

Appendix D: Program Requirements Overview

Planning Grants **P**

Application Requirements **P**

Planning Grant applications require:

1. Applicant eligibility

- Must include at least one Partner in addition to the Lead Applicant
- If the Lead Applicant is a public agency, a passed formal resolution authorizing the agency to apply, accept, and execute documents (if awarded) or documentation showing a delegated authority to bind the agency
- If the Lead Applicant is a Tribal applicant, a Letter of Authorization or Resolution must be approved by Tribal Council and provided at the time of application.
- Planning Area address (if available) and coordinates of at least one proposed site
- Supporting documentation confirming the proposed CRC Site has priority community status, if applicable

2. Applicant capacity

- Signed Letters of Commitment from Lead Applicant and Partners as described in [Section 7.3 Applicant capacity](#)
- Responses to narrative questions about Lead Applicant capacity, including management and financial capacity
- A detailed work plan and budget (Application Workbook) that identifies the Lead Applicant or Partner responsible for leading each grant activity

3. Community engagement

- Tribal notification about the project proposal
- Responses to narrative questions that provide a summary of community engagement to date, including descriptions of type, quality, depth, methods, and previous data or work developing a Community Engagement plan
- Draft Community Engagement Plan

4. Collaborative Governance

- List of proposed initial Partners
- Responses to narrative questions about their vision for their Collaborative Governance Structure. (See [Section 7.5 Collaborative Governance](#))

5. Site control

- A detailed plan documenting the ability of the Lead Applicant or Partner to gain site control no later than 90 days prior to the end of the grant term if awarded. (See [Section 7.6 Site control and readiness](#))

6. Lead Applicants must provide **responses to narrative questions**, including but not limited to:

- Information on community and residents, especially priority communities, priority populations, and other vulnerable residents
- Summary of local climate hazards and resilience measures
- Summary of local community resilience, including the characteristics, policies, programs, or other factors that make the community resilient to climate impacts
- Vision Statement, that includes how the CRC Planning Grant activities will meet all CRC Planning Grant Program objectives

7. Project financial feasibility

- Completed draft work plan and budget (using the Application Workbook template provided by SGC) with clear timelines, activities, line-item costs, cost categories, funding sources, and deliverables. Lead Applicants must submit sufficient documentation to support the work plan and budget.

Grant Term Requirements P

1. Community Engagement Plan

- Grantees must submit a final Community Engagement Plan (CEP) by month 6 of the grant term.

2. Collaborative Governance Agreement

- Grantees must co-develop a Collaborative Governance Structure (CGS) resulting in a fully executed Collaborative Governance Agreement (CGA) by the end of year 1.

3. Site control

- Grantees must demonstrate the ability to gain site control no later than 90 days prior to the end of the grant term. (See [Appendix F: Site Control](#))

For additional information about application and grant-term requirements applicable to Planning Grants, please see [Section 4.3 Planning Grant Requirements](#).

Implementation Grants **I**

Application Requirements **I**

Implementation Grant applications require:

1. **Applicant eligibility**

- Must include at least two Partners in addition to the Lead Applicant. At least one of these Partners or the Lead Applicant must be a community-based organization and must be funded by the CRC grant.
- If the Lead Applicant is a public agency, a passed formal resolution authorizing the agency to apply, accept, and execute documents (if awarded) or documentation showing a delegated authority to bind the agency is required.
- If the Lead Applicant is a Tribal applicant, a Letter of Authorization or Resolution must be approved by Tribal Council and provided at the time of application.
- Project Area address (if available) and coordinates of the CRC Site (location of the CRC Facility) and Campus Amenities, as well as the address and coordinates of Partner Sites (if relevant), are due at time of application.
- Supporting documentation confirming priority community status, if applicable

2. **Applicant capacity**

- A detailed work plan and budget (Application Workbook) that identifies the Lead Applicant or Partner responsible for leading each grant activity
- Signed Letters of Commitment from Lead Applicant and Partners (See [Section 7.3 Applicant Capacity](#))
- If Lead Applicant's Project Area crosses municipal boundaries, federally recognized Tribal territory boundaries, or similarly relevant jurisdictional boundaries, they must submit a Letter of Commitment from each relevant public agency at the time of application if these jurisdictions are not represented in the CGA Worksheet. (See [Appendix I: Memorandum of Understanding \(MOU\) for Multiple Jurisdictions](#))
- Documentation that demonstrates the Lead Applicant's financial capacity at time of application. (For information about requirements for Tribal Applicants, see [Tribal Applicants](#) in [Section 7.3 Applicant Capacity](#))
- Documentation that demonstrates the Lead Applicant and Partners' management capacity at time of application.
- Responses to narrative questions about Lead Applicant and Partner capacity, including management and financial capacity. (See [Section 7.3 Applicant Capacity](#))

3. **Community engagement**

- Tribal notification about the project application
- Prior Community Engagement Worksheet



- Responses to narrative questions that provide a summary of community engagement to date, including descriptions of type, quality, depth, methods, and previous data or work developing a Community Engagement plan
 - Draft Community Engagement Plan
- 4. Collaborative Governance**
- Completed CGA Worksheet that addresses all requirements of the Collaborative Governance Agreement (See [Section 7.5 Collaborative Governance](#))
 - Responses to narrative questions about the working history of Lead Applicant and Collaborative Governance Structure Partners
- 5. Site control**
- Demonstrate the ability to gain site control by the end of Pre-Development Phase, if awarded
 - Facilities owned or operated by public agencies must include the public agency as a Partner on the application or provide a Letter of Commitment from the public agency, if awarded, by the time the Grant Agreement is signed
 - Documentation of consultation with local emergency service providers about the primary CRC Facility location
 - Project Site Analysis and a Land-use Analysis
 - Draft Floor Plan for the proposed primary CRC Facility
 - For applications with existing facilities, submission of a Facility Condition Assessment is optional at time of application. (See [Section 7.6 Site Control and Readiness](#))
- 6. Permitting and environmental compliance**
- Responses to narrative questions to identify all permits required to implement all components of the proposed project as described in the application work plan and budget, and they must verify the required permit(s) can be obtained before the end of the Pre-Development Phase
 - Demonstration that environmental review, necessary to comply with CEQA, is already completed or can be completed during the Pre-Development Phase if awarded
 - Information on projects' CEQA status and demonstrate that any pending environmental review will be completed during the Pre-Development Phase if awarded
- 7. Project financial feasibility**
- Completed work plan and budget (using the Application Workbook template provided by SGC) with clear timelines, activities, line-item costs, cost categories, funding sources, and deliverables. Lead Applicants must submit sufficient documentation to support the work plan and budget.
 - Draft procurement schedule and approximate timeline for construction completion (See [Section 7.8 Project Financial Feasibility](#))
 - Construction cost estimates
- 8. Operations and maintenance**
- Responses to narrative questions about long-term operations and maintenance
- 9. Long-term use of the CRC Facility**

- Commitment to dedicating the site’s use as a community-serving facility for a minimum of 15 years after project implementation is complete
- For projects which include leased facilities, Lead Applicant must provide both a copy of the lease and a signed Letter of Commitment from the landowner giving the Lead Grantee permission access, occupy, and develop the proposed project for the full grant term, and provide long-term maintenance.

10. Draft plans

- If the County in which the CRC Facility is located is not a Lead Applicant or Partner, applicants must submit a copy of their communication of a Notice of Intent to Apply to the relevant County Office of Emergency Services, or they must provide alternate documentation confirming consultation.
- Draft CRC Emergency Plan (using the template provided by SGC) at time of application
- Draft Community Resilience Plan (using the template provided by SGC) at time of application. (See [Section 7.9 CRC Emergency Plan and Community Resilience Plan](#))

11. Lead Applicants must provide responses to narrative questions, including but not limited to:

- Information on community and residents, especially priority communities, priority populations, and other vulnerable residents
- Summary of local climate hazards and resilience measures
- Summary of local community resilience
- Vision statement, including how the CRC Planning activities will meet all CRC Planning Grant Program objectives
- At least four CRC Strategies within the Project Area and how they will advance community-identified priorities, especially for priority populations and other vulnerable residents

Pre-Development Phase Requirements ⓘ

During the Pre-Development Phase, Grantees must complete and demonstrate or submit:

1. Applicant capacity

- Ability to oversee, manage, and implement the CRC project
- Financial capacity to adhere to the reimbursement processes of the CRC Program
- Fully executed multi-jurisdictional MOU (if applicable)

2. Community engagement

- Final Community Engagement Plan

3. Collaborative Governance

- Fully executed Collaborative Governance Agreement, due by month 3 of the Pre-Development Phase
- Fully executed multi-jurisdictional MOU (if applicable)

4. Site control and readiness

- Site control (See [Appendix F: Site Control](#))

- Final floor plan including all required CRC functions and features
- For sites with existing facilities, Facility Condition Assessment by month 6 of the Pre-Development Phase
- 5. Permitting and environmental compliance**
 - Relevant permits
 - CEQA compliance/Notice of Determination
- 6. Project financial feasibility**
 - Refined work plan and budget
 - Final construction cost estimates
 - Construction project schedule
 - Draft operations and maintenance Plan
- 7. Required plans**
 - Evaluation and Indicator Tracking Plan
 - Amended Grant Agreement with detailed work plan and budget for implementation phase

Applicants should aim to meet the Pre-Development Phase Requirements listed in [Section 5.4 Implementation Grant Requirements](#) by no less than 90 days prior to the end of the Pre-Development Phase.

Implementation Phase Requirements ⓘ

- 1. Programs and Services**
 - Lead Grantee and Partners must offer programs and services throughout the Implementation Phase.
- 2. CRC Facility Functions and Features**
 - Lead Grantee must complete construction and meet all CRC required functions and features as outlined in [Section 5.4 Implementation Grant Requirements](#) for the CRC Facility.
- 3. Strategies**
4. Lead Grantee must advance at least four CRC Strategies identified in their application. ([See Section 5.3 Implementation Grant Strategies](#))
- 5. MOU/MOA with the County**
 - The Lead Grantee must submit signed Letters of Commitment or a Memorandum of Understanding/Agreement (MOU/MOA) with relevant County entities detailing emergency activation procedures or identifying the CRC as a county shelter resource by the end of the Implementation Phase. SGC staff will maintain the ability to field requests for alternative means of demonstrating compliance with this requirement. ([See Section 5.4 Implementation Grant Requirements](#))
- 6. Recorded deed restriction or equivalent**
 - Lead Grantee must provide SGC with a recorded deed restriction, Memorandum of Unrecorded Grant Agreement (MOUGA), or Notice of Unrecorded Grant Agreement for each site acquired or improved upon with CRC funding by the end of the second



year of the grant term; note that the grant term begins with the Pre-Development phase.

7. Final CRC Emergency Plan

- A finalized CRC Emergency Plan is due 90 days prior to the end of CRC Implementation Phase.

8. Final Community Resilience Plan

- Lead Grantee must submit a final CRC Community Resilience Plan not less than 90 days prior to the end of the Implementation Phase.

Implementation Grant Evaluation Phase Requirements ⓘ

During the Evaluation Phase, Lead Grantees will participate in program evaluation activities as directed by the CRC Program and third-party Evaluator. Note that some of these activities may begin during the Implementation Phase in accordance with the established Evaluation and Indicator Tracking Plan.

Applicants must meet the Implementation Grant Requirements listed in [Section 5.4 Implementation Grant Requirements](#) no less than 90 days prior to the end of the grant term.

