General Narrative Questions

## Application 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 Planning 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)

**Workbook** (Excel)

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

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

**Letters of Intent** (pdf)

**Letter of Commitment from the Public Agency Partner or Formal Resolution from Lead Applicant** (pdf)

**Letter Demonstrating Consistency with Local Planning** (pdf)

**Letters of Commitment for Site Control** (pdf)

## Vision for Transformation

### Planning Area Profile

1. Describe how the Planning Area meets the eligibility requirements outlined in the TCC Program Guidelines **(100 words)**:
   1. Total square miles
   2. Percentage of Project Area that falls within eligible priority population areas: the top 25% disadvantaged communities per CalEnviroScreen 4.0 or 3.0, federally recognized tribal communities, 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. Provide a description of the Planning Area and neighborhoods that will be the focus of the planning activities, including demographic information (e.g., population, race/ethnicity and income). Additionally, describe the process used to select the Planning Area. **(200 words)**
3. Describe the community’s needs, including the public health, environmental, and economic challenges facing the Planning Area. **(200 words)**

### Proposed Planning Activities

1. Summarize the proposed planning activities. Describe how the proposed planning activities will improve outcomes for priority populations within the Planning Area. **(200 words)**
2. Describe how the planning activities will address the TCC Program Objectives of **(200 words)**:
   1. Achieving Significant Reductions in Greenhouse Gas Emissions
   2. Improving Public Health and Environmental Benefits
   3. Expanding Economic Opportunity and Shared Prosperity
3. Describe how the proposed planning activities are consistent with the following State Planning Priorities[[1]](#footnote-2) **(200 words)**:
   1. Promote infill development and equity by rehabilitating, maintaining, and improving existing infrastructure;
   2. Protect, preserve and enhance environmental and agricultural lands and natural and recreational resources; and
   3. Encourage location and resource efficient new development.
4. Describe how the planning proposal 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)**
5. Describe and provide a letter demonstrating how the proposed planning activities will be consistent with a regional plan, such as a Sustainable Communities Strategy, as well as local planning documents (e.g., General Plan, Specific Plan, Community Plan area, zoning code update, a Regional Transportation Plan, or Climate Action Plan). In the description reference relevant sections and provide links to the plans. If the Planning 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)**

## Transformative Requirements and Project Identification

1. Describe how the proposed planning activities will further the Applicant’s ability to meet the TCC Program’s Transformative Requirements. Proposals must address at least one (1) Transformative Requirement and are not required to address the entire list of transformative requirements. Proposals will be evaluated based on both the number of requirements addressed, as well as the extent to which each requirement is incorporated into the planning activities. The specific Transformative Requirements that may be addressed include **(500 words)**:
   * Community Engagement
   * Displacement Avoidance
   * Leverage Funding
   * Data Collection and Indicator Tracking
   * Climate Adaptation and Resiliency
   * Workforce Development and Economic Opportunities
2. Describe the planning process that will be used to identify projects based on the community need and to prioritize these projects based on feasibility. **(500 words)**
3. Describe how the planning process incorporates innovation, indigenous or community-based knowledge and practices into project design. **(200 words)**

## Organizational Capacity

1. Describe the partnership structure, each of the roles played by Co-Applicants, and how the Co-Applicants will be involved in the planning activities. **(200 words)**
2. Describe the organizational capacity of the entities below. Include a description of the decision-making structure, financial capacity, and any other resources that will ensure that the grant is completed on time and within budget. Describe the staff resources (including the estimated Full Time Equivalent positions), roles in the planning activities, and resources that the entities will dedicate to the planning work. If the proposed Planning Area spans multiple jurisdictions, describe how the activities will be coordinated and include sufficient capacity and participation from each involved entity. **(200 words)**
   1. Lead Applicant
   2. Project Partners
   3. Additional stakeholders, as applicable
3. Describe any additional partnerships and relationships that will be pursued during the grant term to expand community-based planning efforts. **(200 words)**
4. Describe any jurisdictional or site control permissions required to implement the proposed planning activities. Describe the commitments received from authorizing entities or property owners for the proposed activities, if applicable. **(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

*Example Budget Items:*

* ***[Personnel Title]*** ***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 include benefits and payroll tax for each position.

* ***Travel Total: $XXX***

Note 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.

**END OF DOCUMENT**

1. The State of California’s Planning Priorities are contained in [Section 65041.1 of the Government Code](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=65041.1). [↑](#footnote-ref-2)