PON-14-304
Addendum 2
September 25, 2014

Bringing Energy Efficiency Solutions to California’s Industrial, Agriculture and Water Sectors

The purpose of this addendum is to make the following revisions to PON-14-304:

Application Manual (Program Opportunity Notice)

Part I
1. Pages 7-8, Section E (Funding): Added “project partner” in-kind labor costs to the list of match funding sources.

2. Page 9, Section F (Key Activities and Dates):
   • Extended the deadline to submit Abstracts (Stage 1) to October 9, 2014
   • Extended the posting date for Stage 1 results to November 13, 2014
   • Extended the deadline to submit proposals (Stage 2) to January 9, 2015

3. Page 9, Section G (Pre-Application Workshop):
   • Added a footnote that clarifies that the deadline for written questions does not apply to non-technical questions or to questions that address an ambiguity, conflict, discrepancy, omission, or other error in the solicitation.

4. Page 11, Section H (Questions): Clarified that the deadline for written questions does not apply to non-technical questions or to questions that address an ambiguity, conflict, discrepancy, omission, or other error in the solicitation.

Part II
5. Page 12, Section 1 (Eligibility): Added language that excludes publicly-owned utilities from the solicitation, for consistency with CPUC Decision 12-05-037.

Part III
6. Page 15, Section A (Application Format, Page Limits, and Number of Copies):
   • Font: Excluded original headers, footers, and commitment/support letters from 11-point Arial font requirements.
   • Signatures: Clarified that only manual (i.e., not electronic) signatures are acceptable.
   • File Format: Clarified that file format requirements include MS Word version 1997-2003 or version 2007 or later (.doc or .docx format), and that excel spreadsheets and commitment/support letters are excluded from the MS Word requirements (commitment/support letters may be submitted in PDF format).

7. Page 17, Section C (Application Organization and Content): Specified which sections of the application require signature.
8. Pages 18-19, Section C (Application Organization and Content):
   • Item #5 (Project Team Form): Specified that individuals employed by any major subcontractor must be identified on the Project Team Form.
   • Item #8 (CEQA Compliance Form): Specified that the form must be completed and signed regardless of whether the proposed activities are considered a “project.”

Part IV
9. Page 25, Section E (Stage One: Abstract Screening), item #6: Specified that electronic signatures are not acceptable.

10. Page 27, Section F (Stage Two: Proposal Screening):
   • Item #2: Deleted “one."
   • Item #6: Specified that electronic signatures are not acceptable.

Attachment 1, Application Form (Project Abstracts and Proposals)
11. Page 2, Funding section: Added “project partner” in-kind labor costs as a match funding source.

12. Page 3, California Environmental Quality Act (CEQA) Compliance section:
   • Clarified that the CEQA Compliance Form must be completed regardless of whether the answers to the questions in the section are “yes” or “no.”
   • Question 2: Clarified that if an applicant checks the “no” box, the CEQA Compliance Form should state why no CEQA documentation has been prepared.

Attachment 4 (Project Narrative Form)
13. Instructions: Revised the number of pages allowable to 20.
14. Item #1(f): Replaced test plan with measurement and verification plan. Deleted the requirement to identify the measurement and verification third party.
15. Item #2(c): Deleted the word “marketing” before plan.
16. Item #2(e): Added the marketing plan form requirement.

Attachment 5 (Project Team Form)
17. Clarified resume requirements for key personnel.

Attachment 7 (Budget Forms)
18. Tab B-3 Prime Labor Rate: Revised to read “if the Contractor is a University of California or a U.S. Department of Energy entity, the salary identified will be unloaded monthly.”
19. Tab B-4: Removed protection from the “This section is for Government Entities only” field.
20. Tab B-4b, B-4c: Corrected the headers.
21. Tab B-5: Added a formula for total Commission funds in the pre-approved travel detail.

Attachment 8 (CEQA Compliance Form)
22. Page 1: Stated that applicants must complete the form regardless of whether the proposed activities are considered a “project.”
23. Pages 2-3: Replaced “project” with “proposed activities.”
24. Page 4: Added language that clarifies that item #6 applies to any agency listed in item #4 that has prepared CEQA documents or indicated that it will do so.
25. Page 5: Added language clarifying that the “no” box must be checked if any agency listed in item #4 has indicated that it will prepare CEQA documents.

**Attachment 9 (Reference and Work Product Form)**

26. Highlighted the number of references required and added additional boxes to identify references, to prevent applicants from assuming that two references are sufficient.

**Attachment 11 (Commitment and Support Letters)**

27. Added “project partner” in-kind labor costs as a match funding source.

**Attachment 13 (Abstract Project Summary Form)**

28. Instructions: Specified that the eight page maximum does not apply to the information required in item #6.
29. Item #6: Added instructions for submitting the information required in item #6 and clarified that documentation of monitoring and verification activity must include at least six months of data.
30. Item #7: Added a requirement to identify the third party that will conduct independent measurement and verification of the technology.

**Attachment 14 (References for Energy Electricity and GHG Emissions Calculations)**

31. Page One:
   - Clarified that applicants are only required to use the tables in Section C (Greenhouse Gas Emissions) when estimating the proposed project’s energy and peak demand cost savings and greenhouse gas impacts, to the extent that the data apply to the proposed project.
   - Deleted the following language: “The tables characterize California’s residential and commercial electricity market in terms of consumption and peak demand for major end use categories and a statewide GHG emissions factor.”
33. Page Three: Updated the information in the “Energy Costs” table.

Michael Poe
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