

CDFA 2022 Community Resilience Centers Program

Request for Grant Applications

Draft for Public Comment

Released: TBD

Grant Applications Due:
By 5:00 p.m. on XXXX xx, 2022
No late submissions accepted.



California Department of Food and Agriculture
Fairs and Expositions Branch
crcprogram@cdfa.ca.gov4
1220 N Street
Sacramento, CA 95814

Background and Purpose

Recent and ongoing climate events and public health emergencies impact every part of California. Such events encompass shorter-term events like earthquakes, extreme heat, mudslides, flood, wildfires, power outages, and disruptions; they also include longer-term events like the COVID pandemic, sea level rise, drought, and rising temperatures. Due to historic redlining and cycles of underinvestment, communities across California face differential access to local community resilience opportunities including public health resources, clean energy infrastructure, and emergency response services. Given California's range of geographies and biomes, diverse populations and their needs, and existing infrastructure, building local community resilience offers the most appropriate, comprehensive, and relevant approach for each community to achieve equitable outcomes in the face of climate impacts and disruptions. Since projects developed for and by community residents have greater success and are better designed to meet and effectively respond to unique challenges and opportunities, community resilience center projects and programming must demonstrate robust, inclusive, consistent, and effective engagement with residents throughout the ideation, development, implementation, and feedback processes.

The Community Resilience Centers (CRC) Program described here builds on this foundation, in alignment with California's Statewide Adaptation Strategy and other efforts, to build local resilience across California communities.

Budget Overview

In the historic 2021-2022 climate budget, Governor Newsom and the Legislature allocated \$150 million from fiscal year (FY) 2021-2022 to the California Department of Food and Agriculture (CDFA) for two resilience-focused infrastructure programs: one focused on fairgrounds (\$94.5 million), the other focused on neighborhood-level CRC (\$38 million). This concept paper focuses on the latter, which will also help inform the California Strategic Growth Council's (SGC) CRC Program, set to launch in FY 2022-2023 with an allocated \$100 million over two rounds.¹ SGC's CRC Program will coordinate closely with the Governor's Office of Planning and Research (OPR) through the Integrated Climate Adaptation and Resiliency Program (ICARP). ICARP's statutory mandate serve as the State's hub on adaptation and resiliency efforts.

The CRC Program will focus on improving community facilities to enhance the state's emergency preparedness capabilities, particularly in response to climate change. Funding shall be used to support infrastructure for emergency evacuation, shelter, base camps during emergency events, and critical deferred maintenance. Elements for this infrastructure may include cooling and heating centers, clean air centers, and extended emergency evacuation response centers, equipped with community kitchens, shower facilities, broadband, back-up power, and other community needs during an emergency or climate events.

Roles of SGC and OPR

In coordination with SGC and OPR, CDFA will develop program guidelines and rules for applicant participation and will administer allocation of the funds. Given the upcoming and related funds allocated to SGC and OPR described above, CDFA and SGC and OPR are collaborating closely to ensure the alignment and coordination of programs that will effectively meet local stakeholder needs and maximize benefits to California communities and future grantees.

¹ 2021. [Bill Text - SB-155 Public resources trailer bill. \(ca.gov\)](#)

Funding and Duration

The CRC Program will award \$38 million to neighborhood-level CRCs within California.

- The application submission period will begin in early-Fall 2022 and close by November 30, 2022.
- The minimum grant award is \$5,000,000.
- The maximum grant award is \$10,000,000.
- The maximum grant duration is 36 months.
- Awarded projects must be complete and operational no later than 36 months after the start of the grant agreement. The anticipated grant agreement start date is Spring 2023.
- Costs incurred before the beginning of the grant agreement will not be reimbursed.
- CDFA reserves the right to offer an award different than the amount requested.
- Grants are paid out on a reimbursement basis following invoice submission by awardee.

Technical Assistance Resources

CDFA is accepting suggestions through the public comment period for what should be offered as technical assistance.

Eligibility

All successful applicants must be based in California and demonstrate how residents and local community members helped shape the proposed project and will be involved in all phases of the project moving forward.

- Tribal communities, regardless of state or federal recognition status e.g., California Native American Tribes, Tribal governments, and tribally led organizations.
- Community-based organizations and non-government organizations (NGOs) with a principal mission of serving or advocating for disadvantaged communities.
 - Such NGOs may include community-based organizations and may be supported by fiscal sponsors. Such NGOs need not be 501(c)(3) organizations but must be legal entities authorized and empowered to enter into agreements and hold funds. NGOs are encouraged to partner with a local California public entity.
- Community development finance institutions or community development corporations
- Foundations, private or non-profit
- Private sector and consultants with proven track record of meaningful, respectful, and impactful work within their community
- Public entities can include:
 - California incorporated cities, whether chartered or not
 - California counties (including unincorporated communities)
 - Local and regional public agencies, and districts at the county level including community-choice aggregators, special districts, joint powers authorities, fairgrounds, and other forms of local government.
- Small businesses with clear demonstration of commitment to cross-sector and place-based work

Timeline

CDFA will conduct informational workshops for the CRC grant solicitation and program requirements. For CDFA grant application workshop schedule and locations, visit the CRC website at <https://www.cdfa.ca.gov/FairsAndExpositions/fcrp/>.

Program Application Activity	Tentative Dates*
Public Comment Period (30 days)	7/25 - 8/24
Listening Sessions/Workshops (at least 1)	8/3
Review Feedback & Finalize Guidelines (30 days)	8/25 - 9/23
Application Process (60 days)	9/26 – 11/2

*Subject to Change

Program Objectives

The CRC program has the following objectives:

- Improve community facilities to enhance the state’s emergency preparedness capabilities, particularly in response to climate change;
- Support current and new infrastructure used during emergency evacuations/events, such as shelter and base camps, and critical deferred maintenance of such infrastructure; and to
- Offer multi-benefit physical spaces and resources, resilient to both current and future climate hazards.

The CRC program intends to balance both shorter-term emergency response needs, as well as longer-term ongoing community needs and services. This table provides real-world examples from stakeholder input:

Shorter-Term Emergency Response	Ongoing Community Needs & Services
Heating	Workforce development training opportunities
Cooling	Small business incubation
Food distribution	Community garden
PPE distribution, COVID testing and vaccinations	Community meetings, gatherings, and education
Backup power, electricity, water, and broadband	In-language programming and youth services
Emergency presentations and town hall meetings	Service provision and celebrations

The Fairs and Expositions Branch of CDFA (F&E) will administer the CRC Program in partnership with SGC and OPR. The \$38 million of the FY 2021-2022 budget appropriation from the General Fund will support the CRC Program to better prepare disadvantaged, low-income, and/or vulnerable communities for CRC implementation projects and activities. The CRC program may include direct implementation and pre-development costs.

Direct Implementation Costs

- Implementation costs cover neighborhood-level proposals that include
- Minimum grant award is \$5,000,000 each.
- Maximum grant award is \$10,000,000 each.
- Implementation costs may not exceed 95% of the total CRC grant award if pre-development work is required, included in the proposal, and awarded
- For more information about the program framework, eligibility, application, and grant administration, see below under “Program Requirements”.

Pre-Development Costs

- Pre-development costs may cover activities to support disadvantaged, low-income, and/or vulnerable communities for future funding opportunities in programs that align with the CRC Program's objectives.
- Pre-development costs may not exceed five percent (5%) of the total CRC grant award.

Eligible Costs and Activities

CRC Grants may support pre-development activities that lead to the development of a neighborhood resilience center. However, priority will be given to applicants that have completed the pre-development phase prior to submitting an application. Plans for resilience centers should focus on priorities that directly benefit disadvantaged, low-income, and/or vulnerable communities. Pre-development activities should additionally seek to promote, where relevant, clean energy access and energy efficiency, public health, reducing emissions, and supporting climate adaptation and resiliency.

Examples of direct implementation activities include, but not limited to:

- Activities associated with the construction of new facilities
- Activities associated with the retrofit of existing buildings, such as:
 - Heating and Cooling
 - Commercial Kitchens
 - Shower Facilities
 - Broadband
 - Back-up Power
- Activities associated with community engagement to ensure projects ultimately generate direct and meaningful benefits for the community, close engagement should occur from project start to finish.

Examples of pre-development include, but not limited to:

- Identifying and preparing project sites for development into Resilience Centers, such as vulnerability or risk assessments, feasibility studies, energy audits, site identification, and planning for project readiness
- Conducting or funding a project site analysis demonstrating road capacity around the proposed CRC project site, a land-use analysis for compatibility, and consultation with emergency service providers about site location, especially for emergency ingress and egress. Receiving confirmation that land use around proposed Resilience Center building is compatible with purpose of building and not an obstacle
- Identifying and scoping resiliency projects (e.g., mobility plan to connect residents to resilience center)
- Completing fiscal analyses and studies, such as conducting a fiscal impact analysis to understand long-term service costs of future development and to determine fee structures
- Supportive planning activities (e.g., community engagement, scoping, CEQA analysis, and pre-planning activities) that advance the development of Resilience Centers

Program Requirements

Application

1. Fully completed application.
2. Only one application can be submitted per grant applicant.

3. Properly labeled, structured, and stored required application documents.
4. Sufficiently detailed budgets accompanied by necessary supporting documentation.
5. Verification of eligibility (applicant and activities).

If selected for an award, execution of the Grant Agreement is conditional upon applicants agreeing to the following program requirements:

- Pre-project consultation conducted by CDFA staff to confirm project information and discuss implementation plans. During the pre-project consultation the awardee may be required to provide additional information on the proposed project (e.g., assessors maps, photographs of the site, or quotes).
- Post-project verification project site visit with the awardee conducted by CDFA staff, or in partnership with a third-party, to evaluate the completed project.
- All awardees will provide post-project records from the project site of community resilience to CDFA or a third-party representative to evaluate project outcomes for three years after the completion of the project.
- Expectation to use and maintain the community center for a minimum of 10 years

How to Apply

CDFA will use an online application platform to receive CRC applications. The application can be accessed on the F&E CRC webpage: <https://www.cdfa.ca.gov/FairsAndExpositions/fcrp/>. Applicants must create a user account to submit the grant application. All applications, supporting documents, and submissions are subject to public disclosure including posting on the F&E website.

Prior to completing the online application, applicants are encouraged to gather all required information using Appendix A: Grant Application and Appendix B: Preview of Grant Application Questions to facilitate effective and timely submission of the grant application. Applicants are required to submit the following attachments:

- Project design, if complete
- Completed budget template
- Description of how the project addresses local community resilience needs.
- Three letters of support from community decision makers and leaders.

Considerations for Scoring and Prioritizing Projects

CDFA staff will score and prioritize CRC grant applications according to these proposed categories:

- Applicant's management and financial capacity
- Demonstration of competent, meaningful, respectful, and impactful work
- Planning need
- Local community benefit
- Readiness and pathways to implementation
- Project alignment with state priorities

CRC Grant applications should include the following:

- Demonstration of Applicant's readiness and capacity to implement proposed pre-development activities on time and within budget

- Demonstration/proposal of strong partnerships. Applicant proposes strong partnerships with local communities for implementing the pre-development activities
- Strength of the proposed strategy to engage local residents and communities throughout the grant term
- Description of the pre-development area and demonstration of understanding on the need of local communities
- Description on how the proposed pre-development activities focus on increasing climate resiliency of local communities, with a focus on disadvantaged, low-income, and vulnerable communities and residents
- Description on how proposed project directly addresses needs that have been identified by local communities, with a focus on disadvantaged, low-income and vulnerable communities and residents, supported by documentation of needs that were identified during or prior to the application process
- Description on how the proposed project will lead to readiness and identification of pathways for implementation of a CRC project

Application Attachments:

Project Design

Applicants for only implementation grants are required to submit a complete project design for the proposed CRC project.

Budget Template

Applicants are required to download and complete a CRC Budget Template from the CDFA CRC [website](#). The Budget Template includes a breakdown of grant funds budgeted for each of the categories described below and itemization of all costs included in the proposed project. The Budget Template must be attached in Microsoft Excel format and be consistent with the project design. Failure to submit the required Budget Template, including submission of an alternate template/file type or corrupted file, may result in disqualification.

Budget Cost Categories:

Supplies

Itemize the estimated cost of supplies and equipment by providing a description and quantity to be purchased. Supplies include all consumable materials with an acquisition cost less than \$5,000 per unit. Supplies must be used exclusively for the project.

Equipment

Equipment is an article of nonexpendable, tangible personal property with a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000 per unit.

Labor

Labor costs cannot exceed 25 percent of the total CRC grant request. Labor costs in excess of 25 percent of the total CRC grant request must be covered by cost share. Estimate the cost for any work on the project that will be performed by individuals associated with a contractor. Provide a brief description of services and the cost per hour for installation (e.g., labor for electrician, concrete work).

Other Costs

Cost of any other allowable expenses not covered in the previous budget categories necessary for project implementation.

Examples include, but not limited to:

- Permits
- Equipment rental
- Printing

Allowable Costs

Project costs must be itemized and clearly support pre-development or implementation of facility upgrades at community centers. Allowable costs must be allocable, necessary and reasonable to the project. All funds must be accounted for and shall only be used for pre-authorized purposes.

Examples include, but not limited to:

- Project design costs (e.g., engineering)
- Supplies
- Equipment with useful life of more than one year and a per-unit acquisition cost of \$5,000 or more
- Labor costs, within the 25 percent threshold
- Costs associated with the technical assistance or profit management, including drive time and fuel cost

Unallowable Costs

A cost is unallowable if it does not comply with the description of the project as provided in the Scope of Work or the terms of the Agreement. Unallowable costs will not be reimbursed.

Examples of unallowable costs include, but not limited to:

- Post-project service charges and maintenance costs associated with the facility upgrades
- Non-labor costs (e.g., management) and fees associated with project oversight
- Labor costs in excess of 25 percent of the total CRC grant request
- Any labor provided by the applicant or applicant's employees (such costs could be categorized as "in-kind")
- Supplies and equipment costs not related to the facility upgrade
- Tools and equipment with useful life of less than two years

Assistance and Questions

CDFA will host at least one informational workshop to provide an overview of program guidelines and resources. For CDFA grant application workshop schedule, visit the CRC website at <https://www.cdfa.ca.gov/FairsAndExpositions/fcrctp/>. During the informational workshops, CDFA staff will be available to answer programmatic questions but, to uphold the competitive grant process, will not provide one-on-one assistance. Potential applicants are also encouraged to visit CDFA's CRC [website](#) for more information.

To maintain the integrity of the grant process, CDFA is unable to advise and/or provide applicants with any information regarding specific grant applications during the solicitation process.

Review Process and Notification of Application Status

Administrative and Technical Review

CDFA will conduct multiple levels of review during the grant application review process. The first level is an administrative review to determine whether application requirements were met. The second level is a technical review to evaluate the merits of the application and overall expected success of the project, including the potential for the project to enhance the state's emergency preparedness capabilities, particularly in response to climate change.

Scoring Criteria

CRITERIA	POINTS
Objectives and Vision	-
Need	-
Capacity	-
Budget	-
TOTAL	100

Priority Funding

- Socially Disadvantaged, low income, and/or vulnerable communities
- Applicants that have already completed the pre-development/design phase of the project

Disqualifications

During the administrative review, the following will result in the disqualification of a grant application:

- Incomplete grant applications: applications with one or more unanswered questions necessary for administrative or technical review.
- Incomplete grant applications: applications with missing, blank, unreadable, corrupt, or otherwise unusable attachments.
- Applications requesting funding for more than the maximum award amount.
- Applications that include activities outside the grant duration.
- Applications with unallowable costs or activities necessary to complete the project objectives.
- Applications that do not comply with Eligibility or meet Program Requirements and Restrictions.

APPEAL RIGHTS: Any discretionary action taken by the Fairs and Expositions Branch (F&E) may be appealed to CDFA's Office of Hearings and Appeals Office within ten (10) calendar days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party named on the grant application or their authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the F&E decision being challenged. The submissions must be emailed to CDFA.LegalOffice@cdfa.ca.gov or sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814. If submissions are not received within the time frame provided above the appeal will be denied.

Notification and Feedback

- All applicants will be notified of their grant award by email and will enter the grant agreement execution process.
- Applications that are not selected for an award will receive feedback on their grant application within 30 business days after receiving notification.

Award Process

Grant Agreement Execution

CDFA will initiate the Grant Agreement process with applicants selected to receive a grant award. This process of executing a grant agreement is estimated to take a couple months. A CDFA CRC staff member will contact each recipient to schedule a pre-project consultation to confirm project site information and discuss implementation plans. Applicants who are selected for awards may be required to provide an assessor's parcel number (APN) map(s) of the impacted acreage and aerial map(s) to confirm the location of the project, photographs of the project site [and/] or additional quotes. Applicants with projects selected for award of funds will then receive a Grant Agreement package with specific instructions regarding award requirements including information on project implementation, verification, and payment process.

Award Timeline

Grant Agreement Stage	Estimated Time for Completion
Grant packet is completed – During this step, CDFA will work with selected applicants to get the information required to execute the grant. The timeline for this step is dependent on how quickly information is provided to CDFA staff.	Variable
Grant Execution	Up to 120 days
Processing advance payments – If awardees request and are granted an advance payment, please be aware that it will take up to 4 weeks to process this payment once the grant is executed.	Up to 4 weeks

Project Implementation

Once a Grant Agreement is executed, the grant recipient can begin implementation of the project if it is after or on the official project start date (which is estimated for TBD). During project implementation, grant recipients must maintain frequent communication with CDFA staff about the CRC project. During the project implementation, grant recipient must be in frequent communication and maintain a clear communication channel with CDFA staff regarding the CRC project. CDFA staff may regularly send emails and/or surveys to gauge the progress of the project in addition to quarterly invoicing. Recipients must be responsive.

Recipients are responsible for the overall management of their awarded project to ensure all project activities, including labor associated with installation, are completed no later than (TBD). For projects involving utility interconnection, recipients must take the necessary steps to begin the interconnection process after execution of the Grant Agreement to ensure utility

interconnection work is complete by this date. Awardees must complete all proposed activities including activities related to cost share by this deadline. All communications (verbal or written) related to grant activities including reimbursements must originate from grant awardee, grant awardee's authorized representative or CDFA staff.

Project implementation must occur on the parcels (APNs) identified in the Grant Agreement's Scope of Work (SOW). Failure to install a project on the APNs identified in the SOW may result in withholding of all or any portion of the grant funding or termination of the Grant Agreement.

CDFA may conduct a Critical Project Review, which may involve an on-site visit, upon reasonable notice at any time during the project term. The purpose is to determine whether deliverables are being met and evaluate project progress to ensure installation will be completed within the grant term. Recipients may be required to submit financial records and project documentation to ensure CRC funds are used in compliance with the Grant Agreement terms and conditions.

Payment Process

The CRC is a reimbursement grant program. CDFA will provide the grant recipient with the necessary grant award and invoicing documents for reimbursement process. CDFA will withhold 10 percent from the total grant award reimbursement until the verification requirement is complete and meets the expectations agreed upon in the SOW.

Advanced Payments

If selected for funding, recipients may be eligible for an advance payment of up to 25 percent of the grant award, subject to the provisions of section 316.1 "Advance Payments" of the California Code of Regulations, Division 1, Chapter 5. If appropriate justification is submitted and awardee is in compliance with grant management requirements, additional advance payments may be issued in accordance with CDFA's Grant Administration regulations.

Project Verification

Following project implementation, the grant awardee must inform the assigned grant specialist that the project is complete and operational as proposed. CDFA staff, or a CDFA-contracted third party, will then initiate the verification process. The verifier will visit the project site and inspect the completed project to ensure design specifications were met and the system is working effectively. In addition, the verifier will take photographs to document project completion. The grant awardee or a documented authorized representative must be present during the time of verification. If CDFA determines that remote verification is required, the grant awardee will submit geotagged photos of critical project components so that the project can be verified as complete on the intended APN. The verification component must be completed by TBD.

Post-Project Requirements

State Audit and Accounting Requirements

In addition to CRC program requirements, awarded projects may be subject to State Audit and Accounting Requirements listed below.

Audit Requirements

Projects are subject to audit by the State annually and for three (3) years following the final payment of grant funds. If the project is selected for audit, the Grantee will be contacted in

advance. The audit shall include all books, papers, accounts, documents, or other records of Grantee, as they relate to the project. All documentation related to project expenditures should be available for an audit, whether paid with grant funds or other funds. Grantee must have project records, including source documents and evidence of payment, readily available and must provide an employee or representative with knowledge of the project to assist the auditor.

Grantee must provide a copy of any document or related documentation requested by the auditor.

Accounting Requirements

Grantee must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and timecards, evidence of payment, etc.
- Provides accounting data that can be used to readily determine the total cost of each individual project.

Records Retention

Records must be retained for a period of three (3) years following the final payment of grant funds. Grantee must retain all project records at least one (1) year following an audit.