Equity and Access (E&A) Grant Program

GRANT GUIDELINES

July 13, 2023
Rev. 04/5/24

California Public Utilities Commission

Contents

Introduction

Tribal and Community Based Organization (CBO) entities interested in the Equity and Access (E&A) Grant Program should refer to these guidelines prior to applying to one of the program's three grant accounts.

Background

The California Public Utilities Commission (CPUC) serves all Californians and recognizes that specific populations face higher barriers to clean, safe, and affordable utility and transportation services. To ensure that underserved and underrepresented community needs are met and that their voices are considered, the CPUC approved an Environmental and Social Justice (ESJ) Action Plan in February 2019 and version 2 was approved in April 2022. The ESJ Action Plan established a series of goals related to health and safety, consumer protection, program benefits, and enforcement in all the sectors that the CPUC regulates. These goals include soliciting the participation of ESJ communities in CPUC proceedings and decision-making, and ensuring that investments in clean energy resources, transportation, and communication services benefit all communities.

The E&A Program will specifically contribute to the following ESJ Action Plan Goals:

- Goal 1: Consistently integrate equity and access considerations throughout CPUC regulatory activities.
- Goal 2: Increase investment in clean energy resources to benefit ESJ communities, especially to improve local air quality and public health.
- Goal 5: Enhance outreach and public participation opportunities for ESJ communities to meaningfully participate in the CPUC's decision-making process and benefit from CPUC programs.

Tribes and CBOs serving disadvantaged communities may lack the capacity to effectively engage with the CPUC. In some cases, this may be due to resource constraints that can make it difficult to keep abreast of and access state programs and participate in decision-making processes.

The CPUC is seeking to reduce these barriers and ensure that the needs and voices of underserved and underrepresented communities are included in the agency's decision-making processes and clean energy programs designed for customers and communities are accessible.

In 2022, the California Legislature appropriated $30,000,000 in the Budget Act of 2022 (AB 179) for capacity grants to Tribes and CBOs for participation in CPUC decision making processes and supporting activities. It should be noted that on January 10, 2024, Governor Newsom presented a proposed revised budget that reduced the allocated amount from $30 million to $10 million[1].

From the Budget Act of 2022 (AB 179):

---

[1] 1 See page 44 of the Governor's proposed budget here: Budget Summary (ca.gov)

> *"...for capacity grants to community-based organizations that conduct outreach and obtain technical assistance for participation in Public Utilities Commission decision making processes and supporting activities and that support ongoing equity initiatives and provide clean energy access opportunities to tribes, as defined pursuant to Section 21073 of the Public Resources Code, and other underrepresented communities. The Public Utilities Commission shall consider capacity grants to community-based organizations that also conduct outreach and obtain technical assistance for participation in Department of Water Resources, Office of Energy Infrastructure Safety, Energy Commission, State Air Resources Board and Independent System Operator energy related decision-making processes. The funds shall be available for encumbrance or expenditure by the Public Utilities Commission until June 30, 2025, and shall be available for liquidation until June 30, 2027."*

The Equity and Access (E&A) Grant Program was created to implement this legislation and incorporate its statutory purpose. These guidelines act as a source for administration of the program.

Program Summary

The Equity and Access (E&A) Grant Program consists of three (3) grant accounts. The grant accounts include the "Public Participation Grant", "Equity, Engagement, and Education Grant" and "Clean Energy Access Grant." These accounts recognize the scope of activities envisioned by the authorizing legislation as well as ensure that application and reporting requirements are appropriate for the given level of funding.

Public Participation Grant Account Summary

The Public Participation (PP) Grant Account is intended to remove financial and capacity-based barriers to participation while creating a flexible and accessible process to apply for and receive compensation. Organizations are compensated for their time for participating in day-to-day CPUC activities that drive and influence policy decisions.

Grants will be awarded for specific eligible activities, such as speaking on a panel, participating in a working group, or participation in other decision-making processes. The PP Grant Account cap per organization of $15,000 will ensure a proportional distribution of funds over time and across various organizations. Submissions for grant awards will be accepted on a rolling basis throughout the grant period and payment for these discrete engagements will be prompt.

To ensure that funding is made available to organizations with no or limited participation experience with the CPUC, the following eligibility criteria has been established:

- Organizations are not eligible to apply for a grant award if they receive or plan to receive funding from another source for the same activity. For example, some CPUC activities provide a stipend, per diem, or other type of funding for participation, including Intervenor Compensation.

- Organizations that have previously applied to or received Intervenor Compensation are eligible to apply, as long as the Intervenor Compensation award was not denied due to lack of financial hardship.

- Organizations who are granted Intervenor Compensation for previous work that was performed as part of an E&A Grant Program award may have their E&A award reduced by the amount of funding granted through the Intervenor Compensation program up to the full amount of the E&A award at the CPUC's discretion.

This grant account aligns with the CPUC's ESJ Action Plan by creating participation pathways to compensate CBOs and Tribes for the time and effort spent contributing critical perspectives to the CPUC.

 Please note that based on the Governor's 2024-25 budget proposal, the PP Grant distribution of funds has changed. The PP Grant Account now contains $100,000 in total with a lifetime funding cap of $15,000. Of the total $100,000, no less than $9,677 shall be available exclusively to Tribes. Tribal applicants are eligible for both this $9,677 amount and funding from the remainder of the PP Grant Account, but non-Tribal applicants are not eligible for the $9,677 amount.

Originally, the total amount available in the PP Grant Account was $100,000 with a lifetime funding cap of $15,000. $300,000 was exclusively reserved for Tribes.

Equity, Engagement, And Education Grant Account Summary

The Equity, Engagement, and Education (EEE) Grant Account will award grants up to $200,000 for the purposes of building CBO, Tribal, and community capacity to understand and engage with CPUC decision-making processes. The EEE Grant Account will increase participation within CPUC decision-making and build the long-term capacity of Tribes and CBOs to make participation in the Intervenor Compensation program and other funding sources more accessible. This will enable CBOs and Tribes to have more influence over clean energy programs and support making these programs more accessible to their served communities.

Successful applicants for the EEE Grant Account will have a demonstrated background in advocating for their Tribe or community. Eligible activities for the EEE Grant Account will include:

- Community engagement and outreach related to CPUC proceedings.
- Hiring consultants and staff for activities necessary for active participation in decision-making processes at the CPUC.
- Education, training, and curriculum development regarding CPUC processes, proceedings, and programs.
- Partnership and coalition development to bring greater awareness of CPUC matters to disadvantaged communities.

Grant applications will be accepted in two cycles, the windows for which will be set by CPUC staff. The EEE Grant Account is a competitive grant. Please refer to E&A Grant Program webpage for the most current grant timelines: http://www.cpuc.ca.gov/capacitygrants.

Please note that based on the Governor's 2024-25 budget proposal, the EEE Grant distribution of funds has changed. The EEE Grant Account now contains $3,609,600 in total with a maximum award of

$200,000. Of the total $3,609,600, no less than $277,662 shall be available exclusively to Tribes. Tribal applicants are eligible for both this $277,662 amount (with an individual Tribe capped at $200,000) and funding from the remainder of the EEE Grant Account, but non-Tribal applicants are not eligible for the $277,662 amount.

Originally, the total amount available in the EEE Grant Account was $9,750,000 with a maximum award of $200,000. $750,000 was exclusively reserved for Tribes.

Clean Energy Access Grant Account Summary

The Clean Energy Access (CEA) Grant Account will award grants to CBOs and Tribal organizations to help facilitate access to and the adoption of clean energy programs in their respective communities. Specifically, the CEA Grant Account will provide funding to develop equity initiatives and clean energy access opportunities that complement other CPUC programs, including:

- Microgrid Incentive Program (MIP)
- Self-Generation Incentive Program (SGIP)
- Technology and Equipment for Clean Heating (TECH) Initiative

At the community level, the grant program is designed to bridge gaps and connect people to clean energy access programs. Eligible activities may include:

- Community engagement
- Marketing, outreach and enrollment support
- Resource mapping and needs development
- Project design and development
- Capacity building and workforce development training

For example, funding from the CEA Grant Account could be used to:

- Conduct community outreach to gather necessary information for a microgrid project through the MIP.
- Conduct community outreach on the availability of SGIP and TECH to increase enrollment in underutilized communities.
- Improve awareness of training and workforce development opportunities for the TECH Initiative and provide financial or ancillary support to access these opportunities.
- Develop pathways to use TECH to achieve building decarbonization in disadvantaged communities.
- Hire technical assistance to support procuring a developer for a clean energy project through MIP or SGIP.

This grant will not pay for infrastructure buildout, such as hardware or equipment, but rather help facilitate the planning of projects as well as outreach to increase participation by underrepresented communities.

CEA Grant Account eligible projects must be in an area served by a CPUC-regulated investor-owned utility for MIP supporting projects but may be statewide for the SGIP and TECH supporting projects.

Grant applications will be accepted in two cycles, the windows for which will be set by CPUC staff. The CEA Grant Account is competitive.

Please note that based on the Governor's 2024-25 budget proposal, the CEA Grant Account distribution of funds has changed. The CEA Grant Account now contains $5,790,400 in total with a maximum award of $500,000 per application. Of the total $5,790,400, no less than $721,488 shall be available exclusively to Tribes. Tribal applicants are eligible for both this $721,488 amount and funding from the remainder of the CEA Grant Account, but non-Tribal applicants are not eligible for the $721,488 amount.

Originally, the total amount available in the CEA Grant Account was $15,650,000 with a maximum award of $500,000. $1,950,000 was exclusively reserved for Tribes.

Program Vision

The CPUC is committed to environmental and social justice through its ESJ Action Plan. This commitment includes acknowledging and addressing that some California communities, particularly low-income communities of color, face:

- systematic underinvestment.
- higher pollution burdens.
- higher barriers to clean, safe, and affordable utility and transportation services.

The E&A Grant Program makes it possible for the CPUC to honor its commitment to members of ESJ communities by empowering them to participate in CPUC proceedings and decision-making processes, as well as have more access to investments in clean energy resources, transportation, and communication services.

Program Objectives

Create ongoing engagement between the CPUC, Tribes, CBOs, and underrepresented communities.

The E&A Grant Program serves to break down existing barriers to participation. The PP Grant Account will provide a simple and practical means for Tribes and underrepresented communities to get exposure to CPUC decision-making processes and provide their expertise. Utilization of the EEE Grant Account allows Tribal organizations and CBOs to get an extensive understanding of how the CPUC functions and will provide the basis for some organizations to apply for Intervenor Compensation or other funding programs to sustain engagement on a consistent and long-term basis.

Improve understanding and use of CPUC programs in Tribal and underrepresented communities.

The CEA Grant Account will provide a means for guidance to Tribes and CBOs to implement microgrid projects supported by the CPUC's MIP, electrification and storage projects through the SGIP, and develop pathways to achieve building decarbonization in disadvantaged communities through TECH. Future programs may be added at staff discretion. Additionally, support from the PP and EEE Grant Accounts will expose more Tribes and CBOs to CPUC processes, enabling them to participate in shaping future programs and policies.

Improve the transparency of CPUC decision-making processes and design of its programs.

The CPUC strives for transparency of its decision-making process by inviting stakeholders to be active participants. This expands the stakeholder and participant pool in the agency's processes to advance the CPUC's goal of equitable transparency.

Facilitate a clean-energy transition and address historic harms by ensuring that access programs work and are available for all Californians.

The clean-energy transition depends on millions of Californians adopting new technologies, such as electric heat pumps, electric vehicles, and solar energy. As such, CPUC programs must be designed so that these technologies meet the needs of all households and communities, and in way that communities are aware of the benefits. The EEE Grant Account provides means for communities to give input on these programs and the CEA Grant Account provides means for CBOs and Tribal organizations to work locally to improve community awareness and adoption.

Remainder of Page Intentionally Left Blank

Program Administration

The E&A Grant Program consists of three (3) grant accounts that will vary in administration, application, and timelines.

Duration of Grant Program

All funds for the E&A Grant Program are available for encumbrance or expenditure until June 30, 2025. Funds are available for liquidation until June 30, 2027. If future funding becomes available for this program, then the duration of the grant program will be modified accordingly.

Grant Funding Breakdown

Please note that the allocation of funds has changed due to the Governor's 2024-25 January budget proposal. Original amounts are in grey below the new amounts in black.E&A Grant Program Funding Breakdown				
Funding Account	**Maximum Grant Award**	**Tribal Reserved Funds****	**General Non-Reserved Funds**	**Total Available in Account**
Public Participation (PP) Grant Account	$15,000	$9,677 $300,000	$90,323 $2,800,000	$100,000 $3,100,000
Equity, Engagement, and Education (EEE) Grant Account	$200,000	$277,662 $750,000	$3,331,938 $9,000,000	$3,609,600 $9,750,000
Clean Energy Access (CEA) Grant Account	$500,000	$721,488 $1,950,000	$5,068,912 $13,700,000	$5,790,400 $15,650,000
Program Administration*	--	--	--	$500,000 $1,500,000
TOTAL	--	--	--	**$10,000,000** $30,000,000

*Limited term CPUC staff to administer the program and other administrative costs associated with this program will remain under 5% of the authorized funds. Under the revised budget, the SME would be eliminated.

**Tribal Reserved Funds total is $1,008,826, revised from $3,000,000. Tribal applicants (Types 2 and 3 Eligible Applicants described above) will have access to both Tribal Reserved Funds and General Non-Reserved Funds.

Eligible Entities

To apply for the CPUC's E&A Grant Program, an entity must be one of the following types of applicants:

- **TYPE 1**: California tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code.
- **TYPE 2**: Federally or non-federally recognized California Native American Tribes, as defined in Public Resources Code (PRC) Section 21073. PRC Section 21073 defines a California Native American Tribe as a Native American Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 905 of the Statutes of 2004.
- **TYPE 3**: Tribal entities, including organizations incorporated under Tribal law and wholly owned by the Tribe, Tribal Section 17 Corporations, and Tribal utilities and authorities operated under Tribal law.

Tribal applicants, which includes Types 2 and 3 Eligible Applicants, are eligible to receive funds within the Tribal reserved portions, as well as funding from the general non-reserved funds.

Organizations are not eligible to apply for a grant award if they receive or plan to receive funding from another source for the same activity.

Application Overview

CPUC staff will release a Notice of Funding Availability (NOFA) and hold an application workshop for potential applicants and interested stakeholders prior to the application window. An application form will be published on the program's designated CPUC website along with application instructions.

Applications for the PP Grant Account will require proof of participation in an eligible activity and awards will be made ministerially on a rolling basis.

As the EEE and CEA Grant Accounts will be competitive, the applications will be more in-depth than that of the PP Grant Account and applicants will be scored based on the information provided in their application. Applications will be scored and evaluated on a competitive basis in grant cycles.

Additional information about the application process, including specific deadlines, will be included in the NOFA and updated on the program's webpage.

Following each award cycle, staff may revise the guidelines for subsequent cycles.

Public Participation Grant Account

Applicants will be awarded funds from the PP Grant Account for eligible activities up to a maximum of $15,000 per organization for the duration of the grant timeline. Individual PP Grant Account applications exceeding $15,000 will be considered up to the maximum amount of $15,000. Applicants who have previously been awarded funds from the PP Grant Account and who submit additional applications for funds will be considered for funding that does not exceed the $15,000 organization maximum.

Amounts in black reflect the Governor's 2024-25 budget proposal; original amounts are in grey for reference.

E&A Grant Program Funding Breakdown				
Funding Account	Maximum Grant Award*	Tribal Reserved Funds**	General Non-Reserved Funds	Total Available in Account
Public Participation (PP) Grant Account	$15,000	$9,677 $300,000	$90,323 $2,800,000	$100,000 $3,100,000

*$15,000 is the maximum grant award and organization maximum.

Grant Timeline

The PP Grant Account opened on September 8, 2023 and will continue accepting applications until April 1, 2025 or until funds have been exhausted. Applications for the PP Grant Account will be accepted on a rolling basis, pending available funds. Applications will be reviewed and assessed in the order that they are submitted, and grants will be awarded until funding is exhausted. The grant award amount from the PP Grant Account is limited to $15,000 per eligible organization for the duration of the grant timeline.

Eligible Activities

The below activities qualify as eligible CPUC activities for award through the PP Grant Account if they took place **after September 8, 2023**. Generally, eligible CPUC activities under the PP Grant Account are **initiated by CPUC invitation**.

Advisory Board Member

An appointed role that advises the CPUC on program development, implementation, and administration in relation to CPUC issues and initiatives.

En Banc Speaker/Panelist

En Banc speakers and panelists are invited to CPUC events by CPUC staff to discuss their unique experiences or offer best practices on programs/services in relation to the communities that they serve.

Featured Speaker/Presenter

Featured speakers and presenters are invited to CPUC events by CPUC staff to speak about their unique experiences or offer best practices on programs/services in relation to the communities that they serve.

Focus Group Participant

Focus groups are created by the CPUC to test proposed program implementation concepts, ideas, and rules. Additionally, focus groups assist in ensuring CPUC programs are not inadvertently reinforcing barriers to

enrollment for specific populations. As an example, focus groups were empaneled to received feedback on California LifeLine English and Spanish enrollment forms.

Panelist

Panelists are invited to CPUC events by CPUC staff to speak on their unique experiences or offer best practices on programs/services in relation to the communities that they serve. Panelists will offer feedback to the CPUC on a certain topic which will be used to make programs more efficient and accessible.

Working Group Participant

Working groups are typically comprised of stakeholders from industry, consumer advocate groups, business groups, academia, government, and CBOs. Working Groups are given a specific topic and scope to discuss by the CPUC, ranging from broad policy goals to details on program implementation. Working groups draft a final report with a set of recommendations used as part of a proceeding or legislative mandate. As an example, the California LifeLine program used a working group to determine how to best implement marketing and outreach modifications to the program.

Other

Public participation opportunities not included within the list above may be considered for grant funding **only if invited to participate in by the CPUC**.

Eligible Activity Compensation

Activity	Compensation Rate	Eligible for Hourly Compensation
Advisory Board Member	$150/hour	Includes meeting preparation, meeting, and follow-up.
En Banc Speaker/Panelist	$150/hour	Includes speaker/panelist preparation, related meetings, presentation, and follow-up.
Featured Speaker/Presenter	$150/hour	Includes speaker/panelist preparation, related meetings, presentation, and follow-up.
Focus Group Participant	$150/hour	Includes preparation and meeting.
Panelist	$150/hour	Includes speaker/panelist preparation, related meetings, presentation, and follow-up.
Working Group Participant	$150/hour	Includes meeting preparation, meeting, and follow-up.

Application Requirements And Submission

Applications can be filled out online at https://cpuc.smapply.io/.

If submitting through email or mail, see Appendix 1 for a sample Public Participation Grant Account Application Coversheet. See Appendix 2 for the Public Participation Grant Account Application Coversheet Instructions.

The application coversheet and instructions for the PP Grant Account can be found on the E&A Grant Program webpage here: http://www.cpuc.ca.gov/capacitygrants.

Complete applications for the PP Grant Account will have all the items listed in the checklist below. Applying online at https://cpuc.smapply.io/ will ensure all required forms are completed and all required documents are uploaded before submission.

Application Packet Checklist
☐ **Public Participation Grant Account Application Coversheet** (Appendix 1)   Please include a completed Time Sheet with the hours that you are claiming. The Coversheet must be signed by an individual who has the authority to sign on behalf of the applying organization.
☐ **Proof of Eligibility**   **TYPE 1 APPLICANTS:**   IRS Letter confirming status as a 501(c)(3) entity. The IRS letter must also include the applicant's Tax Identification Number.   **TYPE 2 & 3 APPLICANTS:**   Support letter from the Tribal administrator, chair, or council.
☐ **Proof of Participation**   ☐ Attendance Log & Activity Invitation   ☐ Link to Recording   ☐ Photo & Activity Invitation   ☐ Program or Meeting Agenda   ☐ Program or Meeting Minutes   ☐ Virtual Activity Screenshot & Activity Invitation   ☐ Written Verification
☐ **Travel Expense Claim Form STD262A** (if applicable)   Include supporting receipts for expenses more than $25.

Proof of Participation

Applicants need to provide proof of participation with their completed applications. Proof of participation must verify the applicant's participation within a PP Grant Account eligible activity and the time commitment. Below are the acceptable forms of proof of participation to be included with a completed application:

Attendance Log & Activity Invitation

Attendance log must be obtained from the host of the eligible activity and list the applicant's name. Activity Invitation must describe the eligible activity and times of participation.

Link to Recording

Virtual recording of the eligible activity. Must include a recording of the applicant's full participation and the applicant must be introduced in the recording via another participant or via displayed text.

Photo & Activity Invitation

Photo must contain the applicant's image. Activity Invitation must describe the eligible activity and times of participation.

Program or Meeting Agenda

Must list the applicant's name and times of participation (such as the start and end time of a panel).

Program or Meeting Minutes

Must be obtained from the host of the eligible activity and list the applicant's name and times of participation (such as the start and end time of a panel).

Virtual Activity Screenshot & Activity Invitation

Screenshot must contain the applicant's name and image. Activity Invitation must describe the eligible activity and times of participation.

Written Verification

Must be from the coordinator of the eligible activity and specifically mention the applicant's name, type of activity, and times of participation.

Travel Expense Claim Form

There may be some instances where travel is required to participate in a CPUC activity. There is a travel allowance of up to $450 per activity. The travel allowance counts toward an organization's funding maximum ($15,000).

Each claimant must complete a form STD-262A, Travel Expense Claim (TEC) Form, and follow instructions therein. Expense claims must comply with the travel expense, limitation rules applicable to State of California employees and contractors. Applicants are expected to choose the most cost effective and reasonable lodging and modes of transportation consistent with State of California travel reimbursement rates (see link below). An electronic copy of STD 262A, instructions, and current applicable information are available at: https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx.

Submitting the PP Grant Account Application

Applicants may apply online at https://cpuc.smapply.io/. We strongly encourage online applications as the portal will help you keep track of all required documents, auto-calculate compensation, and allow you to track application progress.

The deadline for submission of applications is April 1, 2025.

For electronic applications, please email completed forms, proof of eligibility, proof of participation, and travel reimbursement form STD 262A (if applicable) and relevant travel expense receipts to capacitygrants@cpuc.ca.gov and include "Public Participation Grant" in the subject line.

For paper applications, please mail completed forms and required documents to:

> Business and Community Outreach
> Attn: E&A Grant Program
> California Public Utilities Commission
> 505 Van Ness Ave.
> San Francisco, CA 94102

Application Review and Approval

The Commission delegates to CPUC staff ministerial review authority for all PP Grant Account applications. CPUC staff will:

- Review for eligibility and completeness. Upon determination that an applicant is eligible and their application is complete (see "Application Packet Checklist" above), staff will submit the application for payment (upon receipt of a completed STD 204 form).

For incomplete applications, staff will contact applicants to address outstanding application issues within ten (10) business days. If an application is not complete within ten (10) business days following a request for correction, the application will be rejected, and the applicant will need to submit a new request for PP grant funds.

Equity, Engagement, and Education Grant Account

Applicants will be awarded funds from the EEE Grant Account for eligible activities up to a maximum of $200,000 per award.

Amounts in black reflect the Governor's 2024-25 budget proposal; original amounts are in grey for reference.

E&A Grant Program Funding Breakdown				
Funding Account	Maximum Grant Award*	Tribal Reserved Funds**	General Non-Reserved Funds	Total Available in Account
Equity, Engagement, and Education (EEE) Grant Account	$200,000	$277,662 $750,000	$3,331,938 $9,000,000	$3,609,600 $9,750,000

Grant Timeline

The EEE Grant Account will commence accepting applications in 2023. Applications will be accepted and awarded in two cycles. Specific dates for the two cycles will be posted to the program's webpage. Applications will be scored competitively by the CPUC.

Applicants who are awarded a grant will be sent a Grant Agreement which details the terms and conditions of the grant. The applicant must sign and return the Grant Agreement to the CPUC prior to dispersing grant funds.

Although there is no required project length, grant projects must be completed by April 15, 2027 to allow time for final invoice processing.

Examples Of Eligible Activities

Capacity building refers to the process of developing the skills, knowledge, and resources of a community or organization to enhance its ability to effectively engage with and participate in programs and decision-making processes of the CPUC and other state regulatory agencies.

Below are examples of activities that qualify for an award through the EEE Grant Account.

Training and Education

Providing training and educational resources to members of the Tribe or CBO on the processes and procedures of the CPUC, including how to participate in proceedings, how to access relevant information, and how to engage with commissioners and staff. This can include engaging with community members through public meetings, forums, or other outreach activities to raise awareness of the CPUC's role and responsibilities and the importance of engaging with regulatory processes.

Networking and Collaboration

Facilitating networking and collaboration between the Tribe or CBO and other stakeholders, including other community groups, advocacy organizations, and industry representatives, to help build alliances and increase

the Tribe or CBO's influence, effectiveness and amplify the voice of underserved or disadvantaged communities in regulatory decision-making.

Resource Development

Developing the resources necessary to effectively engage with the CPUC, including providing access to legal expertise, funding for research and analysis, and other resources as needed. Attaining industry specific expertise to help CBO's and Tribes understand and navigate the regulatory landscape, including developing comments, attaining party status, and other interventions in regulatory proceedings as well as accessing funding opportunities, to engaging in long term policy advocacy.

Application Requirements And Submission

Applicants may apply online at https://cpuc.smapply.io/. We strongly encourage applications through the online grant portal to ensure all required information is submitted.

The Cover Sheet can be filled out online through the portal. If you are applying by mail or email, see Appendix 3 for a sample Equity, Engagement, and Education Grant Account Application Coversheet. See Appendix 4 for the Equity, Engagement, and Education Grant Account Application Coversheet Instructions.

The application coversheet and instructions for the EEE Grant Account, workplan table template, and budget table template can be found on the E&A Grant Program webpage here: www.cpuc.ca.gov/capacitygrants

Complete applications for the EEE Grant Account will have all the items listed in the checklist below.

Application Packet Checklist (no page limits):
☐ **Equity, Engagement, and Education Grant Account Application Coversheet** (Appendix 3) Must be signed by an individual who has the authority to sign on behalf of the applying organization.
☐ **Proof of Eligibility** **TYPE 1 APPLICANTS:** IRS Letter confirming status as a 501(c)(3) entity. The IRS letter must also include the applicant's Tax Identification Number. **TYPE 2 & 3 APPLICANTS:** Support letter from the Tribal administrator, chair, or council.
☐ **Workplan Table** (Appendix 7) Must be formatted as separate page(s) from the application narrative.

Application Packet Checklist (no page limits):
☐ **Budget Table** (Appendix 8) Must be formatted as separate page(s) from the application narrative.
☐ **Letters of Support** Two (2) letters of support from partner organizations or local community leaders that work in or are a part of the communities or populations that the applying organization intends to serve with the EEE grant funds.

Application Packet Checklist (10-page limit):
☐ **Project Narrative** The project narrative must include sections on: Vision Statement, CPUC Participation, Ability to Represent Community, and Community Benefit.

Required formatting for application documents:

- **Font:** no less than 10-point font. Fonts smaller than 10-point font will not be reviewed.
- **Paper Size:** 8 ½" x 11" size paper and numbered consecutively.
- **Stapled, not bound (for paper applications):** upper left-hand corner.
- **Edited and reviewed:** Double-checked for grammar and spelling errors.

Submitting the EEE Grant Account Application

Applicants may apply online at https://cpuc.smapply.io/. We strongly encourage online applications as the portal will help you keep track of all required documents and allow you to track application progress.

For electronic applications, please email completed forms, proof of eligibility, a project narrative, workplan table, budget table, and two letters of support to capacitygrants@cpuc.ca.gov and include "Equity, Education, and Engagement Grant" in the subject line.

For paper applications, please mail completed forms and required documents to:

Business and Community Outreach
Attn: E&A Grant Program
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

Application Review, Grant Agreement, and Notice to Proceed

1. **Application Review** – The Commission delegates ministerial review and approval authority to CPUC staff for EEE Grant Account applications under $150,000. Staff are directed to evaluate grant applications for eligibility, completeness, and score each application according to the Evaluation and Scoring Criteria (see below). The CPUC will notify grantees of awards made via a letter. Award letters will be posted to the Commission's website.

For applicants that request $150,000 and above, the Commission reserves discretion to address such applications through the Resolution process. CPUC staff will evaluate these applications for completeness, ensure they meet all eligibility criteria, score each applicant according to the Evaluation and Scoring Criteria set forth in the program guidelines, and recommend approval or denial of each applicant via Resolution.

2. **Grant Agreement** – Following CPUC award, successful applicants will be provided with a Grant Agreement, which will include an *E&A Grant Program Manual*, and *Terms and Conditions*. These documents, along with the applicant's approved Budget Table and Workplan, comprise the Grant Agreement.
The signatory designated in the Application Coversheet will be required to sign the Grant Agreement and return it to the CPUC **within thirty (30) days** from the date that it was sent (either electronically or via mail).

3. **Notice to Proceed** – Once the applicant's signed Grant Agreement is received and then executed by the CPUC, a Notice to Proceed letter will be sent to the grantee as notification for approval to proceed with project implementation and expenditures.

Evaluation And Scoring Criteria

Grant applications will be evaluated competitively based on the following scoring criteria. Additional information on the application process will be provided in the Notice of Funding Availability (NOFA).

Project Narrative (65 Points)

A well-prepared application narrative will address each of the following:

- Vision Statement
- CPUC Participation
- Ability to Represent Community
- Community Benefit

See the scoring criteria below for specific information on how to address each section of the project narrative. Each section should be concise and thorough and will pay specific attention to each of the points listed in the scoring criteria.

Project narratives are limited to no more than 10 pages and will account for up to 65/100 points of the evaluations score. The project narrative does not include:

- Application Coversheet
- Workplan Table
- Budget Table
- Letters of Support (x2)
- Proof of Eligibility

The applicant is responsible for supplying relevant data and concrete examples for the review panel to fully evaluate the application.

Supporting Documents (35 Points)

In addition to the project narrative, the following supporting documents will be evaluated:

- Workplan Table
- Budget Table
- Letters of Support (x2)

See the scoring criteria below for specific information on how to address each supporting document.

There are no page limits for supporting documents and they will account for up to 35/100 points of the evaluations score.

Scoring Criteria

Applicants should refer to the scoring criteria below when developing the project narrative and supporting documents for the EEE Grant Account Application, as CPUC evaluators will consult the criteria when scoring applicants.

Scoring Criteria	Points
Project Narrative: Vision Statement	

Scoring Criteria	Points
The vision statement communicates concise desired outcomes that will result from the resources gained and activities performed as described in the application. Desired outcomes should encompass an advancement of equity, engagement, or education within the applying organization and/or the community they serve. The Vision Statement must: 1. Effectively communicate equity, engagement, or education needs of under-resourced communities served by the applicant. 2. Reflect objectives and principles of the E&A Grant Program. 3. Be achievable, while also communicating aspirational objectives. 4. Describe the communities or populations that will benefit from funding.	**5 Points**
Project Narrative: CPUC Participation	
The applicant must demonstrate that funding obtained from an EEE grant will contribute to enhanced participation in CPUC matters by the applying organization and/or the community that they serve. The applicant must: 1. Identify CPUC decision-making processes, such as proceedings, workgroups, or other forums, that the applying organization and/or the community they serve will have enhanced access to and participation within. 2. Identify issues in relation to the CPUC's regulatory authority that the applying organization will address within CPUC decision-making processes. The applicant should describe potential contributions and unique perspectives that the applicant or the community they serve will contribute to the CPUC-related issues. 3. Describe how funding obtained from an EEE grant will support participation efforts in CPUC matters. 4. Detail how the applicant's project will allow the organization to participate in CPUC proceedings and programs on an ongoing basis and as such be able to claim Intervenor Compensation or other funding sources for future participation.	**20 Points**
Project Narrative: Ability To Represent Community	

Scoring Criteria	Points
The applicant must demonstrate their experience as an advocate, representative, and steward of an underserved or underrepresented community. The applicant must: 1. Identify the communities or populations that the applicant serves. 2. Provide demographic and geographical data on the communities or populations that the applicant serves. 3. Provide evidence and data on the applying organization's history of working with and serving the communities and populations that have been identified within the application.	**20 Points**
Project Narrative: Community Benefit	
The applicant must demonstrate how funded work or resources from an EEE grant will benefit the communities or populations that they serve. The applicant must: 1. Illustrate the needs of the communities or populations served that will be addressed by an EEE grant. 2. Describe how the applicant's project will benefit the communities or populations that they serve, including immediate and long-term benefits. 3. Describe how the applicant's project will leverage and enhance the applicant's existing work efforts in relation to the communities or populations that they serve. 4. If applicable, describe whether the applicant is also representing the underserved community before other state agencies, including the Department of Water Resources, the Office of Energy Infrastructure Safety, the Energy Commission, the State Air Resources Board, and the Independent System Operator. If the applicant is active before these agencies or intends to become active before these agencies, the applicant should describe how its efforts before them would align with the work proposed in this application. 5. Provide any additional information that will be pertinent to the applying organization's ability to represent an underserved community in CPUC matters. Additional information may include bios on organizational leaders, evidence of established community relationships, and demonstration of the organization's primary work efforts.	**20 Points**
Supporting Documents: Workplan Table	
The workplan must detail all activities that will take place within the scope of the applying organization's project. The Workplan must align with the information presented in the Vision Statement. Although there is no required project length, grant projects must be completed by April 15, 2027 to allow time for final invoice processing.	**15 Points**
Supporting Documents: Budget Table	
The budget must detail all activity and resource expenses and should amount to the request grant award. Note that grantees will receive an upfront payment of 25% of their grant award. Subsequent budget requests will need to be made after the completion of project milestones.	**15 Points**
Supporting Documents: Letters Of Support	

Scoring Criteria	Points
At a minimum, at least two (2) letters of support from partner organizations or local community leaders that work in or are a part of the communities or populations that the applying organization intends to serve with the EEE grant funds.	5 Points
Total	100 Points

Reporting Requirement

Grantees are required to submit a progress report every six months, starting from the date of the grant agreement. The purpose of this grant reporting requirement is to ensure that grantees provide timely updates on the progress and achievements of their project.

The reporting periods will be as follows:

1. First reporting period: From the grant start date to the 6-month mark.
2. Second reporting period: From the 6-month mark to the 12-month mark.
3. Subsequent reporting periods: Every six months thereafter until the grant project concludes.

Grantees may combine these required reports with budget requests. Grantees may also choose to report the accomplishments of project milestones outside of these required reports as a part of a budget request.

Eligible Expenses

Below are expenses that are eligible for support via an EEE grant. Applicants must ensure that proposed expenses are eligible for funding. Expenses deemed ineligible in the application review process will be removed and the project's recommended total award will be adjusted accordingly.

Staff

The following are eligible staff expenses:

- Grant recipients, subgrantees, and their contractors' staff costs, including salary at an hourly rate, benefits, taxes, and leave.
- Staff may be full or part-time employees.
- If applicants wish to use grant funds to pay for interns, fellows, or other positions that are not on an organization's payroll, these costs should be classified in the budget as a direct cost via a consultant contract.
- If applicants wish to use grant funds to pay for training staff on an organization's payroll, these costs should be classified in the budget as a direct cost via a consultant contract.

Travel

Travel reimbursements must adhere to the State rates and conditions established on the CalHR website, except for "incidentals" and out-of-state travel, which will not be reimbursable under this grant. Each claimant must complete a form [STD-262A, Travel Expense Claim (TEC) Form](#), and follow instructions therein. Expense claims must comply with the travel expense, limitation rules applicable to State of California employees and contractors. Applicants are expected to choose the most cost effective and reasonable lodging and modes of transportation consistent with State of California travel reimbursement rates. An electronic copy of STD 262A, instructions, and current applicable information are available at: https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx.

Administrative

Costs incurred by the recipient to administer the grant, or costs incurred by subgrantees to perform the tasks necessary to fulfill the deliverables outlined in these guidelines. Administrative costs include, but are not necessarily limited to:

- Office space
- Supplies
- Legal or management oversight
- Prorated general liability, Workers' Compensation (may be included in payroll), and automotive insurance

Tools, Subscriptions, and Software

Subscriptions to tools and other software that will help increase capacity, facilitate communication, or otherwise facilitate implementation of the project such as project management software, video conferencing technology subscriptions, and mapping software.

Engagement, Outreach, Education, and Training

Costs related to the development and administration of engagement, outreach, education, and training activities under the grant, including, but not limited to:

- Materials developed for outreach events, trainings, and other grant activities.
- Access to proprietary data or research materials.
- Facilitation for meetings.
- Translation and interpretation for meetings and written materials.
- Marketing and advertisements.

- Participant compensation is an exchange of payment for services rendered in the development of community work products, and appropriately documented with deliverables such as sign in sheets or written surveys.

- Transportation stipends and provision of transportation services for community residents, such as a vanpool.

- Rental costs of equipment, facilities, or venues.

Ineligible Expenses

Grant funds may not be used for the following costs:

- Costs that occur outside of the Grant Agreement term.

- Direct and indirect construction costs.

- Direct lobbying.

- Indirect costs in excess of 30 percent of the awarded funds.

- The following costs associated with community engagement and outreach:

  » Direct cash benefits or subsidies to participants.

  » Refreshments.

  » Participant incentives, such as door prizes, which are unrelated to specific community work products.

  » General meetings that do not specifically discuss or advance implementation of the grant project.

Remainder of Page Intentionally Left Blank

Clean Energy Access Grant Account

Applicants will be awarded funds from the Clean Energy Access Grant Account for eligible activities up to a maximum of $500,000 per grant award.

Amounts in black reflect the Governor's 2024-25 budget proposal; original amounts are in grey for reference.

E&A Grant Program Funding Breakdown				
Funding Account	**Maximum Grant Award***	**Tribal Reserved Funds****	**General Non-Reserved Funds**	**Total Available in Account**
Clean Energy Access (CEA) Grant Account	$500,000	$721,488 $1,950,000	$5,068,912 $13,700,000	$5,790,400 $15,650,000

Grant Timeline

The CEA Grant Account will commence accepting applications in 2023. Applications will be accepted and awarded in two cycles. Specific dates for the two cycles will be posted to the program's webpage. Applications will be scored competitively by the CPUC.

Applicants who are awarded a grant will be sent a Grant Agreement which details the terms and conditions of the grant. The applicant must sign and return the Grant Agreement to the CPUC prior to payment.

Although there is no required project length, grant projects must be completed by April 15, 2027 to allow time for final invoice processing.

Examples Of Eligible Activities

Tribes and CBOs can utilize a CEA grant for project support activities or to make clean energy projects more accessible or provide education on clean energy projects. The supporting activities funded by these grants must be related to the following CPUC programs:

- Microgrid Incentive Program (MIP)
- Self-Generation Incentive Program (SGIP)
- Technology and Equipment for Clean Heating (TECH) Program

The MIP, SGIP, and TECH program provide funding for hardware and infrastructure work. CEA funding is to be used to conduct complementary, non-construction-related activities prior to, during, or after project completion that is not directly funded by MIP, SGIP, and TECH program as well as provide education on these clean energy programs. Below are examples of activities that qualify for an award through the CEA Grant Account.

Capacity Building and Workforce Training

Providing capacity building and training opportunities for local stakeholders, such as opportunities for youth, women, and veterans, and local building trades organizations, to increase their understanding and skills related to clean energy planning and implementation.

Community Engagement

Conducting stakeholder consultations and engaging with key community members, local organizations, and government officials to ensure that planning and design processes are inclusive and participatory. Developing a community-based planning process to identify their priority energy needs to develop clean energy solutions.

Coordination with Existing Program Administrators

Coordination necessary with existing clean energy program administrators and storage developers to ensure program success and maximum benefits to communities.

Marketing, Outreach, and Enrollment Support

Developing a marketing strategy that creates awareness about a clean energy program, explaining its benefits, and encouraging people to enroll in the program. Create culturally relevant enrollment materials such as brochures, flyers, that can be used to promote the state clean energy programs. Provide support for enrollees throughout the enrollment process. This could include answering questions, providing guidance on the application process, and offering technical support.

Resource Mapping and Needs Assessment

Map the specific energy needs of a community and conduct feasibility studies to assess the technical, economic, and operational feasibility of implementing clean energy solutions in targeted communities. Conduct technology assessments and evaluations to identify the most appropriate and effective clean energy technologies for the target communities, taking into account the potential economic, climate, and environmental justice benefits.

Project Design and Development

Supporting the development of clean energy projects, including the design of technical specifications and establishment of project management structures. This may involve identifying a project manager or team, defining roles and responsibilities, and establishing project governance structures. Specifying the type and size of clean energy technology required, as well as any associated equipment and infrastructure needed to support the technology.

Application and Implementation Technical Assistance

Due to the Governor's 2024-25 January Budget proposal, a Clean Energy Subject Matter Expert (SME) will no longer be available to provide technical assistance.

Application Requirements and Submission

Applicants may apply online at https://cpuc.smapply.io/https://cpuc.smapply.io/. We strongly encourage applications through the online grant portal to ensure all required information is filled out and all required documents are uploaded.

The Cover Sheet can be filled out online through the portal. If you are applying by mail or email, see Appendix 5 for a sample Clean Energy Access Grant Account Application Coversheet. See Appendix 6 for the Clean Energy Access Grant Account Application Coversheet Instructions.

The application coversheet and instructions for the CEA Grant Account, workplan table template, and budget table template can be found on the E&A Grant Program webpage here: www.cpuc.ca.gov/capacitygrants.

Complete applications for the CEA Grant Account will have all the items listed in the checklist below.

Application Packet Checklist (no page limits):
☐ **Clean Energy Access Grant Account Application Coversheet** (Appendix 5) Must be signed by an individual who has the authority to sign on behalf of the applying organization.
☐ **Proof of Eligibility** **TYPE 1 APPLICANTS:** IRS Letter confirming status as a 501(c)(3) entity. The IRS letter must also include the applicant's Tax Identification Number. **TYPE 2 & 3 APPLICANTS:** Support letter from the Tribal administrator, chair, or council.
☐ **Workplan Table** (Appendix 7) Must be formatted as separate page(s) from the application narrative.
☐ **Budget Table** (Appendix 8) Must be formatted as separate page(s) from the application narrative.
☐ **Letters of Support** Two (2) letters of support from partner organizations or local community leaders that work in or are a part of the communities or populations that the applying organization intends to serve with the EEE grant funds.

Application Packet Checklist (20-page limit):
☐ **Project Narrative**
The project narrative must include sections on: Executive Summary, Organization Background and Qualifications, Project Need, Evaluation and Data Collection, and Community Engagement Plan.

Required formatting for application documents:

- **Font:** no less than 10-point font. Fonts smaller than 10-point font will not be reviewed.
- **Paper Size:** 8 ½" x 11" size paper and numbered consecutively.
- **Stapled, not bound (for paper applications):** upper left-hand corner.
- **Edited and reviewed:** Double-checked for grammar and spelling errors.

Submitting the CEA Grant Account Application

Applicants may apply online at https://cpuc.smapply.io/. We strongly encourage online applications as the portal will help you keep track of all required materials and allow you to track application progress.

For electronic applications, please email completed forms, proof of eligibility, a project narrative, workplan table, budget table, and two letters of support to capacitygrants@cpuc.ca.gov and include "Clean Energy Access" in the subject line.

For paper applications, please mail completed forms and required documents to:

Business and Community Outreach
Attn: E&A Grant Program
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

Application Review, Grant Agreement, and Notice to Proceed

1. **Application Review** – The Commission delegates ministerial review and approval authority to CPUC staff for CEA Grant Account applications under $200,000. Staff are directed to evaluate grant applications for eligibility, completeness, and score each application according to the Evaluation and Scoring Criteria (see below). The CPUC will notify grantees of awards made via a letter. Award letters will be posted to the Commission's website.

For applicants that request $200,000 and above, the Commission reserves discretion to address such applications through the Resolution process. CPUC staff will evaluate these applications for completeness, ensure they meet all eligibility criteria, score each applicant according to the evaluation criteria set forth in the program guidelines, and recommend approval or denial of each applicant via Resolution.

2. **Grant Agreement** – Following CPUC approval of the grant application, successful applicants will be provided with a Grant Agreement which will include an *E&A Grant Program Manual*, and *Terms and Conditions*. These documents, along with the applicant's approved budget table and Workplan, comprise the Grant Agreement.

   The signatory designated in the Application Coversheet will be required to sign the Grant Agreement and return it to the CPUC staff **within thirty (30) days** from the date that it was sent (either electronically or via mail).

3. **Notice to Proceed** – Once the applicant's signed Grant Agreement is received and then executed by the CPUC, a Notice to Proceed letter will be sent to the grantee as notification for approval to proceed with project implementation and expenditures.

Evaluation And Award Criteria

Grant applications will be evaluated competitively based on the following scoring criteria. Additional information on the application process will be provided in the Notice of Funding Availability (NOFA).

Project Narrative (65 Points)

A well-prepared application narrative will address each of the following:

- Executive Summary

- Organization Background and Qualifications

- Project Need

- Evaluation and Data Collection

- Community Engagement Plan

See the scoring criteria below for specific information on how to address each section of the project narrative. Each section should be concise and thorough and will pay specific attention to each of the points listed in the scoring criteria.

Project narratives are limited to no more than 20 pages and will account for up to 65/100 points of the evaluations score. The project narrative does not include:

- Application Coversheet

- Workplan Table

- Budget Table

- Letters of Support (x2)

- Proof of Eligibility

The applicant is responsible for supplying relevant data and concrete examples for the review panel to fully evaluate the application.

Supporting Documents (35 Points)

In addition to the project narrative, the following supporting documents will be evaluated:

- Workplan Table

- Budget Table

- Letters of Support (x2)

See the scoring criteria below for specific information on how to address each supporting document.

There are no page limits for supporting documents and they will account for up to 35/100 points of the evaluations score.

Scoring Criteria

Applicants should refer to the scoring criteria below when developing the project narrative and supporting documents for the CEA Grant Account Application, as CPUC evaluators will consult the criteria when scoring applicants.

SCORING CRITERIA	Points
Project Narrative: Executive Summary	
Describe the targeted community or tribal government, the project's geographic location, high-level relevant demographic data, the project and project goals, and the reasons why the project will benefit the targeted community.	**5 Points**
Project Narrative: Organization Background And Qualifications	
Provide a summary of the applicant's: A. Organization background and primary mission. B. History of working with the targeted community and local stakeholder relationships that may lead to the project's success. C. Demonstrated experience with planning and implementing community programs.	**15 Points**
Project Narrative: Project Need	
Identity the problem the project is intended to address. A. How does your solution address issues, such as energy resiliency, greater affordability, or the environment? What are the proposed benefits for the targeted community? B. Identify Environmental Justice issues addressed by the project and describe the targeted community. Use demographic data to describe the environmental justice elements involved such as ethnicity; age distribution; median household income; size and ethnicity of immigrant populations; or geographic location. Cite your sources when using data. C. How does the target community meet the eligibility rules for the clean energy program under consideration? If grant funds are used to pursue a MIP incentive, is the community vulnerable to outages and is it a disadvantaged or vulnerable community or does it have facilities serving such a community? *Please see the MIP Handbook, which is anticipated October 2023, https://switchison.org/ for information on TECH, and CPUC's customer website for SGIP. See Glossary for links.* *Please refer to the following resources: CalEPA's CalEnviroScreen tool, US Census Quickfacts webpage for California data, and the California Department of Finance's webpage for state demographic data.*	**20 Points**

SCORING CRITERIA	Points
Project Narrative: Evaluation And Data Collection	
A. Define project goals and objectives. Identify desired outcomes for the targeted community. B. What baseline data will be used to establish a benchmark for evaluating the impact of the proposed program? C. What data collection methods will be used to measure the impact of the project on the targeted community? Be sure to align your answers to the goals, metrics, and expected outcomes stated in the Workplan.	**10 Points**
Project Narrative: Community Engagement Plan And/Or Technical Assistance Plan	
If the project has a community engagement component, describe how the applicant will engage the targeted community and involve them in the planning process and implementation process. Be sure to include details of specific staff and activities planned in your community engagement process in your Workplan. If the project has a technical assistance component, describe the process that will be used to find a qualified technical assistance provider as well as ensure that the technical assistance helps to overcome any gaps or barriers that the community or Tribe faces in accessing the clean energy program.	**15 Points**
Supporting Documents: Workplan Table	
The Workplan must detail all activities that will take place within the scope of the applying organization's project. The Workplan must align with the information presented in the project narrative. Although there is no required project length, grant projects must be completed by April 15, 2027 to allow time for final invoice processing.	**15 Points**
Supporting Documents: Budget Table	
The budget must detail all activity and resource expenses and should amount to the request grant award. Note that grantees will receive an upfront payment of 25% of their grant award. Subsequent budget requests will need to be made after the completion of project milestones.	**15 Points**
Supporting Documents: Letters Of Support	
At a minimum, at least two (2) letters of support from partner organizations or local community leaders that work in or are a part of the communities or populations that the applying organization intends to serve with the CEA grant funds.	**5 Points**
Total	**100 Points**

Reporting Requirement

Grantees are required to submit a progress report every six months, starting from the date of the grant agreement. The purpose of this grant reporting requirement is to ensure that grantees provide timely updates on the progress and achievements of their project.

The reporting periods will be as follows:

1. First reporting period: From the grant start date to the 6-month mark.
2. Second reporting period: From the 6-month mark to the 12-month mark.
3. Subsequent reporting periods: Every six months thereafter until the grant project concludes.

Grantees may combine these required reports with budget requests. Grantees may also choose to report the accomplishments of project milestones outside of these required reports as a part of a budget request.

Eligible Expenses

Below are expenses that are eligible for support via a CEA grant. Applicants must ensure that proposed expenses are eligible for funding. Expenses deemed ineligible in the application review process will be removed and the project's recommended total award will be adjusted accordingly.

Staff

The following are eligible staff expenses:

- Grant recipients, subgrantees, and their contractors' staff costs, including salary at an hourly rate, benefits, taxes, and leave.

- Staff may be full or part-time employees.

- If applicants wish to use grant funds to pay for interns, fellows, or other positions that are not on an organization's payroll, these costs should be classified in the budget as a direct cost via a consultant contract.

- If applicants wish to use grant funds to pay for training staff on an organization's payroll, these costs should be classified in the budget as a direct cost via a consultant contract.

Travel

Travel reimbursements must adhere to the State rates and conditions established on the CalHR website, except for "incidentals" and out-of-state travel, which will not be reimbursable under this grant. Each claimant must complete a form STD-262A, Travel Expense Claim (TEC) Form, and follow instructions therein. Expense claims must comply with the travel expense, limitation rules applicable to State of California employees and contractors. Applicants are expected to choose the most cost effective and reasonable lodging and modes of transportation consistent with State of California travel reimbursement rates. An electronic copy of STD 262A, instructions, and current applicable information are available at: https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx.

Administrative

Costs incurred by the recipient to administer the grant, or costs incurred by subgrantees to perform the tasks necessary to fulfill the deliverables outlined in these guidelines. Administrative costs include, but are not necessarily limited to:

- Office space

- Supplies

- Legal or management oversight

- Prorated general liability, Workers' Compensation (may be included in payroll), and automotive insurance

Tools, Subscriptions, and Software

Subscriptions to tools and other software that will help increase capacity, facilitate communication, or otherwise facilitate implementation of the project such as project management software, video conferencing technology subscriptions, and mapping software.

Engagement, Outreach, Education, and Training

Costs related to the development and administration of engagement, outreach, education, and training activities under the grant, including, but not limited to:

- Materials developed for outreach events, trainings, and other grant activities.

- Access to proprietary data or research materials.

- Facilitation for meetings.

- Translation and interpretation for meetings and written materials.

- Marketing and advertisements.

- Participant compensation is an exchange of payment for services rendered in the development of community work products, and appropriately documented with deliverables such as sign in sheets or written surveys.

- Transportation stipends and provision of transportation services for community residents, such as a vanpool.

- Rental costs of equipment, facilities, or venues.

Ineligible Expenses

Grant funds may not be used for the following costs:

- Costs that occur outside of the Grant Agreement term.

- Direct and indirect construction costs.

- Direct lobbying.
- Indirect costs in excess of 30 percent of the awarded funds.
- The following costs associated with community engagement and outreach:
  » Direct cash benefits or subsidies to participants.
  » Refreshments.
  » Participant incentives, such as door prizes, which are unrelated to specific community work products.
  » General meetings that do not specifically discuss or advance implementation of the grant project.

Remainder of Page Intentionally Left Blank

Attachments and Appendix Items

Attachment 1: Glossary of Terms

Applicant

Individual on behalf of an entity or an entity who completes an E&A Grant Program application and submits it the CPUC.

Application

A submittal comprised of responses and supporting documents to apply for the grant.

Applying Organization

Entity who is applying to the E&A Grant Program.

Capacity Building

The process of strengthening local coordination, leadership, knowledge, skills, expertise, and access to resources in under-resourced communities with the goal of helping to develop or increase the ability of that community to independently engage in state decision-making processes and conduct outreach on clean energy and equity initiatives. Capacity building activities include, but are not limited to, identifying and planning opportunities and barriers for clean energy access and equity initiatives in a given region and identifying existing state programs that can leveraged and means to engage state agencies to implement needed policy changes.

Community Based Organization (CBO)

A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community and provides educational or related services to individuals in the community.

Community Engagement

The process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people.

Competitive

Method in which applications will be evaluated and scored based on the information provided within the application. Applications with higher total scores will take priority for funding over applications with lower total scores.

Direct Costs

Costs directly tied to the implementation of an E&A Program grant, including, but not limited to personnel costs, subcontracts, equipment costs, travel expenses, etc.

Disadvantaged Communities

Designation of census tracts and physical locations used to identify the areas most affected by pollution and the people most vulnerable to its effects, based on geographic, socioeconomic, public health, and environmental hazards criteria. The California Environmental Protection Agency (CalEPA) historically bases designations on analyses conducted by the California Communities Environmental Health Screening Tool (CalEnviroScreen) but can also exercise discretion in developing other criteria and methods.

Eligible Entity

An organization that is eligible to be awarded funds under the E&A Grant Program (Types 1, 2, and 3).

Grant Account

One of the three categories in which funding may be awarded. These are the "Public Participation Grant Account," "Education, Equity, and Engagement Grant Account," and the "Clean Energy Access Grant Account."

Grant Agreement

Arrangement between the State and grantee, in which the grantee will be awarded specific funds to be used for specific work within a specific period.

Grantee

Designated entity that has an agreement for grant funding with the State.

Indicators

Quantitative measures, including project-related metrics that show changes in conditions over a period.

Indirect Costs

Expenses of doing business that are of a general nature. These costs are not directly tied to the grant but are necessary for the general operation of the organization. Examples of indirect costs may include but are not limited to: personnel costs associated with administrative, supervisory, legal, and executive staff; personnel costs associated with support units, including clerical support, housekeeping, etc.; and operating expenses and equipment costs not included as part of direct project costs.

Microgrid Incentive Program

The Microgrid Incentive Program (MIP) funds clean energy microgrids to support the critical needs of vulnerable communities impacted by grid outages and to test new technologies or regulatory approaches to inform future action.

https://www.pge.com/en_US/safety/emergency-preparedness/natural-disaster/wildfires/microgrid-incentive-program.page?WT.mc_id=Vanity_mipworkshops

Rolling Basis

Continuative and non-interrupted timeline.

Self-Generation Incentive Program (SGIP)

A CPUC program that offers rebates for installing energy storage technology in your home. These storage technologies include battery storage systems that can function in the event of a power outage.

https://www.cpuc.ca.gov/industries-and-topics/electrical-energy/demand-side-management/self-generation-incentive-program/participating-in-self-generation-incentive-program-sgip

Technical Assistance

Targeted support for an entity that will contribute to increased organizational capacity.

Technology and Equipment for Clean Heating (TECH) Program

Per D.23-03-005 the Commission has authorized the transfer of $50 million from the Commission's budget to TECH Initiative in February of 2023, with no less than 40 percent of new program costs for activities to serve equity customers. An additional $95 million will transfer to the program at the start of the 2023-2024 fiscal year.

https://switchison.org/

Travel Reimbursement

State rates and conditions established on the CalHR website, (https://www.calhr.ca.gov) except for "incidentals" and out-of-state travel, which will not be reimbursable.

Underrepresented Communities

Communities whose presence and participation in state decision-making processes and programs connected to clean energy access and equity initiatives is much smaller than their presence in society as a whole.

Underserved Communities

As defined by Public Utilities Code Section 1601(e), which states: 'Underserved community' means a community that meets one of the following criteria: (1) Is a 'disadvantaged community' as defined by

subdivision (g) of Section 75005 of the Public Resources Code; (2) Is included within the definition of 'low-income communities' as defined by paragraph (2) of subdivision (d) of Section 39713 of Health and Safety Code; (3) Is within an area identified as among the most disadvantaged 25 percent in the state according to the California Environmental Protection Agency and based on the most recent California Communities Environmental Health Screening Tool, also known as CalEnviroScreen; (4) Is a community in which at least 75 percent of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program; and (5) Is a community located on lands belonging to a federally or non-federally recognized California Native American Tribes (Tribes).

Remainder of Page Intentionally Left Blank

Appendix 1: Public Participation Grant Application Coversheet

Equity And Access Grant Program

Public Participation Grant Account Application Coversheet

Before completing this form, refer to the Public Participation Grant Application Coversheet Instructions for more details on each section below.

For your application to be considered complete and eligible for award, proof of eligibility, proof of participation, completed Time Sheet, and a Travel Expense Claim Form STD 262A (if applicable) must be attached to this application coversheet. Consult the Equity and Access Grant Program Guidelines on the CPUC website for more information at: http://www.cpuc.ca.gov/capacitygrants

1. TYPE OF ORGANIZATION

☐ Type 1: 501(C)(3)	☐ Type 2: Tribe	☐ Type 3: Tribal Entity

2. REQUESTED GRANT AMOUNT

3. ELIGIBLE CPUC ACTIVITY

☐ Advisory Board Member   ☐ Focus Group Participant

☐ En Banc Speaker/Panelist   ☐ Panelist

☐ Featured Speaker/Panelist   ☐ Working Group Participant

☐ Other CPUC-Invited Activity:

_____

4. CONTACT INFORMATION

First and Last Name:	
Title:	

Organization Name:	
Employer Identification Number:	
Phone Number:	
Email:	
Physical Address:	
Mailing Address: (if different form above)	
Website:	

5. EVALUATION QUESTIONS

Complete the sections below by selecting one checkbox for each question or providing a narrative explanation for each prompt.

5A. Has your organization previously applied for a CPUC Public Participation Grant?

☐ Yes ☐ No

5B. If yes, was your organization awarded a CPUC Public Participation Grant?

☐ Yes ☐ No ☐ N/A

5C. What has been your organization's level of engagement* with the CPUC in the last 24 months?

☐ 0 interactions   ☐ 1-5 interactions   ☐ 5-10 interactions   ☐ 11+ interactions

Level of engagement is defined by any interaction with the CPUC, including participating in CPUC public events, providing comments on CPUC proceedings, applying for CPUC programs, contacting the CPUC with questions or concerns, and other interactions.

5D. Has your organization applied for Intervenor Compensation and is awaiting a decision on your claim for activities covered under this grant request? *

☐ Yes ☐ No

Organizations who are granted Intervenor Compensation for previous work that was performed as part of a Public Participation grant may have their grant reduced by the amount of funding granted through the Intervenor Compensation program up to the full amount of the grant at the CPUC's discretion.

5E. Please describe the community that the applying organization serves, including specific demographics. If additional space is needed, please attach a supplemental sheet with the response to this question.

5F. What information or experience obtained from the eligible activity you are applying for under the Public Participation Grant Account will be most valuable to the community(s) your organization serves? If additional space is needed, please attach a supplemental sheet with the response to this question.

5G. How likely is your organization to participate in future Public Participation Grant Account eligible activities?

☐ Very Likely ☐ Somewhat Likely ☐ Not Very Likely

6. ATTESTATION

By signing below, I attest to that the organization I am applying on behalf of has not been previously awarded funds from the CPUC Public Participation Grant Account totaling $15,000.

In addition, my organization will not receive funding from other sources for the same activities covered under this grant request.

I hereby attest that all information provided in this grant application is true, accurate, and complete to the best of my knowledge and belief. I further acknowledge that any misrepresentations or false statements may result in immediate exclusion from participation in the grant program.

Signed: _____

Name (Print): _____

Date: _____

For electronic applications, please email completed forms, proof of eligibility, proof of participation, and travel reimbursement form STD 262A (if applicable) and relevant travel expense receipts to capacitygrants@cpuc.ca.gov and include "Public Participation Grant" in the subject line.

For paper applications, please mail completed forms and required documents to:

Business and Community Outreach
Attn: E&A Grant Program
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

Remainder of Page Intentionally Left Blank

Equity and Access Grant Program
Public Participation Grant Account Application Coversheet

Public Participation Time Sheet (*include with your application—please see action key below*)					
Event/Meeting	Action	Date	Hours	Rate $	Total
				150	
				150	
				150	
				150	
				150	
				150	
				150	
				Subtotal:	

Travel Expenses (Complete Form 262A)			
Event/Meeting Travel	Date	Claim Total (Form 262A)	Total
		Subtotal:	

TOTAL REQUEST:	

Please use the space below to describe the meeting preparation and post meeting follow-up activities stated in this Time Sheet. **Ex. "Reviewed agenda and read staff reports"** or **"developed and prepared slide presentation for broadband workshop."**

By submitting this Time Sheet, I hereby attest that all hours claimed in this Time Sheet are true and correct; any inconsistencies will be subject to review, and if found that claimed hours are misleading, I understand the risk of exclusion from further participation in the grant program.

Action Key:

Meeting Time: Time spent at a scheduled meeting and/or event.

Meeting Preparation: Time spent researching, reading staff reports, reviewing meeting agendas, preparing a presentation, and coordinating with others, including staff, on meeting participation.

Post Meeting Follow-up: Time spent reviewing any meeting action items, reviewing meeting notes, receiving clarification from staff on an issue, meeting teardown and clean-up if host of a meeting, staying after to answer audience questions if served as a speaker/panelist.

Remainder of Page Intentionally Left Blank

Appendix 2: Public Participation Grant Application Coversheet Instructions

All applicants must submit a completed and signed Public Participation Grant Account Application Coversheet. Multiple eligible activities may be submitted on a single application. Please refer to the Program Guidelines for additional information on eligible activities.

Coversheet Instructions

1. **Type of Organization**

   The applicant must select the checkbox for at least one of the following options:

- **TYPE 1:** California tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

- **TYPE 2:** Federally or non-federally California recognized Native American Tribes, as defined in Public Resources Code (PRC) Section 21073. PRC Section 21073 defines a California Native American Tribe as a Native American Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 905 of the Statutes of 2004.

- **TYPE 3:** Tribal entities, including organizations incorporated under Tribal law and wholly owned by the Tribe, Tribal Section 17 Corporations, and Tribal utilities and authorities operated under Tribal law.

2. **Requested Grant Amount**

   In dollars, the specific total grant amount being requested (e.g., $1,000.00). The maximum award per organization for the grant period and per grant is $15,000. Please complete the Time Sheet on page 4 of the Public Participation Grant Coversheet. See sample Time Sheet below.

   Enter the amount in the Total Request field in the Time Sheet to the Requested Grant Amount field in the Application Coversheet.

3. **Eligible Activity**

   The applicant must select from the following options. Multiple activities may be submitted on a single application. Please select all appropriate checkboxes.

   Advisory Board Member

   An appointed role that advises the CPUC on program development, implementation, and administration in relation to CPUC issues and initiatives.

   En Banc Speaker/Panelist

   En Banc speakers and panelists are invited to CPUC events by CPUC staff to discuss their unique experiences or offer best practices on programs/services in relation to the communities that they serve.

   Featured Speaker/Presenter

Featured speakers and presenters are invited to CPUC events by CPUC staff to speak about their unique experiences or offer best practices on programs/services in relation to the communities that they serve.

Focus Group Participant

Focus groups are created by the CPUC to test proposed program implementation concepts, ideas, and rules. Additionally, focus groups assist in ensuring CPUC programs are not inadvertently reinforcing barriers to enrollment for specific populations. As an example, focus groups were empaneled to received feedback on California LifeLine English and Spanish enrollment forms.

Panelist

Panelists are invited to CPUC events by CPUC staff to speak on their unique experiences or offer best practices on programs/services in relation to the communities that they serve. Panelists will offer feedback to the CPUC on a certain topic which will be used to make programs more efficient and accessible.

Working Group Participant

Working groups are typically comprised of stakeholders from industry, consumer advocate groups, business groups, academia, government, and CBOs. Working Groups are given a specific topic and scope to discuss by the CPUC, ranging from broad policy goals to details on program implementation. Working groups draft a final report with a set of recommendations used as part of a proceeding or legislative mandate. As an example, the California LifeLine program used a working group to determine how to best implement marketing and outreach modifications to the program.

Other

Public participation opportunities not included within the list above may be considered for grant funding **only if invited to participate in by the CPUC**.

4. **Contact Information**

   First and Last Name: Name of individual representative participating in the eligible activity(s) claimed on this application on behalf of the applying organization.

   Title: Job title of applying organization's representative.

   Organization Name: Name of organization being represented in the eligible activity.

   Employer Identification Number: Provide organization's Employer Identification Number (EIN) provided by the Internal Revenue Service (IRS). The EIN is a unique number that identifies the organization to the IRS. This is required for grant award payment.

   Phone Number: Phone number where the applying organization representative can be reached.

   E-mail: E-mail address where the applying organization representative can be reached.

Physical Address: Address where the applying organization is physically located (street, city, state, zip code).

Mailing Address: If different from physical address, address where applying organization receives its mail (street, city, state, zip code).

Website: Applying organization's website URL.

5. **Evaluation Questions**

   Complete sections 5A through 5G by selecting one checkbox for each question or providing a narrative explanation for each prompt.

   For questions that have checkboxes, select one checkbox only.

6. **Attestation**

   The representative for the applying organization must sign, print their name, and date this form.

   By signing, the representative attests to the attestation statement on the form.

Time Sheet Instructions

Under the Event/Meeting column, enter the event or meeting attended. Under the Action column, enter how time was spent. These actions are generally described as follows:

- **Meeting Time:** Time spent at a scheduled meeting and/or event.
- **Meeting Preparation:** Time spent researching, reading staff reports, reviewing meeting agendas, preparing a presentation, and coordinating with others, including staff, on meeting participation.
- **Post Meeting Follow-up:** Time spent reviewing any meeting action items, reviewing meeting notes, receiving clarification from staff on an issue, meeting teardown and clean-up if host of a meeting, staying after to answer audience questions if served as a speaker/panelist.

Enter the date that time is being claimed under the Date column, the number of hours spent on the activity under the Hours column and multiply the number of hours by the hourly rate of $150.00. Enter this amount in the Subtotal field highlighted in yellow.

To enter travel expenses, enter the meeting or event that travel is associated with under Event/Meeting Travel, the date that travel took place under the Date column, the total amount of claimed travel expenses taken from the state STD-262A, Travel Expense Claim (TEC) Form (and return with the rest of your application documents) under the Claim Amount column. Place the total amount of travel claimed under the Total column. Enter all travel totals in the Subtotal field highlighted in yellow. Add both activity time and travel expenses and insert this amount in the Total Request field highlighted in blue.

Meeting preparation and follow-up activities description – Enter a brief description of your meeting preparation and post meeting follow-up activities stated in the Time Sheet.

Public Participation Time Sheet					
Event/Meeting	**Action**	**Date**	**Hours**	**Rate $**	**Total**
LifeLine Implementation Working Group	Prep Time	8/8/2023	1	150	$150
LifeLine Implementation Working Group	Meeting Time	8/9/2023	2	150	$300
DACAG Meeting Panelist	Prep Time	8/23/2023	2	150	$300
DACAG Meeting Panelist	Meeting Time	8/25/2023	3	150	$450
DACAG Meeting Panelist	Post Meeting Follow-up	8/28/2023	1	150	$150
				Subtotal:	**$1,350.00**

Travel Expenses (Complete Form 262A)				
Event/Meeting Travel	**Date**	**Claim Total (Form 262A)**	**Total**	
LifeLine Implementation Working Group	8/9/2023	$375	$375	
		Subtotal:	**$375.00**	
		TOTAL REQUEST:	**$1,725.00**	

Sample Time Sheet

(The values entered are for a fictitious applicant)

Please use the space below to describe the meeting preparation and post meeting follow-up activities stated in this Time Sheet. ***Ex. "Reviewed agenda and read staff reports"*** or ***"developed and prepared slide presentation for broadband workshop."***

Lifeline Implementation Working Group meeting preparation consisted of reviewing agenda items, reading staff report, and related proceedings referred to by staff.

As a meeting panelist for the DACAG meeting, meeting preparation consisted of drafting talk points and reviewing bios of other panelists. Post meeting follow-up consisted of answering questions from other panelists after the meeting and clarifying a question I had about the ESJ Action Plan with staff.

Application Checklist

Complete applications for the PP Grant Account will have all the items listed in the checklist below.

Application Packet Checklist
☐ **Public Participation Grant Account Application Coversheet** (Appendix 1)   Please include a completed Time Sheet with the hours that you are claiming. The Coversheet must be signed by an individual who has the authority to sign on behalf of the applying organization.
☐ **Proof of Eligibility**   **TYPE 1 APPLICANTS:**   IRS Letter confirming status as a 501(c)(3) entity. The IRS letter must also include the applicant's Tax Identification Number.   **TYPE 2 & 3 APPLICANTS:**   Support letter from the Tribal administrator, chair, or council.
☐ **Proof of Participation**   ☐ Attendance Log & Activity Invitation   ☐ Link to Recording   ☐ Photo & Activity Invitation   ☐ Program or Meeting Agenda   ☐ Program or Meeting Minutes   ☐ Virtual Activity Screenshot & Activity Invitation   ☐ Written Verification
☐ **Travel Expense Claim Form STD262A** (if applicable)   Include supporting receipts for expenses more than $25.

Submitting Application Documents

For electronic applications, please email completed forms, proof of eligibility, proof of participation, and travel reimbursement form STD 262A (if applicable) and relevant travel expense receipts to capacitygrants@cpuc.ca.gov and include "Public Participation Grant" in the subject line.

For paper applications, please mail completed forms and required documents to:

Business and Community Outreach
Attn: E&A Grant Program
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

Remainder of Page Intentionally Left Blank

Appendix 3: Equity, Engagement, and Education Grant Application

Equity And Access Grant Program

Equity, Engagement, and Education Grant Account Application Coversheet

Before completing this form, refer to the Equity, Education, and Engagement Grant Application Instructions for more details on each section below.

For your application to be considered complete and eligible for award, proof of eligibility, a project narrative, workplan table, budget table, and two letters of support must be attached to this application coversheet. Consult the Equity and Access Grant Program Guidelines on the CPUC website for more information at: www.cpuc.ca.gov/capacitygrants.

1. CONTACT INFORMATION

First and Last Name:	
Title:	
Organization Name:	
Employer Identification Number:	
Phone Number:	
Email:	
Physical Address:	
Mailing Address: (if different form above)	
Website:	

2. TYPE OF ORGANIZATION

☐ Type 1: 501(C)(3)	☐ Type 2: Tribe	☐ Type 3: Tribal Entity

3. REQUESTED GRANT AMOUNT*

A budget plan is required. Please use the budget template outlining your planned expenses and enter total cost above.

4. ATTESTATION

I the undersigned, am a legal representative of the Applicant, and declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, all the statements and representations made in this Application are true and correct.

Signed: _____

Name (Print): _____

Date: _____

For electronic applications, please email completed forms, proof of eligibility, a project narrative, workplan table, budget table, and two letters of support to capacitygrants@cpuc.ca.gov and include "Equity, Education, and Engagement Grant" in the subject line.

For paper applications, please mail completed forms and required documents to:

Business and Community Outreach
Attn: E&A Grant Program
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

Remainder of Page Intentionally Left Blank

Appendix 4: Equity, Engagement, and Education Grant Application Coversheet Instructions

All applicants must submit a completed and signed Equity, Engagement, and Education Account Grant Application Coversheet. Please refer to the Program Guidelines for additional information.

Coversheet Instructions

1. Contact Information

First and Last Name: Name of individual representative participating in the eligible activity(s) claimed on this application on behalf of the applying organization.

Title: Job title of applying organization's representative.

Organization Name: Name of organization being represented in the eligible activity.

Employer Identification Number: Provide organization's Employer Identification Number (EIN) provided by the Internal Revenue Service (IRS). The EIN is a unique number that identifies the organization to the IRS. This is required for grant award payment.

Phone Number: Phone number where the applying organization representative can be reached.

E-mail: E-mail address where the applying organization representative can be reached.

Physical Address: Address where the applying organization is physically located (street, city, state, zip code).

Mailing Address: If different from physical address, address where applying organization receives its mail (street, city, state, zip code).

Website: Applying organization's website URL.

2. Type of Organization

The applicant must select the checkbox for at least one of the following options:

- **TYPE 1**: California tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

- **TYPE 2**: Federally or non-federally California recognized Native American Tribes, as defined in Public Resources Code (PRC) Section 21073. PRC Section 21073 defines a California Native American Tribe as a Native American Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 905 of the Statutes of 2004.

- **TYPE 3**: Tribal entities, including organizations incorporated under Tribal law and wholly owned by the Tribe, Tribal Section 17 Corporations, and Tribal utilities and authorities operated under Tribal law.

3. Requested Grant Amount

In dollars, the specific total grant amount being requested (e.g., $100,000.00). The maximum award per grant is $200,000. A budget plan is required as an attachment detailing how the total requested grant amount was calculated.

Refer to the Equity & Access Grant Program Guidelines for a list of eligible and ineligible activities and expenses eligible for reimbursement.

4. Attestation

The representative for the applying organization must sign, print their name, and date this form.

By signing, the representative attests to the attestation statement on the form.

Application Checklist

Complete applications for the EEE Grant Account will have all the items listed in the checklist below.

Application Packet Checklist (no page limits):
☐ **Equity, Engagement, and Education Grant Account Application Coversheet** (Appendix 3) Must be signed by an individual who has the authority to sign on behalf of the applying organization.
☐ **Proof of Eligibility** **TYPE 1 APPLICANTS:** IRS Letter confirming status as a 501(c)(3) entity. The IRS letter must also include the applicant's Tax Identification Number. **TYPE 2 & 3 APPLICANTS:** Support letter from the Tribal administrator, chair, or council.
☐ **Workplan Table** (Appendix 7) Must be formatted as separate page(s) from the application narrative.
☐ **Budget Table** (Appendix 8) Must be formatted as separate page(s) from the application narrative.
☐ **Letters of Support** Two (2) letters of support from partner organizations or local community leaders that work in or are a part of the communities or populations that the applying organization intends to serve with the EEE grant funds.
Application Packet Checklist (10-page limit):

☐ **Project Narrative**

The project narrative must include sections on: Vision Statement, CPUC Participation, Ability to Represent Community, and Community Benefit.

Required formatting for application documents:

- **Font:** no less than 10-point font. Fonts smaller than 10-point font will not be reviewed.
- **Paper Size:** 8 ½" x 11" size paper and numbered consecutively.
- **Stapled, not bound (for paper applications):** upper left-hand corner.
- **Edited and reviewed:** Double-checked for grammar and spelling errors.

Submit the Application Package

For electronic applications, please email completed forms, proof of eligibility, a project narrative, workplan table, budget table, and two letters of support to capacitygrants@cpuc.ca.gov and include "Equity, Education, and Engagement Grant" in the subject line.

For paper applications, please mail completed forms and required documents to:

Business and Community Outreach
Attn: E&A Grant Program
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

Remainder of Page Intentionally Left Blank

Appendix 5: Clean Energy Access Grant Application Coversheet

Equity And Access Grant Program **Clean Energy Access Grant Account Application Coversheet**	

Before completing this form, refer to the Clean Energy Access Grant Application Coversheet Instructions for more details on each section below.

For your application to be considered complete and eligible for award, proof of eligibility, a project narrative, workplan table, budget table, and two letters of support must be attached to this application coversheet. Consult the Equity and Access Grant Program Guidelines on the CPUC website for more information at: www.cpuc.ca.gov/capacitygrants.

1. CONTACT INFORMATION

First and Last Name:	
Title:	
Organization Name:	
Employer Identification Number:	
Phone Number:	
Email:	
Physical Address:	
Mailing Address: (if different form above)	
Website:	

2. TYPE OF ORGANIZATION

☐ Type 1: 501(C)(3)	☐ Type 2: Tribe	☐ Type 3: Tribal Entity

3. CLEAN ENERGY PROGRAM ASSOCIATED WITH THIS APPLICATION

☐ Microgrid Incentive Program (MIP)	☐ Self-Generation Incentive Program (SGIP)

☐ Technology and Equipment for Clean Heating (TECH) Initiative

4. REQUESTED GRANT AMOUNT*

A budget plan is required. Please use the budget template outlining your planned expenses and enter the total cost above.

5. ATTESTATION

I the undersigned, am a legal representative of the Applicant, and declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, all the statements and representations made in this Application are true and correct.

Signed: _____

Name (Print): _____

Date: _____

For electronic applications, please email completed forms, proof of eligibility, a project narrative, workplan table, budget table, and two letters of support to capacitygrants@cpuc.ca.gov and include "Clean Energy Access Grant" in the subject line.

For paper applications, please mail completed forms and required documents to:

Business and Community Outreach
Attn: E&A Grant Program
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

Remainder of Page Intentionally Left Blank

Appendix 6: Clean Energy Access Grant Application Coversheet Instructions

All applicants must submit a completed and signed Clean Energy Access Account Grant Application Coversheet. Please refer to the Program Guidelines for additional information.

Coversheet Instructions

1. **Contact Information**

   First and Last Name: Name of individual representative participating in the eligible activity(s) claimed on this application on behalf of the applying organization.

   Title: Job title of applying organization's representative.

   Organization Name: Name of organization being represented in the eligible activity.

   Employer Identification Number: Provide organization's Employer Identification Number (EIN) provided by the Internal Revenue Service (IRS). The EIN is a unique number that identifies the organization to the IRS. This is required for grant award payment.

   Phone Number: Phone number where the applying organization representative can be reached.

   E-mail: E-mail address where the applying organization representative can be reached.

   Physical Address: Address where the applying organization is physically located (street, city, state, zip code).

   Mailing Address: If different from physical address, address where applying organization receives its mail (street, city, state, zip code).

   Website: Applying organization's website URL.

2. **Type of Organization**

   The applicant must select the checkbox for at least one of the following options:

   - **TYPE 1**: California tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

   - **TYPE 2**: Federally or non-federally California recognized Native American Tribes, as defined in Public Resources Code (PRC) Section 21073. PRC Section 21073 defines a California Native American Tribe as a Native American Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 905 of the Statutes of 2004.

   - **TYPE 3**: Tribal entities, including organizations incorporated under Tribal law and wholly owned by the Tribe, Tribal Section 17 Corporations, and Tribal utilities and authorities operated under Tribal law.

3. **Clean Energy Program Associated with this Application**

Select the checkbox for one of the CPUC clean energy programs that your application will complement, support access to, or provide education on. See Glossary Terms for descriptions of each clean energy program. Choose from:

- Microgrid Incentive Program (MIP)

- Self-Generation Incentive Program (SGIP)

- Technology and Equipment for Clean Heating (TECH) Initiative

4. **Requested Grant Amount**

   In dollars, the specific total grant amount being requested (e.g., $300,000.00). The maximum award per grant is $500,000. A budget plan is required as an attachment detailing how the total requested grant amount was calculated.

   Refer to the Clean Energy Access Grant Program Guidelines for a list of eligible and ineligible activities and expenses eligible for reimbursement.

5. **Attestation**

   The representative for the applying organization must sign, print their name, and date this form.

   By signing, the representative attests to the attestation statement on the form.

Application Checklist

Complete applications for the CEA Grant Account will have all the items listed in the checklist below.

Application Packet Checklist (no page limits):
☐ **Clean Energy Access Grant Account Application Coversheet** (Appendix 5) Must be signed by an individual who has the authority to sign on behalf of the applying organization.
☐ **Proof of Eligibility** **TYPE 1 APPLICANTS:** IRS Letter confirming status as a 501(c)(3) entity. The IRS letter must also include the applicant's Tax Identification Number. **TYPE 2 & 3 APPLICANTS:** Support letter from the Tribal administrator, chair, or council.
☐ **Workplan Table** (Appendix 7) Must be formatted as separate page(s) from the application narrative.

☐ **Budget Table** (Appendix 8)

Must be formatted as separate page(s) from the application narrative.

☐ **Letters of Support**

Two (2) letters of support from partner organizations or local community leaders that work in or are a part of the communities or populations that the applying organization intends to serve with the grant funds.

Application Packet Checklist (20-page limit):

☐ **Project Narrative**

The project narrative must include sections on: Executive Summary, Organization Background and Qualifications, Project Need, Evaluation and Data Collection, and Community Engagement Plan.

Required formatting for application documents:

- **Font:** no less than 10-point font. Fonts smaller than 10-point font will not be reviewed.
- **Paper Size:** 8 ½" x 11" size paper and numbered consecutively.
- **Stapled, not bound (for paper applications):** upper left-hand corner.
- **Edited and reviewed:** Double-checked for grammar and spelling errors.

Submitting the CEA Grant Account Application

For electronic applications, please email completed forms, proof of eligibility, a project narrative, workplan table, budget table, and two letters of support to capacitygrants@cpuc.ca.gov and include "Clean Energy Access" in the subject line.

For paper applications, please mail completed forms and required documents to:

Business and Community Outreach
Attn: E&A Grant Program
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

Remainder of Page Intentionally Left Blank

Appendix 7: Sample Workplan Table

This Sample Workplan table can be used for either the Equity, Engagement, And Education or Clean Energy Access Grant Accounts.

Although there is no required project length, grant projects must be completed by April 15, 2027 to allow time for final invoice processing.

Visit the Equity and Access Grant Program webpage to download the Microsoft Excel version of the Sample Workplan at: www.cpuc.ca.gov/capacitygrants

Equity and Access Grant Work Plan						
To be used for both Equity, Engagement, and Education and Clean Energy Access Grant Accounts						
Task Number	Activities to Accomplish Stated Goals	Project Staff Involved	Start Date	End Date	Performance Measures (used to measure goals)	Expected Outcomes (The outcomes you get when accomplishing your goals)
Goal 1	Build Legal Capacity	Ben Kinney, Executive Director			Hire one in-house attorney and build a new regulatory function for our organization.	Our organization will become a Party to MIP Proceeding and will file reply comments.
Task 1.1	Draft Scope of Work	Ben Kinney, Executive Director	7/7/2023	7/12/2023		
	Interview attonreys and consultants	Ben Kinney, Executive Director, Concepcion Rui, Chair of the Board	7/18/2023	8/6/2023		
	Hire legal resource	Ben Kinney, Executive Director, Concepcion Rui, Chair of the Board	8/10/2023	8/15/2023		
	Create plan for CPUC engagement with new legal resource	Ben Kinney, Executive Director	8/24/2023	8/26/2023		
Task 1.2						
Task 1.3						
Goal 2	Build Staff Capacity to educate community on CPUC proceedings	Darla Ramirez, Organizing Director			Trained 5 organizers to educate the community on active proceedings	The community will become aware and educated on the High DER proceeding and will provide input on the impacts of the proposed regulations.
Task 2.1	Hold 2 staff trainings on High DER Proceeding	Darla Ramirez, Organizing Director	8/21/2023	9/15/2023		
Task 2.2	Hold 2 staff trainings on Microgrid Icentive Program Proceeding	Darla Ramirez, Organizing Director	8/8/2023	9/26/2023		
Task 2.3	Prepare community materials and presentation	Darla Ramirez, Organizing Director	Month 3 (beginning)	Month 4 (end)		
Goal 3						
Task 3.1						

Start and end dates for each task may be specific or written in a generalized fashion to accommodate different start dates. See Task 2.3 for an example.

Remainder of Page Intentionally Left Blank

Appendix 8: Grant Budget Table Instructions

Appendix 9 is an example of how a budget table must be itemized. It is included to give you an idea of the level of detail expected. Make sure to provide enough detail so application evaluators understand what is being budgeted (i.e., provide detail as to what materials/supplies will include).

General descriptions will not be accepted/considered.

Round budget line items to the nearest whole dollar. Items less than fifty cents should be rounded down and those at fifty cents or more should be rounded up. Review your budget table to ensure the budget adds up correctly.

Time spent by a staff performing an activity directly related to the execution of the grant (not supervision or writing reports), such as speaking at events, drafting program materials, etc., is a direct cost and should be charged to the appropriate activity.

Time spent on personnel costs should include the first name and last name, title, rate of pay (e.g., $15/hour) of the staff person listed. Include personnel rates as hourly rates. Hourly personnel rates should be reasonable. Hourly rates over $100/hour will need explanation or justification (i.e., breakdown of costs that may be included in the hourly rate). If including benefits in the hourly rate, include a breakout of the hourly rate and fringe benefits charged.

Total indirect costs shall not exceed 30 percent (30 %) of the total grant award. Indirect costs are expenditures not capable of being assigned or not readily itemized to a particular activity but considered necessary for the operation of the organization and the performance of the program. Overhead, the costs of administrative operations, accounting services, and in-house printing are examples of indirect costs.

A complete budget table must be submitted an Equity, Engagement, and Education Grant Application or a Clean Energy Access Grant Application.

Travel must follow the State of California guidelines for travel reimbursements.

Remainder of Page Intentionally Left Blank

Appendix 9: Sample Budget Table

This Sample Budget Table can be used for either the Equity, Engagement, And Education or Clean Energy Access Grant Accounts.

Visit the Equity and Access Grant Program webpage to download the Microsoft Excel version of the Sample Budget Table at: www.cpuc.ca.gov/capacitygrants

`

Task Number	Budget Item	Explanation	Rate	Unit	Number of Units	Cost
**Equity and Access Grant Budget Table**
**To be used for both Equity, Engagement, and Education and Clean Energy Access Grant Accounts**
Objective1	**Develop plan to build capacity to engage on the Distributed Energy Resources proceeding by hiring legal consultant and educating organizing staff**					
Task 1.1	**Hire legal consultant to become party to proceeding and organize internal staff team to keep track of proceeding**					
	Gordon Wu, Executive Director	5 hours/week x 50 weeks @ $30/hour	$30.00	hour	250	$7,500
	Miriam Hernandez, Policy Director	25 hours/week x 2 weeks @ $20 hour	$20.00	hour	50	$1,000
	Penelope Marbella, HR Director	6 hours/week x 6 weeks @ $25/hour	$25.00	hour	36	$900
Task 1.2	**Train community organizers on DER proceeding and plan community outreach**					
	Consultant: Melanie Harris, Trainer	8 hours/week x 1 week @ $20/hour	$40.00	hour	8	$320
	Sam Cachu, Senior Community Organizer	25 hours/week x 50 weeks @ $18 hour	$18.00	hour	1250	$22,500
Task 1.3	**Prepare and conduct meeting with 20 interested community residents and informed youth educators**					
	George Williams, Organizing Director	8 hours/week x 20 weeks @ $17.00/hour	$17.00	hour	160	$2,720
Objective 2	**Become Party to DER Proceeding**					
Task 2.1	**Submit paperwork and prepare to submit comments**					
	Imelda Jackson, Attorney	20 hours/week x 1 weeks @ $175/hour	$175.00	hour	20	$3,500
	Miriam Hernandez, Policy Director	15 hours/week x 2 weeks @ $20 hour	$20.00	hour	30	$600
Objective 3	**Develop and Disseminate Outreach Collateral**					
Task 3.1	**Develop and Design 6"x 11" postcard**					
	Graham Singer, Graphic Designer	3 hours/week x 1 week @ $50/hour	$50.00	hour	3	$150
						$0
				**Total Grant Budget**	$39,040

Remainder of Page Intentionally Left Blank

Appendix 10: Tribal Organization Sample Resolution

This sample is provided for guidance purposes only.

WHEREAS, the people of the State of California have enacted Assembly Bill 179 (Ting, Statues of 2022, Chapter 249) which established the Equity and Access Grant Program to assist, among others, federally or non-federally recognized California Native American tribal governments to conduct outreach and obtain technical assistance for participation in California Public Utilities Commission decision making processes and provide clean energy access opportunities to Tribes, as defined pursuant to Section 21073 of the Public Resources Code.

WHEREAS, the California Public Utilities Commission has been delegated the responsibility for administering the Equity and Access Grant Program, which includes procedures governing the application by and payment to eligible Tribal governments; and

WHEREAS, if awarded, the applicant will enter into a Grant Agreement with California Public Utilities Commission for implementation of said grant;

NOW, THEREFORE, BE IT RESOLVED that the _(Title of Tribe's Governing Body)_ authorizes the submittal of a grant application to the California Public Utilities Commission for a grant from the Equity and Access Grant Program – 2023 Grant Cycle.

BE IT FURTHER RESOLVED that the _(Title of Official),_ or his/her designee is hereby authorized and empowered to execute in the name of the _(Name of Federally Recognized or non-Federally Recognized California Native American Tribal Government)_ all grant documents necessary to secure grant funds and implement the approved grant project.

The foregoing resolution was passed by the _(Title of Tribe's Governing Body)_ this _____ day of , 20_.

ATTEST:

Signed:_ Date:_____