



AGENDA
RIO DELL CITY COUNCIL
SPECIAL MEETING
WEDNESDAY, FEBRUARY 15, 2023– 4:00 P.M.
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE

***WELCOME . . .** Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

**SPECIAL PUBLIC HEALTH EMERGENCY ALTERATIONS TO MEETING FORMAT
CORONAVIRUS (COVID-19)**

Effective immediately, the City of Rio Dell will reopen city council meetings held in City Hall Council Chambers to in-person attendance by the public. The public may also attend these meetings virtually through Zoom.

To maintain safety and minimize the health risks associated with COVID-19, participants may be required to complete an Attestation of Vaccination upon entering the City Council Chambers.

Public Comment by Email:

In balancing the health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at publiccomment@cityofriodell.ca.gov. Please note the agenda item the comment is directed to and email no later than one hour prior to the start of the Council meeting. Your comments will be read out loud, for up to three minutes.

Zoom Public Comment:

When the Mayor announces the agenda item that you wish to comment on, call the conference line and turn off your TV or live stream. Please call the toll-free number **1-888-475-4499**, enter meeting ID **987 154 0944** and press star (*) 9 on your phone – this will raise your hand. You will continue to hear the meeting on the call. When it is time for public comment on the item you wish to speak on, the Clerk will unmute your phone. You will hear a prompt that will indicate your phone is unmuted. Please state your name and begin your comment. You will have three minutes to comment.

A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- 1) 2023/0215.01 – **Closed Session - Conference with Labor Negotiator**
Labor Negotiator: Kyle Knopp, City Manager – All Contract
Employees (Pursuant to Gov't Code §54957.6)

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENE INTO OPEN SESSION

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

I. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action.

J. SPECIAL MEETING MATTERS

- 2) 2023/0215.02 – Authorize Mayor to Sign Letter of Support for a grant application through the California Department of Food and Agriculture for a Community Resilience Center
(DISCUSSION/POSSIBLE ACTION)

K. ADJOURNMENT



In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

*The next Regular City Council meeting is scheduled for
Tuesday, February 21, 2023 at 6:30 p.m.*

Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
cityofriodell.ca.gov



February 15, 2023

RE: **Letter of Support for CDFA 2022 Community Resilience Centers Program Application**

To Whom It May Concern,

The City has been approached to support a proposal to construct a Community Resilience Center in the City of Rio Dell using a grant from the California Department of Food & Agriculture. The grant application is to be submitted through the Rio Dell Volunteer Fire Department (RDVFD).

On December 20, 2022, a 6.4 magnitude earthquake that, along with the subsequent aftershocks, rendered 91 buildings uninhabitable and over 250 severely damaged hit the City of Rio Dell. This region is seismically active and also prone to wildfires, tsunamis and other hazards. Rio Dell could easily serve as a future hub of disaster response resources not just for the City but for this region. However, an appropriate and resilient facility will be needed to make this happen.

The proposed facility would serve the Southern portion of Humboldt County, including the Eel River Valley cities of Fortuna and Ferndale and all of the unincorporated communities to the South, including Garberville. The facility would include storage for emergency supplies, generators, solar power, satellite communication, refrigeration, a community center, space for the Community Resource Center, a Chamber of Commerce office, Emergency Operations Center, Library and offices for the Fire Department. The facility could be incorporated into the current location of the Rio Dell Volunteer Fire Department.

For these reasons, the City supports the grant application submitted by on behalf of the RDVFD.

Sincerely,

Debra Garnes, Mayor
City of Rio Dell

CDFA 2022 Community Resilience Centers Program

Request for Grant Applications

Released: December 27, 2022

Grant Applications Due:
By 5:00 p.m. on February 27, 2023
No late submissions accepted.



California Department of Food and Agriculture
Fairs and Expositions Branch
crcprogram@cdfa.ca.gov
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 California Department of Food and Agriculture's (CDFA) 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. It is a priority of the CRC program to fund resilience center projects in disadvantaged communities and disadvantaged unincorporated communities, or sites serving these 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 CDFA for two resilience-focused infrastructure programs: one focused on fairgrounds (\$94.5 million), the other focused on other neighborhood-level CRC (\$38 million). This program focuses on the latter.

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.

A secondary goal of the CRC Program is to equip facilities to provide long-term, year-round community services and activities to enhance the community's resilience through civic, social, educational, and economic development programming.

Funding and Duration

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

- The application submission period will begin in December 2022 and close in February 2023.
- The minimum grant award is \$5,000,000
- 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 Summer 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

To support the development of competitive proposals, CDFA will offer application technical assistance (TA) from a third-party provider to eligible applicants for the CRC program.

TA providers will support all eligible grant applicants with technical assistance. Application TA activities may include, but are not limited to:

- Direct application assistance, including clarification of application requirements, financial analysis, review of responses and application coordination.
- Compilation/development of all application materials (project proposal, estimated timeline, budget, pre-development documents (if available));
- Identification of project area, integration of projects, and
- Assessment of project readiness

Important points about application technical assistance:

- Applicants are not required to receive TA.
- Receiving application TA does not guarantee that an applicant will be awarded a grant.

Eligibility

All 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.
 - NGOs may include community-based organizations and may be supported by fiscal sponsors. NGOs need not be 501(c)(3) organizations but must be legal entities authorized and empowered to enter into agreements and hold funds.
- Community development finance institutions or community development corporations
- Foundations, private or non-profit
- Private sector/small business entities with clear demonstration of community commitment, specifically as resilience center
- Public entities can include:
 - California cities, whether chartered or not
 - California counties
 - Local and state public entities such as, public libraries, city police departments, community colleges, public schools, and county governments. Fairgrounds within the Network of California Fairs are not eligible applicants in this round of funding.

Priority Funding

The CRC program focuses investment on disadvantaged communities and disadvantaged unincorporated communities. To keep the CRC program in alignment with California's Statewide Adaptation Strategy efforts, priority communities will be identified as defined by Section 39711 of the Health and Safety Code and identified through [CalEnviroScreen 4.0](#) and by Section 65302.10 of the California Government Code and identified through the [Disadvantaged Communities Mapping Tool for Transformative Climate Communities \(TCC\)](#). The CalEnviroScreen Tool and the TCC Mapping Tool will be used to identify these priority communities. These two tools help identify communities in which more than half of the area overlaps with census tracts designated as a disadvantaged community per CalEnviroScreen or the TCC Mapping Tool: within the top 25% of disadvantaged communities per CalEnviroScreen 4.0, all federally recognized tribal boundaries, or an eligible disadvantaged unincorporated area. The remaining area (49% or less) must overlap with census tracts in the top 25 percent (25%) of CES rankings, or with AB 1550 low-income tracts.

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;
- Build social infrastructure and long-term resilience of facilities that support social services and advance workforce development;
- Offer multi-benefit physical spaces and resources, resilient to both current and future climate hazards, such as droughts, floods, rising sea levels, and wildfires.
- Offer comprehensive, multi-benefit and holistic projects that support year-round community services and activities, with sustained benefits beyond emergency/evacuation events.
- Prioritize community resiliency, equity, and social infrastructure, especially for disadvantaged communities and disadvantaged unincorporated communities.

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. The \$38 million of the FY 2021-2022 budget appropriation from the General Fund will support the CRC

Program to better prepare disadvantaged communities and disadvantaged unincorporated communities for CRC implementation projects and activities. The CRC program will award one (1) type of grant:

Direct Implementation Grants

- Implementation grants fund project proposals that will increase the community's resilience during emergency/evacuation events.
- Implementation grants will require California Environmental Quality Act (CEQA) documentation, site control, permits, project maps and designs with approved engineer stamp, project schedules, operations, and maintenance plans, if available.
- Up to 20% of the total grant award amount and up to one year may be allowed for pre-development activities once the project has been awarded. Pre-development activities must be clearly identified in the project proposal and budget, if necessary for project completion.
- Implementation costs may not exceed 80% of the total CRC grant award if pre-development work is required, included in the proposal, and awarded.
- Minimum grant award is \$5,000,000 each.
- For more information about the program framework, eligibility, application, and grant administration, see below under "Program Requirements".

Eligible Costs and Activities

CRC Implementation Grants may support pre-development activities that lead to the development of a new, or updated neighborhood-resilience center. Plans for resilience centers should focus on priorities that directly benefit disadvantaged communities and disadvantaged unincorporated 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
 - Fire Prevention and Structure Hardening/ Retrofits
- 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

gress. 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.

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.
- Projects must begin serving the residents of their communities within one year of the project completion.
- Expectation to use and maintain the community center for a minimum of 10 years.

How to Apply

Grants will be evaluated and awarded through a competitive process. CDFA will use an electronic application platform to receive CRC applications. The application can be accessed on the F&E CRC webpage: <https://www.cdfa.ca.gov/FairsAndExpositions/fcrclp/>. 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 review the Preview of Grant Application Questions and gather all required information and documents listed below to facilitate effective and timely submission of the grant application. Applicants are required to submit the following attachments:

- Financial documents
- Completed budget template
- Project design, if complete
- Three letters of support from community decision makers/leaders.

Considerations for Scoring and Prioritizing Projects

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

- Project Proposal
- Project Budget
- Community Need/Benefit
- Applicant's Financial and Management Capacity
- Letters of Support/Recommendation

CRC Grant applications should include narrative descriptions of the following:

Project Proposal

- Description of the proposed project area/location, specifically if serving disadvantaged communities and disadvantaged unincorporated communities. Include population size/reach and demographic information (e.g., populations, race/ethnicity, and income). Additionally, describe the process used to select the project area.
- Detailed description of the proposed project. The work plan must include clear timelines, discrete tasks, and detailed deliverables to demonstrate the Applicant's readiness and capacity to implement the proposed project on time and within budget.
- Description of how the proposed project aligns with the Community Resilience Centers Program's objectives and priorities.

Community Need/Benefit

- Description of how the proposed project directly addresses needs that have been identified by disadvantaged communities and disadvantaged unincorporated communities.
- Description of how the proposed project will enhance the state's emergency preparedness capabilities, particularly in response to climate change, both short-term and long-term.
- Description of how the proposed project will offer comprehensive, multi-benefit, and holistic projects that support year-round community services and activities, with sustained benefits beyond emergency/evacuation events. In addition, provide a plan to advance workforce development program within the community using the resilience center.
- Description of how the proposed project will serve the residents of their communities within one year of project completion.

Applicant's Financial and Management Capacity

- Provide a description and appropriate financial documents to demonstrate the experience, financial stability, and capacity to manage program funds.
- Demonstrate organizational capacity to implement the CRC program proposal and serve the residents of their communities within one year of project completion.
- To meet program requirements, describe how the proposed project will be used and maintained for a minimum of 10 years.

Application Attachments:

Financial Documents

Applicants must submit financial documents to determine the applicant's financial capacity to successfully complete the awarded project. Financial documents include financial audit/review, and/or financial compilation, i.e., balance sheets, income statements, statements of cash flow, and tax returns.

Letters of Support

Submit three (3) letters of support/recommendation from community decision makers/leaders to demonstrate strong partnerships with their communities. The documented engagement should include community-identified climate resiliency needs, with a focus on engagement conducted with disadvantaged communities and disadvantaged unincorporated communities.

Project Design

Applicants for only implementation grants are required to submit project plans/design, if available, for the proposed CRC project. Projects will be reviewed and scored for completion and feasibility.

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 two years 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, consultants, and architects)
- Supplies
- Equipment with useful life of more than two years and a per-unit acquisition cost of \$5,000 or more
- Building and construction costs
- Land acquisition costs
- Labor costs, within the 25 percent threshold
- Costs associated with technical assistance and/or project management, including drive time and fuel cost
- Community Engagement

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:

- Pre-award and post-project service charges and maintenance costs associated with the facility upgrades
- Labor costs in excess of 25 percent of the total CRC grant request
- Supplies and equipment costs not related to the facility upgrade
- Tools and equipment with useful life of less than two years
- Costs related to land acquisition

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

State staff will review and score applications according to these proposed categories:

CRITERIA	POINTS
Project Proposal	30
Project Budget	10
Community Need/Benefit	20
Applicant’s Financial and Management Capacity	30
Letters of Support/Recommendation	10
TOTAL	100

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 less than the minimum 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 successful 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. 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, once the Grant Agreement has been fully executed. 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 on time and within the Grant Agreement term. 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 total 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.

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.