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 objectives. (See solicitation manual, Section III.A.1) |
| 01 | **Application Form**: Review the following for completeness.  List applicant organization’s legal name.  List application’s project title.  Complete questions 1-19.  Review eligible entities list. The Prime Recipient of the grant funding is a listed eligible entity or has received eligibility approval from the California Energy Commission (CEC) & Department of Energy (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 for completeness.  Address all prompts with thorough responses.  Provide the best available quantitative data that will be tracked to support the project (e.g., baseline and expected data regarding SAIDI, SAIFI, CAIDI, number of outages).  Include appropriate schemas (e.g., single line drawing(s), diagrams and site maps) that identifies the location of project activities, equipment, and infrastructures.  Include an organization chart. The chart should highlight the prime recipient and project partner(s).  Outline 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) and Project Schedule (Attachment 04).  Include 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.  Identify the Community-Based Organization (CBO) and/or tribal partner(s) that meet the criteria laid out in Section III.A.1 of solicitation manual.  Specify the allocated funding for the CBO(s) and/or tribes. Ensures that the Budget Forms (Attachment 05) accurately reflect this amount.  List and describe 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).  Ensure proposed engagement activities are directly related to the eligible activities within the proposed project and to electric grid reliability and/or resilience.  Describe Impact Metrics as reported in Project Metrics (Attachment 09)   * Baseline metrics * Expected metrics   List and describe workforce development objectives and planned job creation and training activities as reported in the Project Metrics (Attachment 09); Scope of Work (Attachment 03); and the Project Narrative form (Attachment 02).  Ensure proposed workforce development activities are directly related to the project’s proposed activities. |
| 03 | **Scope of Work Template**: Review all sections indicated in blue.  Task 1 language is boilerplate and has not been changed.  Add technical tasks specific to the project.  Ensure each task is numbered, titled, and includes the goals for that task.  Ensure “The Recipient Shall” sections are filled out to support the tasks.  Include a list of products for each task (e.g., photos, surveys, plans, reports).  Spell out all acronyms used more than once in the Scope of Work are in the “Acronym/Term List”  Scope of Work tasks align with the tasks stated in the Project Narrative (Attachment 02) and Project Schedule (Attachment 04). |
| 04 | **Project Schedule**:  Review the schedule based on the project term and ensure it is aligned with the products 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-G are completed. Check totals. Again, ensure that all rates are the projected caps for the duration of the project. Use “Additional Explanation” box or an attachment to explain fringe benefits elements and calculations.Additional instructions can be found on the ‘Fringe Benefits’ tab.  Fringe Benefits – indicate whether the applicant has a fringe benefit rate agreement approved by a federal government agency. If applicant does have a federally approved fringe rate agreement, include a copy of it with the application. If applicant does not have an approved rate provide a description of the rate basis.  Travel – ensure all columns A-P 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-I 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 in requested CERRI funds must 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.  Provide quotes for any vendor whose total project costs amount to $250,000 or more.  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-H are completed. Check totals. Use “Additional Explanation” box to explain calculations.  Indirect Costs & Profit – indicate whether the applicant has an indirect rate agreement approved by a federal government agency. If applicant does have a federally approved indirect rate agreement, include a copy of it with the application. If applicant does not have an approved rate use the allowable de minimis.  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.  Justify the reasonableness of all costs and requested funds relative to the project goals, objectives, and tasks.  Submit Build America Buy America (BABA) Waiver Requests in writing with sufficient information (if applicable).  Exclude ineligible activities included in the project from the budget forms and ensure they are not funded by either CERRI or match funds.  Spell out all acronyms used in the budget forms.  *Applicants should be aware that failing to include BABA Waivers in the initial application package is a significant risk. DOE may choose not to approve the waivers and submitting the waivers with the initial package minimizes risk by providing clarity sooner in the project regarding whether approval can be obtained.* |
| 06 | **CEQA Compliance Form**:  Review CEQA Compliance Form (Attachment 06) 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 must submit satellite maps showing the location of the project, equipment, and infrastructure. (Satellite maps with aerial photographs, like those available on Google Earth are preferred).  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 or a project site, including from your own organization. These letters should be consistent with the match amount stated in the application and **Budget Forms** (Attachment 05).  Provides site **commitment letter(s)** signed by an authorized representative of the proposed site where equipment deployment and construction activities will occur. The letters should: (1) identify the location of the site (street address, parcel number, tract map, plot map, etc.) which must be consistent with ECAMS and Attachments 01, 06, and 07 and (2) commit to providing the site for the proposed activities.  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 of match “cash in hand” funds are pledged in a commitment letter, the match share amounts entered in the **Budget Forms** (Attachment 05) must be equal to 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.  Include 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.  Ensure that commitment letters guarantee the availability of the funds for the duration of the project, including the years that the match funding will be made available to the project, and include the cost match dollar value, funding source, and funding type.  Provide **support letters** from project stakeholders (optional). |
| 09 | **Project Metrics:**  Review Project Metrics for completeness:  Provide baseline impact metrics.  Provide expected project impact metrics.  Provide grid infrastructure hardening build metrics.  Provide job creation and training metrics.  Provide 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.  *Applicants should be aware that failing to include the Foreign National Participation Document in the initial application package is a significant risk. DOE may choose not to approve the document and submitting this document with the initial package minimizes risk by providing clarity sooner in the project regarding whether approval can be obtained.* |
| 12 | **Request for Unclassified Foreign National Access (If applicable):**  Review Request for Unclassified Foreign National Access for completeness.  *Applicants should be aware that failing to include the Request for Unclassified Foreign National Access in the initial application package is a significant risk. DOE may choose not to approve the document and submitting this document with the initial package minimizes risk by providing clarity sooner in the project regarding whether approval can be obtained.* |