This is an optional checklist to help applicants compile the application package.

It is **not** required, nor does it need to be submitted.

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| **Attachment Number** | **Detail** |
|  | [ ]  The project prioritizes all CERRI program goals. (See solicitation manual, Section I.B.3) |
| 01 | **Application Form**: Review the following for completeness.[ ]  Complete questions 1-15.[ ]  Review eligible entities list. The Prime Recipient of the grant funds is a listed eligible entity or has received eligibility approval from the CEC & DOE.[ ]  Identify all priority community census tracts that will benefit from of this project. |
| 02 | **Project Narrative**: Review the following sections for completeness.[ ]  Project Merit, Need, and Goals[ ]  Project Management Plan[ ]  Community Engagement and Benefits[ ]  Advancement of Energy and Climate Goals[ ]  Workforce Development |
| 03 | **Scope of Work Template**: Review all sections indicated in blue.[ ]  Task 1 language is boilerplate and has not been changed.[ ]  Technical tasks specific to the project have been added.  |
| 04 | **Project Schedule**: [ ]  Review the schedule based on the project term and ensure it is aligned with the deliverables from the Scope of Work (Attachment 03).[ ]  Complete Project Milestones table. |
| 05 | **Budget Form:** [ ]  Requested funding is within the minimum and maximum amounts of the CERRI program. (See solicitation manual, Section I.C.1)[ ]  Review the Project Budget for completeness. Only complete the non-greyed areas and do not modify preset formulas. The DOE forms (blue highlighted sheets) do not need to be filled out by applicant; they will be auto populated by the information provided by the applicant. [ ]  Category budget – complete organization name and amount of funds to be spent in California, check totals. [ ]  Direct Labor – ensure all columns A-J are completed. Check totals. Ensure that all rates are projected caps for the duration of the project. See instructions on Direct Labor tab for more information. [ ]  Fringe Benefits – ensure all columns A-P are completed. Check totals. Again, ensure that all rates are the projected caps for the duration of the project. Additional instructions can be found on the Fringe Benefits tab.[ ]  Travel – ensure all columns A-J are completed. Check totals. Ensure that no out-of-state or international travel is listed under CEC Funds.[ ]  Equipment – ensure all columns A-J are completed. Check totals. [ ]  Supplies – ensure all columns A-J are completed. Check totals.[ ]  Subcontracts – ensure all columns A-H are completed. Check totals***.*** [ ]  Subcontractors receiving $100k or more of CEC funds or 25% or more of total requested CEC funds have their own set of complete budget forms, including a full set of worksheets.[ ]  Construction – ensure all columns A-J are completed. Check totals.[ ]  Other- ensure all columns A-J are completed. Include any costs needed for the project that do not apply to other categories. Check totals.[ ]  Indirect Costs & Profit – ensure all columns A-F are completed. Check totals. Use “Additional Explanation” box to explain calculations. [ ]  Match funding amount and sources are consistent with the Commitment Letters (Attachment 08). |
| 06 | **CEQA Compliance Form**:[ ]  Review CEQA Compliance Form for completeness. **The form must be completed even if the project is exempt**. A CEQA form must be filled out for **each** geographically distinct subproject. [ ]  If a CEQA determination has already been made, attach supporting documentation. |
| 07 | **NEPA Compliance Form:**[ ]  Review the NEPA Compliance Form for completeness. The form must be completed to receive CERRI funding. A NEPA form must be filled out for **each** geographically distinct subproject.[ ]  Provide NEPA-related documentation (detailed project descriptions, maps, etc.).[ ]  Provide stakeholder support documentation (optional). |
| 08 | **Commitment and Support Letter(s):**[ ]  Provide **commitment letter(s)** from all entities that will provide match funds, including from your own organization. These letters should be consistent with the match amount stated in the application.[ ]  Provide **support letters** from project stakeholders (optional). |
| 09 | **Project Metrics:**[ ]  Review Project Metrics for completeness. |
| 10 | **Applicant Declaration:**[ ]  Sign the Applicant Declaration form **or**[ ]  Explain why the applicant is unable to sign. |