

# COMMUNITY CLIMATE INVESTMENT ENTITY REQUEST FOR APPLICATIONS

## ATTACHMENT E — CHECKLIST

<u>Title</u>	<u>Section References</u>	<u>Requirement</u>	<u>Page limits</u>
Attachment A: Disclosure Exemption Affidavit		OPTIONAL – only submit as needed	N/A
Attachment B: Applicant Information and Certification Sheet	2.6.1 3.8.2.1	REQUIRED	N/A
Attachment B: Current copy of Applicant’s articles of incorporation and bylaws	2.6.1 3.8.2.1	REQUIRED	N/A
Attachment B: Proof that the IRS has certified the Applicant as qualifying as an exempt organization according to Section 501(c)(3) of the U.S. Internal Revenue Code, 26 U.S.C. § 501(c)(3)	2.6.1 3.8.2.1	REQUIRED	N/A
Attachment C: Reference Check Form  Three references within last five years	2.6.4 3.8.2.5	REQUIRED – either send completed form with Application ( <i>PREFERRED</i> ) OR Submit a reference list with contact information	N/A
Attachment D: Responsibility Inquiry	3.8.1.2	REQUIRED	N/A
Attachment F: Financial Controls	2.6.2 3.8.2.2	REQUIRED	N/A
Financial Information: IRS Form 990 for three most recent years (where available)	2.6.2 3.8.2.2	REQUIRED	N/A
Financial Information: Two years of audited financial statements AND their corresponding management letters	2.6.2 3.8.2.2	REQUIRED	N/A

<p>Financial Information:</p> <ol style="list-style-type: none"> <li>1. Administrative Processes and Financial Controls</li> <li>2. Description of anticipated annual total amount of CCI funds</li> </ol>	<p>2.6.2 3.8.2.2</p>	<p>REQUIRED</p>	<p>N/A</p>
<p><b><u>Title</u></b></p>	<p><b><u>Section References</u></b></p>	<p><b><u>Requirement</u></b></p>	<p><b><u>Page limits</u></b></p>
<p>Experience:</p> <ol style="list-style-type: none"> <li>1. Organization Information</li> <li>2. Eligible Projects experience (list of projects within 5 years)</li> </ol>	<p>2.6.3 3.8.2.3</p>	<p>REQUIRED</p>	<p>COMBINED LIMIT OF 20 PAGES</p>
<p>Experience:</p> <ol style="list-style-type: none"> <li>1. Project Summaries and Work Samples</li> <li>2. EJ Communities</li> <li>3. Mission</li> </ol>	<p>2.6.3 3.8.2.3</p>	<p>REQUIRED</p>	
<p>Experience:</p> <ol style="list-style-type: none"> <li>1. Key Persons (Must include CEO and CFO or equivalent)</li> <li>2. Resumes (not included in page limits – but must be no more than 2 pages per Key Persons)</li> <li>3. Board of Trustees or Board of Directors List, subcommittees, executive leadership</li> <li>4. Subcontractors on Subcontractors Plan</li> <li>5. Conflict of Interest Summary (if any)</li> </ol>	<p>2.6.3 3.8.2.4</p>	<p>REQUIRED</p>	
<p>Comprehensive Management Plan:</p> <ol style="list-style-type: none"> <li>1. Emission reductions</li> <li>2. Approach to working with, centering, and prioritizing EJ communities</li> <li>3. Outreach and community engagement</li> <li>4. Communications plans</li> <li>5. Administrative approach</li> <li>6. Methodology of estimating and reporting project reductions</li> <li>7. Proposed projects</li> <li>8. Capacity</li> </ol>	<p>2.6.5 3.8.2.6</p>	<p>REQUIRED</p>	