# Project Development Grant Application Checklist

## Program Resource Links

* [Project Development Grant Application](https://cagovopr-crc.submittable.com/submit/267878/community-resilience-centers-program-round-1-project-development-grant-applicati)
* [CRC Round 1 Final Guidelines –](https://sgc.ca.gov/programs/community-resilience-centers/docs/20230727-CRC_R1_Guidelines_Amended.pdf) Amended
* [CRC Round 1 Project Development Grant Webinar](https://www.youtube.com/watch?v=-cTGmXmYfBo)

Applicant must:

* Identify one (or more) eligible proposed sites
* Identify eligible entity as Lead Applicant
* Propose local partners, including local residents and community-based organizations
	+ Demonstrate commitment to a signed Partnership Agreement by time of grant agreement for their Collaborative Stakeholder Structure
* Define project area with clearly defined eligible sites with coordinates
* Have site control at time of application
* Draft Partnership Agreement
	+ Provide letter of commitment, workplan, and budget

| Requirement | Documentation Type | Reference/Resource | Complete? Yes/No |
| --- | --- | --- | --- |
| Application Workbook | Upload | Includes CRC workplan and CRC budget: [Application Workbook](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-CRC_R1_PDG_Application_Workbook.xlsx) |  |
| Budget Supporting Documentation | Upload | Any supporting documentation outlined in [Application Workbook](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-CRC_R1_PDG_Application_Workbook.xlsx) – must include quotes for purchases of any electronics or equipment above $5,000, and for subcontractors above $100,000 |  |
| Funding Estimate | In-application narrative ($ USD) | Reference [Section 10.1 Funding Availability and Award Amount](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=66)  |  |
| *If Lead Applicant is a public agency:* Evidence of a passed formal resolution that includes authorization to apply for and accept a CRC Grant, and authority to execute all related documents if awarded | Upload | [Sample Resolution Letters](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-Sample_Resolution_Letters.pdf) |  |
| *If Co-Applicant is a public agency:*Letter of support from the public agency or agencies describing their commitment to supporting the completion of the grant | Upload | Reference [Section 6.2 Eligible Applicant Types](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=34) |  |
| *If Lead Applicant is a private entity:*Letter of recommendation from partner community-based organization or tribe | Upload | Reference [Section 6.2 Eligible Applicant Types](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=34)  |  |
| *If your Project Area crosses municipal boundaries, federally recognized Tribal territory boundaries, or similar jurisdictional boundaries:*Draft Memorandum of Understanding (MOU) | Upload | Applicants may either submit a MOU separate from the required Partnership Agreement that outlines the Collaborative Stakeholder Structure or submit an all-encompassing MOU that defines the governance structure for both the a) CRC Project Area with multiple jurisdictions, and b) CRC Collaborative Stakeholder Structure[Sample MOUs](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-Sample_MOUs.pdf) |  |
| Partnership Agreement | Upload | [Partnership Agreement Template](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-CRC_R1_Partnership_Agreement_Template.docx)Reference [Section 6.3 Collaborative Stakeholder Structure](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=37) and [Appendix B: Collaborative Stakeholder Structure](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=85) |  |
| *If Lead Applicant is a California Native American Tribe and would like to request modification to any Collaborative Stakeholder Structure Requirements:*Tribal Modifications Request | Upload | Request should include any requirements you are requesting to modify, proposed modifications, and justification |  |
| Project Area Map | Upload | [Project Area Mapping Guide](https://sgc.ca.gov/programs/community-resilience-centers/docs/20230802-CRC_Project_Area_Mapping_Guide.pdf)  |  |
| *If Lead Applicant and/or Co-Applicant own the facility:*Documentation of ownership that demonstrates site control (e.g., fee title or land sales contract) | Upload | Reference [Section 8.3 Site Readiness](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=46) and [Appendix E: Site Control](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=94) |  |
| *If Lead Applicant and/or Co-Applicant lease the facility:*Documentation demonstrating a legally binding commitment or ‘letters of commitment to sell’ that clearly states the ownership or leasehold interests of the parties  | Upload | Reference [Section 8.3 Site Readiness](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=46) and [Appendix E: Site Control](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=94) |  |
| *If Lead Applicant and/or Co-Applicant lease the facility:*Copy of the lease and a signed letter of commitment from the landowner giving permission to develop the proposed Project and provide long term maintenance | Upload | Reference [Section 8.3 Site Readiness](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=46) and [Appendix E: Site Control](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=94) |  |
| Permits (if applicable) | In-application narrative | List of all the permits required to implement all proposed components of the application and demonstrate how you plan to obtain them within the grant term |  |
| Operations and Maintenance Plan | Upload | Reference [Section 8.3 Site Readiness](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=46), and [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=63) of the CRC Round 1 Program Guidelines for information on operations and maintenance plan requirements and scoring; [Section 8.5 Long Term Use of the CRC Facility](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=51) in the Program Guidelines for information on the required use of facilities for community serving purposes; and the [Draft Operations and Maintenance Plan and Budget Template](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-CRC_R1_IG_PDG_Draft_Operations_Maintenance_Plan_and_Budget_Template.xlsx) |  |
| Indebtedness | In-application narrative ($ USD) | Detail indebtedness for each property included in the CRC application (total owed, interest rate, anticipated payback date) |  |
| Anticipated Income | In-application narrative (300 word limit) | Detail on all funding sources that will be used to pay for operations and maintenance costs over the 15 years of use as a CRC, as well as any sources that will be used to pay for Community Resilience Services and Programs Reference [Draft Operations and Maintenance Plan and Budget Template](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-CRC_R1_IG_PDG_Draft_Operations_Maintenance_Plan_and_Budget_Template.xlsx)  |  |
| Project Site Operation | In-application narrative (300 word limit) | Explain how the CRC facility or facilities will be managed: what entity will provide general management of the CRC facility, who will be responsible for repairs and replacement, anticipated hours of operation for the facility during non-emergency times, and anticipated staffing for operations and maintenance needs  |  |
| Letter of Commitment from the Lead Applicant and each Co-Applicant | Upload | Reference [Section 8.4 Applicant Capacity](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=49) |  |
| Letter of support from one reference to demonstrate management capacity | Upload | Reference: [Section 8.4 Applicant Capacity](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=49)  |  |
| Evidence of Capacity | Upload | Evidence of the Lead Entity or Co-Applicant having successfully implemented a similar project in scope and size in California within the last 10 years |  |
| Financial Audits for each Lead and Co-Applicant | Upload | Provide copies of current annual organizational budgets and a copy of recent financial statements |  |
| *If the Lead Applicant and/or Co-Applicant(s) are a non-profit organization:*Non-Profit Documentation | Upload | Copies of the most recent Federal Form 990 and a copy of the organization’s IRS 501 (c)(3) Tax Determination Letter  |  |
| Audit Findings (last 5 years): | Upload | Any Applicant or Co-Applicant that has had an audit finding in the last five (5) years is required to submit in an official letter |  |
| Description of Project Area | In-application narrative (200 word limit) | Describe the Project Area and proposed site(s), process to select the Project AreaReference [Section 6.5 Project Area](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=38)  |  |
| Vision Statement, Program Objectives & Activities | In-application narrative (450 word limit) | Reference [Section 4.1 CRC Project Development Grant Program Objectives](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=19)  |  |
| Community Profile and Collaborative Stakeholder Structure | In-application narrative (800 word limit) | Community profile description, Reference  [Section 2.3 Neighborhood Scale: Priority Populations](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=14)Information on stakeholder structure and partnerships, reference [Section 6.3 Collaborative Stakeholder Structure](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=35) and [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=58) |  |
| Community Engagement to Date | In-application narrative (200 word limit) | Description and timeline of how stakeholders informed development of project proposal. Reference [Appendix C: Community Engagement](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=87) |  |
| Community Engagement Plan | Upload | Reference [Appendix C: Community Engagement](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=87) and complete template [Community Engagement Plan Template](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-CRC_R1_PDG_Community_Engagement_Plan.docx) <https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-CRC_R1_PDG_Community_Engagement_Plan.docx> |  |
| Financial Capacity | In-application narrative (200 word limit) | Describe financial capacity, which includes the ability to receive funds, execute the grant if awarded, and subcontract to CSS partners as neededReference [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=58) |  |
| Management and Organizational Capacity | In-application narrative (200 word limit) | Describe Lead Applicant’s management and organizational capacity Reference [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=58) |  |
| Climate Resilience and Local Data Report | Upload | Generate report from [Cal-Adapt’s Local Climate Change Snapshot Tool](https://cal-adapt.org/tools/local-climate-change-snapshot/)Reference [Cal-Adapt Tool Guide](https://sgc.ca.gov/programs/community-resilience-centers/docs/20230719-CRC_R1_Cal-Adapt_Instructions.pdf) |  |
| Climate Resilience and Local Data Narrative | In-application narrative (500 word limit) | Describe and summarize local climate risks, exposures, and adaptation and resilience measures in Project Area. Provide local community context using [Cal-Adapt’s Local Climate Change Snapshot Tool](https://cal-adapt.org/tools/local-climate-change-snapshot/)Reference [Cal-Adapt Tool Guide](https://sgc.ca.gov/programs/community-resilience-centers/docs/20230719-CRC_R1_Cal-Adapt_Instructions.pdf) |  |
| Demonstrated Need and Value of Proposed Activities | In-application narrative (500 word limit) | Explain how proposed activities build climate and community resilienceReference [Section 9.2 Application Components](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=55) |  |
| Advancement within Grant Term | In-application narrative (500 word limit), optional upload for supporting documentation | Evidence of how proposed activities will specifically meet CRC Project Development Program Objectives within the two-year grant termSupporting documentation can include, but is not restricted to, the following: project designs, permitting, preliminary financial planning, infrastructure plans, plans for the protection and maintenance of evacuation routes, and various site development activitiesReference [Section 4.2 Eligible Project Development Activities](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=19) |  |
| Project Design and Serving Priority Populations | In-application narrative (400 word limit) | Describe how proposed strategies and activities will deliver meaningful benefits and outcomes to local priority populationsReference [Section 2.3 Priority Communities and Priority Populations](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=13) and [Appendix C: Community Engagement](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=87) |  |
| Readiness Requirements for Future CRC Funding Rounds | In-application narrative (400 word limit) | Demonstrate ability to directly meet readiness requirements for future CRC funding rounds and related opportunitiesReference [Section 9.4 Scoring Criteria](https://sgc.ca.gov/programs/community-resilience-centers/docs/20230727-CRC_R1_Guidelines_Amended.pdf#page=61) |  |
| Replicability and Usefulness to Other Communities | In-application narrative (200 word limit) | Describe what elements of this project, if funded, are replicable and useful for other communities seeking CRC Project Development Grant funds or activitiesReference [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=59)  |  |