# Strategy 10. Community Microgrids

## Narrative Questions and Readiness Documentation

### Applicant Information

|  |  |
| --- | --- |
| Lead Applicant |  |
| Jurisdiction |  |
| Proposal Name |  |

### Project Details

|  |  |
| --- | --- |
| Project Number and Name |  |
| Project Lead Entity |  |
| Organization Type |  |
| Project is Quantifiable (Yes or No) |  |
| Project is Ready (Yes or No) |  |

### Instructions:

* For **each project** under the Community Microgrids Strategy, Applicants must complete a separate set of questions and upload readiness documentation.
* **Word counts** are listed for each question. Responses that exceed the character limit will not be reviewed. Use the Word Count tool “without spaces” to check responses.
* **Maps, figures, and pictures** may also be included as part of the responses. Note that explanations and captions for any visual aids will still count towards the Word Count.
* **Formatting** such as bullet points (●, ○, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting so that responses are easy to read.
* **Naming conventions** for all application materials have been provided in the TCC Round 5 Implementation Grant Application Instructions.

### Checklist:

Use the checklist below to ensure all materials have been submitted for each Project as part of the application .zip file.

### Application Documents

**Narrative Questions** (this Word document)

**Readiness Documentation** (per *Appendix B* of the Guidelines)

**Project Workbook** (Excel document)

**Quantification Documentation** (required for quantifiable projects only. Must coordinate with TCC TA provider)

**Project Eligibility and Summary**

1. Provide a summary of the project, including specific outcomes or deliverables. **(200 words)**

1. By checking the box below, the Lead Entity certifies that the proposed project is not required as a part of mitigation or other mandated activities.

​​☐​This proposed project is not required as a part of mitigation or other mandated activities.

1. Indicate all strategy-specific components that are applicable to this project (refer to the TCC Guidelines, *Appendix B*):

|  |  |  |
| --- | --- | --- |
| Eligible Project Types | Fundable Elements: Quantifiable | Fundable Elements: Non-Quantifiable |
| *e.g. Construction of “single-customer” microgrid* | *e.g. Solar Photovoltaic (PV) installation; Electric Vehicle (EV) Charging Stations; electrical energy storage devices; load reduction devices* | *e.g. Microgrid controllers* |
| *e.g. “Islanding” of community centers with existing generation capacity* | *N/A* | *e.g. Microgrid controllers; electrical energy storage devices;* |
|  |  |  |
|  |  |  |

1. Describe why the strategy-specific components were chosen and how they will be integrated into the entire TCC suite of projects. **(200 words)**

**Capacity**

1. Describe the Lead Entity’s experience implementing projects of similar size and scope, including previous experience, financial stability, and capacity to manage program or grant funds from multiple sources. **(100 words)**

1. Describe the Lead Entity’s collaboration with any project partners included in this application. Include partnerships, coalitions, or agreements with subcontractors. **(200 words)**

1. Is the Lead Entity subject to a board or council? If yes, please describe the board or council approval process and current status of this project. **(200 words)**

**Project Design and Feasibility**

1. Describe the design process for this project, including how the community’s needs were determined and how the project design addresses them.  **(500 words).**

1. Describe how the project complies with and/or enhances any existing infrastructure, investment, or planning efforts. **(200 words)**

1. Describe how the project addresses health and racial equity in the impacted community. Responses can include health disparity data or other outcomes demonstrating disparate impact on communities i.e., asthma rates based on community proximity to freeways **(200 words)**

**Implementation**

1. Describe how the project promotes resilience in the project area and is itself resilient to climate change.  **(300 words)**

Please Address:

1. How does the project increase community resilience to climate change?
2. How does the project increase the resilience of the built environment?
3. Describe the project specific adaptation measures and design features that will make the project resilient to climate change.

1. Describe any targeted outreach, education, or engagement activities that will encourage widespread use of the project. **(200 words)**

1. Describe any workforce development or contracting opportunities the project will provide for TCC Project Area residents or local businesses. For example, describe any targeted job training, work hours, or subcontracting plan. **(200 words)**

1. Have residents or stakeholders had any concerns about this project? If yes, how will they be addressed? **(200 words)**

1. Describe your organizational structure and how you foresee managing the implementation of this Project. Describe the staff resources (including the estimated Full Time Equivalent (FTE) positions) and any other resources that you will dedicate to the TCC Proposal’s implementation. **(100 words)**
2. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(300 words)**

**Additional Strategy-Specific Questions**

1. Describe the approach to determine the microgrid system needs, in terms of energy generation and operational capacity, relative to the community services provided and potential for power outages. **(200 words)**
2. Describe the Lead Entity or Co-applicant’s **qualifications** for installing and/or managing microgrid infrastructure projects of similar size. Provide documentation of certification in Energy Storage & Microgrid Training & Certification (ESAMTAC), credentials with similar content, or otherwise demonstrate the relevant capacities. **(200 words)**
3. If the proposed microgrid requires fossil-fuel powered generators providing backup electricity generation on site, describe the plan to transition the microgrid to clean power and storage as the technological capacity increases for longer duration outages. **(200 words)**
4. Describe the plan to ensure continuity of key community services at the microgrid site in case of extended power outages, and how the energy-cost savings throughout operation will be utilized to benefit Project Area residents. **(200 words)**

**Budget Narrative**

1. Provide a high-level budget narrative that summarizes the overall project costs. For each budget category, justify how and/or why the requested budget items help to meet the project deliverables. Organize the budget items under the following cost categories **(500 words)**:

* ***Personnel Salary*** ***Total: $X,XXX***

*Describe the anticipated responsibility of each personnel, as well as the breakdown of personnel time spent across project tasks (e.g., [Personnel Title] will spend XX% of their time coordinating with partners, XX% processing reimbursement requests, etc.).*

* ***Benefits*** ***Total: $X,XXX***

*Describe any additional benefits. Provide rate or percentage used for personnel.*

* ***Travel***  ***Total: $X,XXX***

*Define the project staff that are anticipated to travel, the anticipated distance of regular travel (e.g., city, region, or State), the purpose of the travel, and the frequency of travel. Travel expenses will be compensated at the* [*California Department of Human Resources Travel Reimbursement rates*](https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx)*.*

* ***Equipment*** ***Total: $X,XXX***

*Describe the pieces of equipment that would be purchased for the project and how that equipment would support completion of the project goals. Please note that all single pieces of equipment with values equal to or in excess of $5,000 must be accompanied by specific justification and documentation.*

* ***Other Direct Costs/Pre-development*** ***Total: $X,XXX***

Describe any addition direct costs that would be incurred for the project and how it would support the project goals.

* ***Subcontractors*** ***Total: $X,XXX***

*Describe subcontractor's role in meeting project goals. All projects that include subcontractor costs equal to or in excess of $100,000 must be accompanied by specific justification and documentation for the subcontractor expenses.*

* ***Indirect Costs*** ***Total: $X,XXX***

*Indirect costs are capped at 12%.*

* ***Contingency*** ***Total: $X,XXX***

*All Projects MUST include a contingency equaling 10% of the Project’s total estimated direct costs (does not include indirect or predevelopment costs). If a larger contingency is desired, the applicant must provide justification for the requested contingency amount.*

**Readiness Requirements**

Readiness documentation will be evaluated to assess project feasibility, quality, and compliance. Documentation will be reviewed as evidence of the Lead Entity's ability to achieve readiness within the first year of the grant term as well as complete the project within the grant term. All readiness documentation must be uploaded into the project's "Readiness Documentation" folder.

**Readiness Checklist:**

1. In the tables below, fill in the information for each readiness requirement and upload all readiness documentation. Provide a list of all permits required for the project.
2. **Status -** Describe the "Status" of the readiness requirement as either: *Complete, Incomplete, or N/A.*

If the “Status” for any readiness requirement is described as “not applicable (N/A)”, please provide an explanation under the relevant question in the following “Readiness Details” section.

1. **Date -** Indicate the estimated or past date of completion of the readiness requirement: *(MM/DD/YYYY)*

If the project is not ready at application submission but will be within the first year of the grant term, provide an estimated date of completion. Include a description of the plan to complete each requirement under the relevant question in the following “Readiness Details”.

1. **File Name(s) -** Provide the file name(s) of the uploaded document(s) that are supporting documentation for the readiness requirements. Upload all readiness documentation per the TCC Implementation Grant Application Instructions

|  |  |  |  |
| --- | --- | --- | --- |
| Readiness Requirement | Status | Date | File Name(s) |
| CEQA |  |  |  |
| Site Control |  |  |  |
| Project Map |  |  |  |
| Project Designs |  |  |  |
| Operations and Maintenance Plan |  |  |  |
| Lead or Co-applicant is in good standing with all appropriate local and state oversight and licensing authorities |  |  |  |
| Lead or Co-applicant must demonstrate qualifications having completed similar microgrid projects, have been certified in Energy Storage & Microgrid Training & Certification (ESAMTAC), or received recognized credentials with similar content, or that otherwise demonstrate the relevant capacities |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Permits List | Status | Date | File Name(s) |
|  |  |  |  |
|  |  |  |  |
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**Special Requirements Checklist:**

For this Strategy, the following documents are required at Application for all Applicants regardless of the project’s readiness status.

|  |  |  |  |
| --- | --- | --- | --- |
| Readiness Requirements at Application | Status | Date | File Name(s) |
| Project Location: Tier 2 or 3 High Fire Threat District |  |  |  |
| Project Location: Community Service Facility |  |  |  |
| Microgrid Feasibility Study |  |  |  |
| Microgrid System Design |  |  |  |
| MOU or Agreements with Key implementing partners |  |  |  |
| MOU or Agreement with Site Owner |  |  |  |
| Letters of Support for Resilience Center |  |  |  |
| Clean Power Transition Plan (if applicable) |  |  |  |

#### Readiness Details

1. Provide the readiness status of this project. If all readiness requirements are already complete, then the project is ready at application.

|  |  |
| --- | --- |
| Readiness Status | Project Status (Yes, No, N/A) |
| Ready at Application |  |
| Ready within First Year of Grant Term |  |

1. Describe the **CEQA** compliance required for this project. Include a description of any conditions of approval. **(200 words)**
2. Describe any **Site Control** required for this project (e.g., property acquisition, leasehold, right-of-way, easement, private property permission). Please describe the parties and terms of the arrangement. **(200 words)**
3. Describe all **Permits** (required for construction, operation, etc.) for this project and the plan to obtain them. **(200 words)**
4. Upload a **Project Map** that shows the project site(s), and briefly describe. **(100 words)**
5. Upload **Project Designs**, and briefly describe. **(100 words)**
6. Describe the Lead Entity’s **Operations and Maintenance Plan** for all installations, infrastructure, vehicles, and/or equipment, as applicable **(200 words for each):**
   1. Describe the operations and maintenance plan during the grant term. Describe all funding sources, including any requested grant funds.
   2. Describe the operations and maintenance plan after the end of the grant term. Describe any entities responsible and the funding sources available. Address the “useful life” of any equipment, vehicles, and/or infrastructure.
7. Provide a Project Schedule if available. Please note that a Project Schedule is not considered a readiness item and are not required at the time of application. Projects without finalized Project Schedules may still be deemed ‘ready’ for the purposes of this grant. Project Schedules will be required before the projects commence.

#### Special Requirements Details

The following documents are required at Application, for all Applicants regardless of the project’s readiness status.

1. Upload documentation demonstrating the proposed **Project Location** meets the following criteria:
   1. Located in a Tier 2 or Tier 3 High Fire **Threat District**, and demonstrated to have been impacted by Public Safety Power Shutoff (PSPS) events or by power outages during extreme weather events; and
   2. Located at a **Community Service Facility** that provides critical services to the residents of the Project Area such as cooling or heating centers, community food access, etc.
2. Upload a **Microgrid Feasibility Study** for the project site, including analysis of energy use history and potential generation and storage capacity.
3. Upload a fully developed **Microgrid System Design**.
4. Upload **MOU or Agreements with Key Implementing Partners** that will be responsible for implementing the project.
5. Upload **MOU or Agreement with Site Owner** describing commitment to utilize the installed microgrid to serve community resilience goals, provide specific community services as proposed at application, and use energy savings to benefit project area residents. Projects where the community-serving use element is protected through a deed restriction that reverts the real property interest to a participating local government in the case of discontinued operation will be prioritized.
6. Additional **Letters of Support** (as needed) that demonstrate alignment with any existing Hazards Mitigation Plans, need for a resiliency center, or other Project features (e.g., from project partners, regional agencies, local utility company).
7. Provide documentation of the **Clean Power Transition Plan:** the plan to transition towards 100% renewable energy generation as the technology becomes available (for microgrids that have some fossil fuel backup generation for longer duration outages), if applicable.

**END OF DOCUMENT**