Community Engagement Plan

## Narrative Plan

### Applicant Information

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

### Plan Details

|  |  |
| --- | --- |
| Plan Lead Entity |  |
| Organization Type |  |
| Partners |  |

### Instructions

* For the **Community Engagement Plan**, Applicants must provide a **Narrative Plan** using the template provided in this document. The template outlines the overall plan structure and information required for the Community Engagement Plan. The narrative plan will be attached to the grant agreement of awarded Applicants.
* **Word counts** are listed for each question. Responses that exceed the word count will not be reviewed. Use the Word Count tool 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 3 Implementation Grant Application Instructions.

### Checklist

Use the checklist below to ensure all materials have been submitted as part of the Application.

☐ **Narrative Plan** (this Word document)

☐ **Plan Workbook** (Excel document)

☐ **Supporting Documentation**

#### Summary

1. Summarize the overall community engagement plan that will be undertaken as part of the TCC Project Implementation **(200 words)**

#### History of Community Engagement

1. Provide a history of community engagement in the last five (5) years in the Project Area around issues related to climate impacts and community development. Identify stakeholders, organizations, and community members that have been involved. **(500 words)**

Please do not provide information that is duplicative of question #3 below.

#### TCC Proposal Development

1. Provide a detailed timeline and description of the mechanisms through which residents and key stakeholders from diverse backgrounds and representative of the community were involved during the development of the Vision Statement and selection of Projects included in the TCC Proposal. **(500 words)**

Engagement Methods:

* 1. Describe the Lead Entity’s process to actively engage community stakeholders in TCC Proposal development meetings. Include a description of the overall community outreach strategy and selected activities.
     1. Discuss the activities used to inform community stakeholders and solicit input. Applicants are encouraged to use at least three (3) of the *Recommended Activities to Ensure Meaningful Community Engagement* listed in **Appendix C-1: Community Engagement** of the TCC Guidelines (See “Activities to Inform Community Stakeholders and to Solicit Stakeholder Input”); or comparable activities that ensured meaningful community outreach.
     2. Discuss the activities used to actively engage community stakeholders in proposal development. Applicants are encouraged to use at least two (2) of the *Recommended Activities to Ensure Meaningful Community Engagement* listed in **Appendix C-1: Community Engagement** of the TCC Guidelines (See “Activities to Engage Community Stakeholders in Development of TCC Proposal”); or comparable activities that provided stakeholders an opportunity to influence the TCC Proposal development.
  2. Discuss potential barriers to community participation faced by the Project Area’s residents and key stakeholders, and the steps that were taken to remove barriers and facilitate community participation in TCC Proposal Development.

Proposal Development:

* 1. Discuss how residents and stakeholders from diverse backgrounds and that are representative of the community were engaged in the decision-making process used to finalize the Vision Statement and selection of Strategies and Projects. Explain how this process addressed the needs and concerns of residents and stakeholders in the Project Area.

TCC Participants:

* + 1. Provide key information on ways that TCC Participants are representative of residents and businesses of the proposed project area. Number of residents, key stakeholders, and small business owners that attended meetings;
    2. Number of community meetings held;
    3. Establishment of advisory body or steering committee;
    4. Number of residents and key stakeholders involved in the Collaborative Stakeholder Structure;
    5. Number of residents/key stakeholders, and community-based organizations engaged in the process;
    6. Number and description of community engagement strategies used to reduce barriers to participation;
    7. Description of decision-making processes/bodies that include community representation; and
    8. Number of residents, businesses, and non-profit/community leaders with a clear role in decision-making processes.

#### TCC Plan Implementation

1. Provide a detailed description and timeline of how residents and key stakeholders will be involved during the implementation of the Projects and the broader TCC Plan. **(500 words)**

Engagement Methods:

* 1. Describe the methods that will be used to actively engage residents and stakeholders during TCC Plan implementation. Include a description of the overall community outreach strategy, selected activities, and the role of the Collaborative Stakeholder Structure and other key stakeholders and residents during implementation.
     1. Discuss the activities that will be used to actively engage community residents and stakeholders during the implementation of the TCC Plan. Applicants are encouraged to discuss at least four (4) of the *Recommended Activities to Ensure Meaningful Community Engagement* listed in **Appendix C-1: Community Engagement** of the TCC Guidelines (See “Activities to Ensure Community Engagement During Implementation of TCC Project”); or comparable activities used to actively engage the community during implementation.
     2. Explain how the engagement activities will be implemented across the Project Area and at the level of the individual project types.
     3. Explain at a high-level how the budget for community engagement was determined.
     4. Discuss how the proposed activities will ensure resident and stakeholder engagement during TCC Plan implementation. Explain how the community engagement plan will ensure residents and stakeholders can engage in the decision-making process.
     5. Explain how this process will address the needs and concerns of residents and stakeholders in the Project Area.
  2. Explain the plans to engage hard to reach populations in the Project Area. Discuss potential barriers to community participation faced by the Project Area’s residents and key stakeholders, and the steps that will be taken to remove barriers and facilitate community participation in the TCC Plan implementation.
  3. Describe how the general public will be informed of implementation progress, including updates on project performance and other indicators being tracked. Also describe how public complaints will be collected and addressed.

Implementation Partners:

* 1. Outline each responsible party’s (Lead Entity and Partners) role in implementing the Community Engagement Plan.

*Example:*

|  |  |
| --- | --- |
| **Responsible Party** | **Role in Community Engagement Plan**  **(50 words each)** |
|  |  |
|  |  |

* 1. Describe how the Collaborative Stakeholder Structure will aid with the implementation of the Community Engagement Plan. Describe the proposed mechanisms for considering community concerns that arise during implementation. **(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)**:
2. Personnel
3. Benefits
4. Travel
5. Equipment
6. Other Direct Costs
7. Subcontractors
8. Indirect Costs
9. Contingency

*Example Budget Items:*

* ***Personnel***  ***Total: $XX,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.). Personnel expenses should be fully burdened labor rates; burdened labor rates refer to the full wages plus overhead costs and any other fees you pay directly to an employee who works for your business.

* ***Travel Total: $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. During the grant term, 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.

* + - ***Subcontractors*** ***Total: $XXX,XXX***

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.

* + - ***Contingency*** ***Total: $XX,XXX***

All Projects may optionally include a contingency equaling 10% of the Project’s total estimated cost. If a larger contingency is desired, the applicant must provide justification for the requested contingency amount.

**END OF DOCUMENT**