Strategy 2. Land Acquisition

Narrative Questions and Readiness Documentation

Applicant Information

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

Project Details

|  |  |
| --- | --- |
| Project Number and Name |  |
| Project Lead Entity |  |
| Organization Type |  |
| Project is Quantifiable (Yes or No) |  |
| Project is Ready (Yes or No) |  |

Instructions:

* For **each project** under the Land Acquisition Strategy, Applicants must complete a separate set of questions and upload readiness documentation.
* **Word counts** are listed for each question. Responses that exceed the character limit will not be reviewed. Use the Word Count tool “without spaces” 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 4 Implementation Grant Application Instructions.

Checklist:

Use the checklist below to ensure all materials have been submitted for each Project as part of the application .zip file.

Application Documents

**Narrative Questions** (this Word document)

**Readiness Documentation** (per Appendix B of the Guidelines)

**Project Workbook** (Excel document)

**Quantification Documentation** (required for quantifiable projects only. Must coordinate with TCC TA provider)

Project Eligibility and Summary

1. Indicate all strategy-specific components that are applicable to this project (refer to the TCC Guidelines, Appendix B):

|  |  |  |
| --- | --- | --- |
| Eligible Project Types | Fundable Elements: Quantifiable | Fundable Elements: Non-Quantifiable |
| e.g., Land Acquisition, Community Land Trusts (CLT) or Outreach | e.g., Land cost, Development of administrative infrastructure, or Holding Fee | N/A |
|  |  |  |
|  |  |  |
|  |  |  |

1. Provide a summary of the project, including specific deliverables. **(200 words)**
2. Describe why the strategy-specific components were chosen and how they will be integrated. **(200 words)**

Capacity

1. Describe the Lead Entity’s experience implementing projects of similar size and scope.

**(100 words)**

1. Describe the roles of any partners or subcontractors in implementing the project, if applicable. **(200 words)**
2. Describe additional partnerships or coordinated efforts the Lead Entity has developed for implementing the project (e.g., with public agencies, non-profits, key stakeholders).

**(200 words)**

1. Is the Lead Entity subject to a board or council? If yes, please describe the board or council approval status of this project. **(100 words)**

Project Design and Feasibility

1. Describe the design process for this project **(500 words).**

Please address:

* 1. How were the community’s needs determined?
  2. How does the project design address the community's needs?

1. Describe how the project complies with and/or enhances any existing infrastructure, investment, or planning efforts. **(200 words)**
2. Describe how the project addresses health and racial equity in the impacted community. Responses can include health disparity data or other outcomes demonstrating disparate impact on communities i.e., asthma rates based on community proximity to freeways **(200 words)**
3. Describe how the project incorporates innovation, indigenous or community-based knowledge and practices in project design. **(200 words)**
4. By checking the box below, the Lead Entity certifies that the proposed project is not required as a part of mitigation or other mandated activities.

This proposed project is not required as a part of mitigation or other mandated activities

Implementation

1. Describe how the project incorporates adaptation measures and design features that address the anticipated impacts from climate change. **(200 words)**

Please Address:

* 1. What climate change risks would potentially impact this project?
  2. Describe the adaptation measures and design features that increase the resiliency of the project infrastructure.

1. Describe any targeted outreach, education, or engagement activities that will encourage widespread use of the project. **(200 words)**
2. Describe any workforce development or contracting opportunities the project will provide for TCC Project Area residents or local businesses. For example, describe any targeted job training, work hours, or subcontracting plan. **(200 words)**
3. Have residents had any concerns about this project? If yes, how will they be addressed? **(200 words)**
4. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(200 words)**

Additional Strategy-Specific Questions

1. Describe the property’s current use and why this parcel is selected for the development of affordable housing. **(100 words)**
2. Explain how the proposed acquired land is location-efficient and connects to other community assets. **(100 words)**
3. Describe the planning process that will be used to build capacity and develop the property. **(200 words)**
4. Indicate the target affordability levels (e.g., X number or units at a household income at or below X percent of the county’s Area Median Income [AMI] or State Median Income [SMI]). **(50 words)**

1. Are there exemptions associated with the land cost and/or streamlined process’ as a result of local or state policies? e.g., SB 196 Community Land Trust property tax exemption, other land use exemptions. **(100 words)**

Budget Summary

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 shall 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.

Readiness Requirements

Readiness documentation will be evaluated to assess project feasibility, quality, and compliance. Documentation will be reviewed as evidence of the Lead Entity's ability to achieve readiness within the first year of the grant term as well as complete the project within the grant term. All readiness documentation must be uploaded into the project's "Readiness Documentation" folder.

**Readiness Checklist:**

1. In the tables below, fill in the information for each readiness requirement and upload all readiness documentation. Provide a list of all permits required for the project.
2. **Status -** Describe the "Status" of the readiness requirement as either: *Complete, Incomplete, or N/A.*

If the “Status” for any readiness requirement is described as “not applicable (N/A)”, please provide an explanation under “Readiness Details”. For CEQA, documentation of categorical exemption is required even if "Status" is marked as “N/A”.

1. **Date -** Indicate the estimated or past date of completion of the readiness requirement: *(MM/DD/YYYY)*

If the project is not ready at application submission but will be within the first year of the grant term, provide an estimated date of completion. Include a description of the plan to complete each requirement under “Readiness Details”.

1. **File Name(s) -** Provide the file name(s) of the uploaded document(s) that are supporting documentation for the readiness requirements. Upload all readiness documentation per the TCC Implementation Grant Application Instructions

|  |  |  |  |
| --- | --- | --- | --- |
| Readiness Requirement | Status | Date | File Name(s) |
| CEQA |  |  |  |
| Site Control |  |  |  |
| Project Map |  |  |  |
| Project Designs |  |  |  |
| Operations and Maintenance Plan |  |  |  |
| Final Scoping Plan |  |  |  |
| For CLT projects only, Feasibility Study include ding Scoping Plan |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Permits List | Status | Date | File Name(s) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Special Requirements Checklist:**

For this Strategy, the following documents are required at Application for all Applicants regardless of the project’s readiness status.

| Readiness Requirements at Application | Status | Date | File Name(s) |
| --- | --- | --- | --- |
| Preliminary Scoping Plan |  |  |  |
| Zoning Documentation |  |  |  |
| Evidence of Land Value (ie Appraisal) |  |  |  |
| Preliminary Title Report |  |  |  |
| Letter of Commitment from Seller |  |  |  |
| Letter of Support from appropriate local government entity (if Project Lead Entity is not a governmental entity). |  |  |  |
| SGMA Alignment (if applicable) |  |  |  |

Readiness Details

1. Provide the readiness status of this project. If all readiness requirements are already complete, then the project is ready at application.

|  |  |
| --- | --- |
| Readiness Status | Project Status (Yes, No, N/A) |
| Ready at Application |  |
| Ready within First Year of Grant Term |  |

1. Describe the **CEQA** compliance required for this project. Include a description of any conditions of approval. **(200 words)**
2. Describe any **Site Control** required for this project (e.g., property acquisition, leasehold, right-of-way, easement, private property permission). Please describe the parties and terms of the arrangement. **(200 words)**
3. Describe all **Permits** (required for construction, operation, etc.) for this project and the plan to obtain them. **(200 words)**
4. Upload a **Project Map** that shows the project site(s), and briefly describe. **(100 words)**
5. Upload **Project Designs**, and briefly describe. **(100 words)**
6. Describe the Lead Entity’s **Operations and Maintenance Plan** for all infrastructure, vehicles, and/or equipment, as applicable **(200 words for each):**
   1. Describe the operations and maintenance plan during the grant term. Describe all funding sources, including any requested grant funds.
   2. Describe the operations and maintenance plan after the end of the grant term.
      1. Describe the funding sources available for operations and maintenance.
      2. Describe any entities responsible for the operations and maintenance after the end of the grant term.
      3. Address the “useful life” of any equipment, vehicles, and/or infrastructure.
7. Provide a Project Schedule if available. Please note that a Project Schedule is not considered a readiness item and are not required at the time of application. Projects without finalized Project Schedules may still be deemed ‘ready’ for the purposes of this grant. Project Schedules will be required before the projects commence.
8. Upload and describe the **Final Scoping Plan** for the proposed development that includes: **(200 words)**
   1. Completed community engagement,
   2. The development plan for the requested land acquisition, including schematic design, timeline, and pro forma (project financing model),
   3. Explanation of any offsite improvements required for the development, and
   4. Final household income eligibility and threshold for the planned development.

Special Requirements Details

The following documents are required at Application, for all Applicants regardless of the project’s readiness status.

1. Upload and describe the **Preliminary Scoping Plan** for purchasing potential land within the project area that includes the affordability mix and targeted population. Preliminary Scoping Plans should include the following. If a Final Scoping Plan (under Readiness Requirements above) is completed and submitted, a Preliminary Scoping Plan is not required at application. **(200 words)**
   1. A community engagement plan for development on the acquired land,
   2. Justification for the requested funds, and
   3. Demonstration that an affordable housing development on the requested land can be completed within the grant term.
2. Upload and describe the **Zoning Documentation** demonstrating consistency with its proposed use and/or restricted for multi-family housing and/or mixed-use housing (Ex.: Certified document from city planning department). **(100 words)**
3. Upload and provide the following information for the **Evidence of Land Value.** A current appraisal is not a required component of the Application, but the Applicant must provide support for the land acquisition value identified in the budget. If the project is awarded, an appraisal will be required. TCC will only fund an appraisal that is approved by the State and used for the actual acquisition. This cost will only be covered if the project is approved for funding.
   1. Have the parcel(s) been appraised? (Yes/No)
   2. If yes, what is the date of the appraisal? (XX/XX/XXXX)
   3. If no, what is the current basis for valuation (estimated worth in dollars)?
      * 1. Please describe the anticipated timeline to complete the appraisal **(50 words)**; and include
        2. Three land comparisons from nearby land that was sold within the last year, in about a 1-mile radius of the proposed project area.
4. Upload and describe the current **Preliminary Title Report**. **(50 words)**
   1. Provide parcel numbers, acreage, and willing seller information (entity type, name, and size; e.g., private property owner, developer, government agency, non-profit, etc.)
   2. Is the property subject to any right of way or easement? (Yes/No)
5. Upload and describe the **Letter of Commitment from the Seller**. Preliminary site control is required at Application for Land Acquisition. A legally binding agreement is required to meet full readiness for Land Acquisition. **(100 words)**
6. If Lead Entity is a CLT or non-profit housing organizations, upload and describe the **Letter of Support from the appropriate local government entity**.  **(100 words)**
7. Describe the process the Applicant intends to take to deed restrict the land for developing very low, low and/or moderate-income affordable housing. **(200 words)**
8. For projects located in a **State Groundwater Management Act (SGMA) critically overdrafted area** (medium or high priority groundwater basin) applicants must provide verification of water availability, confirm this project’s alignment with the local Groundwater Sustainability Agency, and evaluate any new water hookup prohibitions or requirements.

**END OF DOCUMENT**