the proposed project?

10. Program Budget

10.1. Member Agency Track

- a. Total budget - \$600,000
- b. Max grant award - \$150,000

10.2. Community and Workforce Track - \$400,000

- a. Total budget - \$400,000
- b. Max grant award - \$100,000

11. Application Process

11.1. Applicant downloads and completes the following application documents:

- a. **Proposal Narrative** – In Microsoft Word Doc format, applicant provides information through a written narrative, addressing specific questions about the proposal.

- b. **“Red-lined” Draft Grant Agreement** – In Microsoft Word Doc format, applicant provides suggested edits to a *Draft Grant Agreement Template* using Microsoft Word Track Changes function.
 - c. **Proposal Budget** – In Microsoft Excel Format, applicant provides anticipated project budget information using a project budget template.
 - d. **Proposal Schedule** - In Microsoft Excel Format, applicant provides anticipated project schedule using a project schedule template.
- 11.2. Applicant submits all required materials and information through an online application submittal form.
 - 11.3. Staff reviews application and verifies applicant and project eligibility.
 - 11.4. Staff recommends projects for approval to CCCE executive team.
 - 11.5. Approval notification sent to selected Applicants for acceptance or rejection.

12. Grant Award Process

- 12.1. Grantee and Staff collaborate to finalize Grant Agreement components, including Scope of Work, Project Budget, and Project Schedule.
- 12.2. Grantee provides insurance documentation per the terms of the Grant Agreement.
- 12.3. Staff circulates finalized Grant Agreement to Grantee for review and execution.
- 12.4. Staff holds a kickoff meeting with each Grantee.
- 12.5. Grantee submits invoices once every other month for eligible expenses incurred for work performed.
- 12.6. Invoices shall be certified and paid within forty-five (45) days of submission to CCCE.
- 12.7. Grantee submits a midterm and final report on agreed upon dates outlined in the Grant Agreement.