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 funding is a listed eligible entity or has received eligibility approval from the CEC & DOE.  Identify all priority community census tracts that the project is located in or that will benefit from this project. ***(≤15 preference points)*** |
| 02 | **Project Narrative**: Review the following sections for completeness. This checklist is intended to ensure applicants provide the correct information needed for the scoring criteria.   1. Project Merit, Need, and Goals **(*35 points*)**   **Clearly describes the specific reliability or resilience problem being addressed within the community(ies). Provides data that will be tracked to support the project (e.g.,**  **before and after data regarding SAIDI, SAIFI, CAIDI, number of outages).**  **Describes the need for funding in depth. Details how the funds will be spent on the project (e.g., equipment, permitting, personnel).**  **Details how the project represents the optimal solution for the identified problem(s). Provides data to demonstrate how the project will improve the problem(s).**  **Describes how the project promotes energy equity.**  **Provides a description of planned, current, and past measures to address reliability or resilience issues. Identifies key projects that have focused on addressing reliability or resilience issues, and details the outcomes achieved.**  **Describes how this project will meet CERRI goals, which are to:**   1. **Energy Reliability and Resilience: Reduce the frequency and duration of power outages for communities across California, and implement effective strategies for monitoring and tracking the reduction in outages.** 2. **Community Engagement & Benefits: Ensure that the benefits of clean, safe, affordable, and reliable energy are shared by all, particularly priority communities and communities with critical energy reliability and resilience needs. Briefly highlights community engagement initiatives/activities and benefits for the community. Details how these initiatives/activities will be implemented and tracked.** 3. **Advancement of Energy and Climate Goals: Advance clean energy policies through reliability and resilience** **solutions. Explains how this project will contribute to or align with California energy policies. (See solicitation manual, Section V.B)** 4. **Workforce Development: Create high-quality jobs with strong labor standards and protections that attract and train a skilled workforce for durable careers in the growing clean energy industry. Provides an estimate for the number of jobs expected to be created. Includes an overview of planned workforce development activities (e.g., career fairs, training programs, outreach).**   **Clearly describes the major components of the project and includes appropriate schemas (e.g., single line drawing(s), diagrams and site maps). Elaborates on the technology that will be used and explains how it will improve the metrics provided in Project Metrics (Attachment 09).**  **Provides the best available data (quantitative, qualitative, narrative, and/or spatial) to support the energy reliability and/or resilience needs of the community and the need for the proposed project.**   1. Project Management Plan **(*20 points*)**   **Includes detailed summary of the team structure, qualifications, experience, financial stability, and capabilities to complete the project.**  **Includes an organization chart. The chart should highlight the prime recipient and project partner(s).**  **Describes the facilities, infrastructure, and resources available that support the project. Explains how it will be utilized.**  **Highlights key success from past or current projects.**  **Explains risk factors and outlines a risk management plan. (e.g., supply chain, environment, construction, project cost)**  **Outlines the major project tasks and how they will be managed. The project tasks must align with the tasks in the Scope of Work (Attachment 03).**  **Includes a realistic Project Schedule (Attachment 04) with milestones and a description of expected lead time for project to commence (e.g., expected environmental review period). Project Schedule (Attachment 04) must be entirely filled in for a complete application. Tasks described in the Project Narrative (Attachment 02) and the Scope of Work (Attachment 03) must be listed in the Project Schedule.**   1. Community Engagement and Benefits ***(20 points)***   **Identifies the CBO and/or tribal partner(s) that meet the criteria laid out in Section II. B of solicitation manual. Provides details about each organization and their role in the project.**  **Provides specific planned community engagement initiatives/activities and products (e.g., town hall, workshops, surveys).**  **Designates the CBO(s) and/or tribe(s) responsible for executing or assisting in the coordination of these initiatives/activities. Highlights their specific roles and responsibilities.**  **Specifies the allocated funding for the CBO(s) and/or tribes. Ensures that the Budget Forms (Attachment 05) accurately reflect this amount.**  **Describes the expected energy reliability and/or resilience and community benefits and provides sound reasoning or basis for determining those benefits. Utilizing graphs, charts, or tables may be helpful in illustrating these benefits.**  **Lists and describes the extent of planned engagement activities and products as reported in the Project Metrics (Attachment 09); Scope of Work (Attachment 03); and the Project Narrative form (Attachment 02).**  **Proposed community engagement activities are directly related to the proposed project and to electric grid reliability and/or resilience.**   1. Advancement of Energy and Climate Goals **(*10 points*)**   **Explains in detail how the project supports California energy and climate goals. Relevant California energy policies are listed in the solicitation manual. (See solicitation manual, Section V.B).**  **Provides reasoning or methods for determining such support.**  **Determines the impact and reasonableness of any estimated avoided greenhouse gas savings, or pollutants associated with fossil-fuel-based electricity generation (e.g., PM 2.5, PM 10, NOx, SOx). Considers direct and indirect emission reduction for the project.**  **Describes Impact Metrics as reported in Project Metrics (Attachment 09)**   * **Baseline metrics** * **Expected metrics**  1. Workforce Development **(*20 points*)**   **Describes in detail the workforce development activities (e.g., career fairs, training programs, outreach).**  **Proposed workforce development activities are directly related to the project’s proposed activities.**  **Outlines the strategy to attract, train, and retain a skilled workforce (e.g., benefits, trainings, safety, apprenticeship).**  **Details expected impacts as reported in the Project Metrics**  **(Attachment 09).** |
| 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.  **Ensures each task is numbered, titled, and includes the goals for that task.**  **Ensures “The Recipient Shall” sections are filled out to support the tasks.**  **Includes a list of products for each task (e.g., photos, surveys, plans, reports).**  **Scope of Work tasks align with the tasks stated in the Project Narrative (Attachment 02).** |
| 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 Forms:** ***(20 points)***  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.  **Provide vendor quotes for all equipment items over $50,000.**  Supplies – ensure all columns A-J are completed. Check totals. **Supplies are generally defined as an item with an acquisition cost of $5,000 or less and useful life expectancy of less than one year. Multiple supply items valued at $5,000 or less used to assemble an equipment item with greater value than $5,000 with useful life of more than one year should be included on the equipment tab.**  Subcontracts – ensure all columns A-H are completed. Check totals***.*** **Ensure all subcontractors/subrecipients and vendors receiving or distributing CERRI or match funds are included in this section. Any construction work that is performed by a vendor or subcontractors/ subrecipient should be entered on this tab.**  **Ensure all** Subcontractors/subrecipient receiving CERRI or **match funding are included in the budget.** **Subcontractors receiving $100,000** 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.  **List and correctly categorize all vendors and subcontractors/subrecipients supplying commercial supplies or services for the project on the Subcontracts tab. A quote must be provided for any vendor whose total project costs amount to $250,000 or more.**  ~~Construction – ensure all columns A-J are completed. Include all types of work done on particular building, including erecting, altering, or remodeling. Check totals.~~  Other – ensure all columns A-J are completed. **Include any costs needed for the project that do not apply to other categories. For example, do not include Travel, Fringe Benefits, and Labor on the other tab as an expense. This tab is reserved for other direct cost items required for the project which do not fit clearly into 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 signed Commitment Letters (Attachment 08).  **Any budget item not explicitly connected to the project is clearly justified in the “Additional Explanation” box at the bottom of the worksheet**.  **Justifies the reasonableness of all costs and requested funds relative to the project goals, objectives, and tasks.**  **Build America Buy America (BABA) Waiver Requests are submitted in writing with sufficient information (if applicable).**  ***The applicant acknowledges and accepts full responsibility for any risks associated with the failure to submit BABA Waiver Requests in the application package. DOE may not approve BABA Waiver Requests if they are not included in the initial application package during the review process.*** |
| 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.  **Identify the lead CEQA agency and include clear descriptions of the project scope and activities. Clearly outline project activities and provide detailed descriptions (as needed).**  If a CEQA determination has already been made, attach supporting documentation.  **Include documentation from any prior Initial Studies, Environmental Assessments, Finding of No Significant Impact, or Mitigated Negative Declaration performed (if applicable).**  **Include a decommissioning plan outlining the process for equipment replacement and disposal at the end of its life cycle.**  **Identify and reference the CEQA Guidelines for categorical exemptions. Ensure all exemption filings are completed and documented accordingly (if applicable).**  **Provide detailed site layouts, maps, and identify specific locations for installations and modifications.**  **Identify and anticipate all necessary permits for construction and installation activities.**  **Ensure thorough and accurate documentation with no missing or incorrect information.**  ***Failure to include sufficient and accurate documentation for the California Environmental Quality Act (CEQA) Form will result in delays in the award review process and may result in a reduction in scoring.*** |
| 07 | **NEPA Environmental Questionnaire:**  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. **Include detailed project description, detailed site layouts, satellite maps, and identify specific locations for installations and modifications.** **Applicants should submit satellite maps showing the project locations.**  **Include documentation from any prior Initial Studies, Environmental Assessments, Finding of No Significant Impact, or Mitigated Negative Declaration performed (if applicable).**  **Detail safety protocols and procedures to prevent injury and illness. Describe the scope of worker safety program, include any lab safety trainings and Occupational Safety and Health Administration (OSHA) compliance.**  **Include a decommissioning plan outlining the process for equipment replacement and disposal at the end of its life cycle.**  **Coordinate with appropriate offices to determine impacts on historical and prehistoric resources before submitting NEPA documentation.**  **Clearly outline project activities and provide detailed descriptions (as needed).**  **Accurately complete all NEPA questionnaire sections, ensure environmental and cultural site impacts are addressed.**  **Identify and anticipate all necessary permits for construction and installation activities.**  **Ensure thorough and accurate documentation with no missing or incorrect information.**  Provide stakeholder support documentation (optional).  ***Failure to include sufficient and accurate documentation for the National Environmental Policy Act (NEPA) Questionnaire will result in delays in the award review process and may result in a reduction in scoring.*** |
| 08 | **Commitment and Support Letter(s):** *(5 points)*  Provides **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 and **Budget Forms** (Attachment 05).  **Ensure any match funds pledged are consistent throughout the application. The amounts listed should be consistent with the amount or dollar value described in the commitment letter(s) (e.g., if $5,000 “cash in hand” funds are pledged in a commitment letter, the match amounts entered in the Budget Forms (Attachment 05) must match this amount). If the amounts listed in an application are inconsistent, the total amount pledged in the signed commitment letter(s) will be considered for match funding points.**  **Includes a required commitment letter from a partnered CBO(s) and/or tribe(s), signed by an authorized representative that outlines their planned contribution.**  **Ensure all commitment letters are signed by an authorized representative of the entity or by the individual that is making the commitment.**  Provides **support letters** from project stakeholders (optional). |
| 09 | **Project Metrics:**  Review Project Metrics for completeness:  **Provides baseline impact metrics.**  **Provides expected project impact metrics.**  **Provides build metrics.**  **Provides job creation metrics.**  **Provides planned community engagement activities and events.**  **Review each table for accuracy and completeness.** |
| 10 | **Applicant Declaration:**  Sign the Applicant Declaration form **or**  Explain why the applicant is unable to sign. |
| 11 | **Foreign National Participation Document (If applicable):**  Review Foreign National Participation Document for completeness.  ***The applicant acknowledges and accepts full responsibility for any risks associated with the failure to include the Foreign National Participation Document in the application package. DOE may not approve the Foreign National Participation Document if it is not included in the initial application package during the review process.*** |
| 12 | **Request for Unclassified Foreign National Access (If applicable):**  Review Request for Unclassified Foreign National Access for completeness.  ***The applicant acknowledges and accepts full responsibility for any risks associated with the failure to include Request for Unclassified Foreign National Access in the application package. DOE may not approve the Request for Unclassified Foreign National Access form if it is not included in the initial application package during the review process.*** |

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| **Prohibited Activities: This list is provided for the applicant’s awareness of projects that cannot be funded through the CERRI Program.**  **CERRI funds and match funds must not be used for ineligible activities such as covering the costs of:**   * **Solar photovoltaic (PV) generation and other new energy generation** * **Battery Energy Storage Systems for any use other than system adaptive capacity (e.g., such systems cannot be used for peak demand periods unless they are specifically designed to also handle system adaptive capacity)**   + **According to the US Department of Energy, system adaptive capacity is the ability of the electrical grid to continue to supply electricity where needed during disruptive events.[[1]](#footnote-2)** * **Electrification and weatherization of residential and commercial buildings**   + **Weatherization technologies and equipment must be directly related to grid hardening activities to be eligible costs.** * **Electric Vehicle (EV) chargers** * **Light-Emitting Diode (LED) lighting or solar carport lighting** * **Manufacturing** * **Workforce development activities that are not coupled with eligible activities.**   + **Workforce development activities must be paired with an eligible activity. For example, if an entity proposes a reconductoring project, workforce development may include the hiring, training, and/or development of line workers who will either perform the proposed work or maintain reconductored lines in the future. Workforce development activities must focus on relevant tasks and not include peripheral activities such as firefighter training.** * **Community engagement activities outside the scope of the CERRI Program, such as developing a regional community resilience plan.**   + **Community engagement activities must be directly related to the proposed project and to electric grid reliability/resilience (e.g., community input workshops and/or electric outage preparedness workshops).**   + **If CERRI and match funds are used to award grants and scholarships, an application’s Project Narrative should provide details about relevant curricula and training objectives of the awarded grants and scholarships. The Project Narrative must demonstrate how the grants and scholarships align with the community engagement or workforce development activities that support the eligible activities proposed in the application’s Scope of Work. Any grants or scholarships must also be defined and included as Tasks in the Scope of Work.** * **Proposed activities must strictly adhere to the eligible activities list and aim to improve the reliability and resilience of the electric grid against disruptive events.**   + **Per Bipartisan Infrastructure Law (BIL) section 40101(a)(1),17 a disruptive event is “an event in which operations of the electric grid are disrupted, preventively shut off, or cannot operate safely due to extreme weather, wildfire, or a natural disaster.” Disruptive events do not include threats from human causes (e.g., vehicle collisions, mylar balloons), nuisance pests (e.g., squirrels) or other non-environmental factors.** |

1. For additional details and clarification on system adaptive capacity, navigate to [40101(d) FAQs](https://netl.doe.gov/bilhub/grid-resilience/formula-grants/post-award-documents) located under “Other Grant Award Resources”. [↑](#footnote-ref-2)