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

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

|  |  |
| --- | --- |
| **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).  **Ensure** **Build America Buy America (BABA) Waiver Requests are submitted in writing with sufficient information (if applicable).** |
| 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. |