Strategy 8. Health and Well-Being

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 Health and Well-Being 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., Food Access | e.g., School gardens | e.g., Community kitchen |
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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 into 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. How does the project demonstrate align with specific local health concerns or disparities, as outlined in Community Health Assessments, Health Improvement Plans, health indicator data, or other relevant local health studies? **(200 words)**
2. Describe the current use and condition of the project site, and how it is expected to provide increased benefit to the community. Benefits may include but are not limited to: improved mental health, increased physical activity, increased access to healthy foods, increased access to natural environments or greening, etc. **(200 words)**
3. For projects with a Food Access component, answer the following questions (if not applicable, state N/A– **500 words**):
   1. Describe the Project Area's current access to healthy foods. Use the GIS viewer for the Nutrition Education and Obesity Prevention Program at the California Department of Public Health (http://gis.cdph.ca.gov/NEOPBGIS/home.htm) to determine which parts of the project area lack grocery stores, and/or lack farmers’ markets and fruit and vegetable markets.
   2. Describe the proposed plan to meet the Project Area need for increased access to healthy foods.
      1. Based on the Project Area's needs, describe the approaches that would improve access to healthy foods (e.g., a full-service grocery store, a farmers’ market, community gardens that sell produce, or help for existing convenience or corner stores to carry and promote healthier foods).
      2. Describe changes that may need to occur in the area, such as zoning changes and development standards, and how the project will address these needs to ensure project success (e.g., lowering review barriers for farmers’ markets and community gardens, expanding the acceptance of CalFresh and WIC farmers' market vouchers at farmers’ markets, allowing community garden participants to sell their produce at a retail farm stand, modifying development standards to govern the use of water or pesticides).[[1]](#footnote-2)
4. Describe any key partnerships that will assist with the implementation of this project (e.g., public health, food access, and/or urban farming organizations). Describe the terms of the partnership and involvement through the life of the project. **(200 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 |  |  |  |
| Urban Agriculture Site Control (if applicable) |  |  |  |
| Appropriate Land Zoning (if applicable) |  |  |  |
| Business Plans (if applicable) |  |  |  |

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

#### 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. Urban Agriculture projects must upload demonstration of **Site Control (Urban Agriculture)** (e.g., land purchases, full site control, letter of commitment from seller) at the time of application. Please describe the parties and terms of the arrangement. **(100 words)**
9. Projects subject to zoning requirements must upload and describe documentation demonstrating **Appropriate Land Zoning** for their proposed use (e.g., urban agriculture operations). **(100 words)**
10. Upload and describe the structure of the **Business Plans** for the startup and operations of urban farms, including defining marketing, operations, and financial strategies (if applicable). **(200 words)**

**END OF DOCUMENT**

1. For more detailed suggestions, see resources on “Creating Healthier Food Environments” from ChangeLab Solutions (http://changelabsolutions.org/landing-page/creating-healthier-food-environments). [↑](#footnote-ref-2)