Stand-Alone Leverage Projects

Narrative Questions

Applicant Information

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

Project Details

|  |  |
| --- | --- |
| Project Number and Name |  |
| Project Lead Entity |  |
| Organization Type |  |

Instructions:

* For **each Leverage Project**, Applicants must complete of the following narrative questions and a project workbook.
* **Word counts** are listed for each question. Responses that exceed the word count limit 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 4 Implementation Grant Application Instructions.

Checklist:

Use the checklist below to ensure all materials have been submitted for each Leverage Project.

Application Documents

**Narrative Questions** (this Word document)

**Leverage Project Workbook** (Excel document)

**Supporting Documentation** (e.g., funding commitment, photos, maps)

### Leverage Project Eligibility and Summary

1. Provide a summary of the leverage project. Include specific deliverables and outcomes. **(200 words)**
2. Describe how the project **(500 words)**:
   1. Was developed for and clearly integrated into the TCC Proposal;
   2. Is within the TCC Project Area, with work directed towards the purposes of the TCC Proposal; and
   3. Demonstrates that investment was initiated in anticipation of applying to the TCC Program.

### 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. Leverage Partners must be included in the overall TCC Proposal’s Collaborative Stakeholder Structure and signatories to the Partnership Agreement. 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)**
3. Is the Lead Entity subject to a board or council? If yes, please describe the board or council approval status of this project or schedule for approval **(100 words)**

### Project Design

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?

### Implementation

1. Describe any targeted outreach, education, or engagement activities that will encourage widespread use of the project. Please describe project-specific efforts and how they will be coordinated with the overall TCC Community Engagement Plan. **(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. Please describe project-specific efforts and how they will be coordinated with the overall TCC Workforce plan. **(200 words)**
3. Leverage projects must be completed within the grant term. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(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 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.

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