# General Narrative Questions

## Applicant Information

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

Instructions

* **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 as part of the Application.

**General Narrative Questions** (this Word document)

**Summary Workbook** (Excel)

**Grantee Workbook** (Excel)

**Project Area Maps** (Three formats: 1) PDF, 2) Shapefile, and 3) KMZ/KML file)

**Supporting Documentation for Disadvantaged Unincorporated Areas** *(if applicable)*

**Financial Audits for each Lead and Co-Applicant**

**Federal Form 990 and IRS 501(c)(3) Tax Determination Letter for non-profits**

**Audit Findings**

**Leverage Funding Verification**

**Adopted Resolution or Letter of Commitment from a Public Agency**

**Management Capacity Documentation for each Lead and Co-Applicant**

**Reference Letters for each Lead and Co-Applicant**

**Signed Partnership Agreement** (**MOU** required for applicants with multiple jurisdictions)

**Organizational Chart or Diagram of Collaborative Stakeholder Structure**

**Letter from Local Jurisdiction’s Planning Department**

**Access to Basic Infrastructure Documentation**

**Access to Regional Services and Job Centers Documentation**

**High Speed Rail Project Map** *(if applicable)*

**Prohousing Policy Incentive Documentation** *(if applicable)*

**Air Pollution Prevention and Mitigation Policy Incentive Documentation** *(if applicable)*

## Vision for Transformation

### Project Area Profile

1. Provide a summary description of the Project Area. Describe how the selected Project Area meets the requirements outlined in the TCC Program Guidelines: **(200 words)**
   1. Total square miles
   2. Percentage of Project Area that falls within eligible priority population areas: the top 25% disadvantaged communities per CalEnviroScreen 3.0 or 4.0, federally recognized tribal boundaries, or eligible disadvantaged unincorporated communities.
   3. Percentage of the Project Area that falls within low-income communities per AB 1550.
   4. Project Areas with disadvantaged unincorporated communities (DUCs) should describe the eligibility method(s) used per the Guidelines (Verification of DUC status the Local Agency Formation Commission (LAFCo), TCC Mapping Tool, and/or Self-identified DUC with Localized Data). DUC applicants that establish eligibility through LAFCo status or localized data must submit supporting documentation.
2. Describe why this Project Area was selected, in particular if this Project Area was selected over other eligible areas with higher burdens per CalEnviroScreen.
3. Describe the demographics of the Project Area (including population, race/ethnicity and income), and include a brief history of the area as it relates to the TCC Proposal. List and describe the public health, environmental, and economic challenges and opportunities facing the Project Area. Describe any language access needs in the community and how the Applicants plan to meet those needs. **(300 words)**

### Vision Statement

1. Present a Vision Statement that describes how the multiple proposed TCC Projects will be integrated to achieve the TCC Program Objectives: reducing GHGs, achieving public health and environmental benefits, and expanding economic opportunity and shared prosperity in the Project Area.**(100 words)**
2. Describe how the Vision Statement was developed to meet the needs of the Project Area and how it will be realized within the proposed project timeframe. **(200 words)**

### Integration of Strategies, Projects, and Transformative Plans

1. **Strategies:** Identify at least three (3) Strategies that will be pursued in the Project Area, from the list of Strategies in **Section II. Strategies and Projects** of the Round 4 TCC Program Guidelines. Explain how the Strategies will achieve the Vision identified for the Project Area. **(200 words)**
2. **Grant-Funded Projects:** Describe how the grant-funded projects will be integrated to transform the proposed Project Area and achieve benefits that are greater than the impact of any one (1) individual project element. **(200 words)**
3. **Stand-Alone Leverage Projects:** Describe how stand-alone leverage projects were selected and how they will be integrated with the grant-funded projects. As described in **Section II. Strategies and Projects** of the Round 4 TCC Program Guidelines, stand-alone leverage projects that the Grantee wishes to count towards the 50% Leverage Threshold must be within the Project Area, secured for the purposes of the TCC Proposal, and completed within the TCC grant timeline. **(200 words)**
4. **Transformative Plans:** Describe how the transformative plans will be integrated with the TCC-funded and leverage-funded projects to achieve the Vision and ensure the investment results in additional community benefits. **(500 words)**
5. **Data Collection and Indicator Tracking:** Describe whether any Program Evaluation partners that have been identified, and how they will support with evaluating the TCC project’s quantitative and qualitative progress and impacts. **(200 words)**
6. Describe how the proposed TCC projects and plans address 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)**
7. Describe how the proposed TCC projects and plans incorporate innovation, indigenous or community-based knowledge and practices into project design. **(200 words)**
8. By checking the box below, the Applicant certifies that no projects included in this Application are subject to a relocation plan required by State Relocation Law (Gov. Code, § 7260 et seq.) or Section 6038 of the Relocation Assistance and Real Property Guidelines (25 Cal. Code of Regulations, div. 1, ch. 6, § 6000 et seq.). If the box is not checked, the Applicant must provide a copy of the relocation plan at application or prior to beginning project work.

**☐** No projects included in this Application are subject to a relocation plan required by State Relocation Law (Gov. Code, § 7260 et seq.) or Section 6038 of the Relocation Assistance and Real Property Guidelines (25 Cal. Code of Regulations, div. 1, ch. 6, § 6000 et seq.).

### Ready for Transformation

1. Discuss why the Project Area was selected. Describe why it is ready for transformation, including the particular mix of the community resources and assets, physical infrastructure, local planning processes undertaken, local characteristics, and other factors that will make the TCC Proposal successful. **(500 words)**
2. Describe the past and current investments in the Project Area (those *not* counted towards the 50% Leverage Threshold) that make the area ready for transformation. **(200 words)**
3. Describe how the TCC Proposal is consistent with the Project Area’s local jurisdictions, land use designations, building intensity, density, applicable goals, policies, and programs. **(200 words)**

## Capacity

*Instructions*: The Lead Applicant has primary responsibility for the management and implementation of the overall TCC Proposal, which includes all grant-funded Projects, leverage-funded Projects, and Transformative Plans. Co-Applicants who are identified as Lead Entities are responsible for leading the implementation of specific Projects under the guidance of the Lead Applicant. The answers in this section of the Application should be consistent with the proposed Collaborative Stakeholder Structure and decision-making processes outlined in the TCC Proposal’s Partnership Agreement. The Collaborative Stakeholder Structure and Partnership Agreement must meet the requirements outlined in Section II. Eligibility of the Round 4 TCC Program Guidelines.

Although the following three sections are interrelated, please avoid providing duplicative information about the Lead Applicant and Co-Applicants in each question.

### Collaborative Stakeholder Structure

1. Describe the process used to develop the Collaborative Stakeholder Structure. Include a description of: **(500 words)**
2. How members were selected;
3. How members are composed of a diverse representation of residents and key stakeholders (provide a justification if no residents or community-nominated members are included);
4. The roles and responsibilities of members;
5. Proposed governance structure; and
6. Proposed decision-making process.
7. Describe the Lead Applicant’s and Co-Applicants’ experience working in TCC related fields. List each Applicant and Co-Applicant, indicate their associated Project or Transformative Plan, and describe each one’s: **(100 words for the Lead Applicant and each Co-Applicant)**
8. Work history;
9. Sustained community engagement around climate change; and/or
10. Experience working with one or more of the following areas: disadvantaged communities, housing and community development, economic development, environmental, and public health issues.
11. If the proposed Project Area spans multiple jurisdictions, describe how the activities will be coordinated and include sufficient capacity and participation from each involved entity. **(200 words)**

### Financial

1. Describe the Lead Applicant’s previous experience, financial stability, and capacity to manage program funds from multiple sources and long-term grant implementation. **(200 words)**
2. Describe each Co-Applicant’s previous experience, financial stability, and capacity to manage program funds from multiple sources. List each Co-Applicant (indicate their associated Project or Transformative Plan), and then identify their financial capacity to manage program or grant funds. **(100 words per Co-Applicant)**
3. Describe the leverage funding sources the Applicant secured to enhance the overall TCC Proposal. Leverage funding sources that count towards the 50% threshold must be spent within the Project Area, secured for the purposes of the TCC Proposal, and expended within the TCC grant timeline. **(200 words)**

### Management and Organization

1. Describe the following information for the Lead Applicant: **(200 words)**
   1. Staff resources (including the estimated Full Time Equivalent (FTE) positions) and any other resources that the Lead Applicant will dedicate to the TCC Proposal’s implementation (note that at least 2 FTE is recommended); and
   2. How will the Lead Applicant manage and monitor the implementation of elements that span the TCC Proposal, including community engagement activities, displacement avoidance, climate adaptation and resiliency activities, and efforts related to workforce and economic development.
2. For each Co-Applicant who is serving as a Project Lead Entity: **(100 words for each Co-Applicant)**
   1. Describe their organizational structure and how they foresee managing the implementation of their specific Project;
3. Describe the staff resources (including the estimated Full Time Equivalent (FTE) positions) and any other resources that the Co-Applicant will dedicate to the TCC Proposal’s implementation.
4. Lead Applicant and Co-Applicant collaboration: **(500 words)**
   1. Describe how the Lead Applicant will work with Co-Applicants to collect, verify and process information related to the reimbursement of funds for the grant-funded projects;
   2. Describe how the Lead Applicant will work with Co-Applicants to manage and verify the implementation of all projects and Transformative Plans;
   3. Describe the process that the Lead and Co-Applicants will use to report and track the indicators required by the California Air Resources Board; and
   4. Describe the contingency plan if the Lead or any Co-Applicants leave the Collaborative Stakeholder Structure or disband prior to the end of the grant term.
5. Describe how the public agency partner(s) will support the implementation of the TCC Proposal (public agency partner may be a Lead or Co-Applicant). Describe the public agency staff resources to be devoted to the TCC Proposal implementation and discuss strategies that the public agency will take to advance the TCC Proposal, such as streamlining the permitting process, supporting local policy implementation, or coordinating with key departments. **(200 words)**

## Policy Priorities

1. By checking the box below, the Applicant certifies that no projects included in this Application are subject to a relocation plan required by State Relocation Law (Gov. Code, § 7260 et seq.) or Section 6038 of the Relocation Assistance and Real Property Guidelines (25 Cal. Code of Regulations, div. 1, ch. 6, § 6000 et seq.). If the box is not checked, the Applicant must provide a copy of the relocation plan at application or prior to beginning project work.

☐ No projects included in this Application are subject to a relocation plan required by State Relocation Law (Gov. Code, § 7260 et seq.) or Section 6038 of the Relocation Assistance and Real Property Guidelines (25 Cal. Code of Regulations, div. 1, ch. 6, § 6000 et seq.).

### Consistency with Existing Local Land Use and Transportation Plans

*Instructions*: All applicants must demonstrate that TCC Proposals are consistent with all relevant land use plans.

1. Describe how the TCC Projects are consistent with relevant land use plans including climate action plans, designations, zoning, building intensity and density requirements, design guidelines, and applicable goals, policies, and programs. **(200 words)**
2. If the Project Area is unincorporated, discuss how the TCC Proposal is consistent with local growth and conservation planning elements and will not result in unmanaged greenfield or leapfrog development. **(200 words)**

### Access to Basic Infrastructure, Regional Services and Job Centers

*Instructions*: Applicants must demonstrate that the TCC investment will provide long-term benefits to the community and that Project Area residents either have existing access or plans to develop basic infrastructure, regional services, and job centers. Refer to Appendix F of the TCC Guidelines for a list of resources to support applicants in meeting this requirement.

1. Describe how the proposal meets the minimum requirement that residents in the proposed TCC Project Area have existing access or have developed plans and secured support/funding to implement basic environmental infrastructure. **(300 words)**
   1. Describe the current or planned access to community water and wastewater for residents in the TCC Project Area.
   2. Describe the current or planned compliance with State Water Board standards.
   3. Describe the long-term operations and maintenance plans for the current or planned community water and wastewater connections. Provide information on the financing and timeline for the current operations and maintenance.
2. Describe how the proposal meets the minimum requirement that residents in the proposed TCC Project Area have existing access or have developed plans and secured support/funding for transit connectivity to regional service hubs and major job centers through affordable, clean transportation modes or planned projects. **(300 words)**
3. Describe the current or planned availability of affordable and accessible transit, active transportation, and/or clean vehicle sharing program. Describe whether this is currently available or will be funded through TCC.
4. Describe the regional service hubs and major job centers that the transit connects residents to.

### High-Speed Rail (if applicable)

*Instructions*:Only Applicants with planned High-Speed Rail stations located along “Silicon Valley to Central Valley” corridor need to answer the following questions and upload supporting documentation.

1. Describe how the TCC Project Area includes multi-modal connectivity to the HSR station area. **(100 words)**
2. Describe how the TCC Project Area includes affordable and mixed-income housing connected and accessible to the HSR station area. **(100 words)**

### Prohousing Policy Incentive (if applicable)

*Instructions*:Only Applicants claiming qualifying prohousing policies need to complete the following table and upload supporting documentation. Note that Applicants will receive full points for having a Prohousing Designation from the Department of Housing and Community Development and partial points for policies listed in Appendix D of the TCC Guidelines.

1. Describe whether the Applicant has applied for and received Prohousing Designation. Applicants designated Prohousing may skip the next question. **(100 words)**
2. If the Applicant has not received the Prohousing Designation, list and describe each Applicant/local jurisdiction’s adopted strategy, policy, or program claimed and include references (provide a web link if available, or upload documentation of each policy - ordinance, administrative procedure, resolution, etc. - as described in the Application instructions). Applicants should list all qualifying policies.

Qualifying Pro-Housing Policies are listed in **Appendix D – Prohousing Policies** of the Round 4 TCC Guidelines.

*Continue to table on following page*

#### Prohousing Policies Table

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| **Strategy Type**  Select from Appendix D – Pro Housing Policies | **Strategy Description** | **Estimated Outcomes**  Describe numerically in terms of increase in supply (number of units), timing (reduced number of days), development costs (reduced costs per unit), entitlement streamlining (reduced number of approvals), or funding (dollar value of incentives). | **File Name(s)**  Provide weblink and/or upload supporting documentation to the .zip file |
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### Air Pollution Prevention and Mitigation Policy Incentive (if applicable)

*Instructions*:Only Applicants claiming qualifying air pollution prevention and mitigation policies need to complete the following table and upload supporting documentation. If applicable, describe policies or programs within the Project Area that reduce or mitigate sources of air pollution.

Maximum points will be awarded to applicants that have demonstrated substantial progress toward or propose directly reducing localized air pollution and improving community exposure. Partial points are available for mitigation measures and indirect policies.

1. Describe the primary sources of air pollution in the Project Area. Describe how the Applicants seek to address these sources of air pollution through support existing policies or programs, or through supporting new policies or programs funded by the TCC grant. **(200 words)**
2. In the table below, list and describe each Applicant or local jurisdiction’s adopted strategy claimed (policy, program or action) and include references (provide a web link and materials if available, and upload documentation of each policy, resolution, etc. - as described in the Application instructions). Applicants should list all qualifying policies.

Appendix E of the TCC Guidelines includes more information and a tiered list of qualifying direct and indirect example policies for air pollution reduction and mitigation.

#### Air Pollution Prevention and Mitigation Policies Table

|  |  |  |  |
| --- | --- | --- | --- |
| Policy or Program | Description | Expected Outcomes, Associated Timeline, and Responsible Entity | File Name(s)  Provide weblink and/or upload supporting documentation to the .zip file |
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