Strategy 2. Land Acquisition for Neighborhood Stabilization

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 for Neighborhood Stabilization 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 5 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. Provide a summary of the project, including specific outcomes or deliverables. **(200 words)**
2. 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.

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. Describe why the strategy-specific components were chosen and how they will be integrated into the entire TCC suite of projects. **(200 words)**

#### **Capacity**

1. Describe the Lead Entity’s experience implementing projects of similar size and scope, including previous experience, financial stability, and capacity to manage program or grant funds from multiple sources. **(100 words)**
2. Describe the Lead Entity’s collaboration with any project partners included in this application. Include partnerships, coalitions, or agreements with subcontractors. **(200 words)**
3. Is the Lead Entity subject to a board or council? If yes, please describe the board or council approval process and current status of this project. **(200 words)**

#### **Project Design and Feasibility**

1. Describe the design process for this project, including how the community’s needs were determined and how the project design addresses them. **(500 words).**
2. Describe how the project complies with and/or enhances any existing infrastructure, investment, or planning efforts. **(200 words)**
3. 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)**

#### **Implementation**

1. Describe how the project promotes resilience in the project area and is itself resilient to climate change. **(300 words)**

Please Address:

* 1. How does the project increase community resilience to climate change?
  2. How does the project increase the resilience of the built environment?
  3. Describe the project specific adaptation measures and design features that will make the project resilient to climate change.

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 or stakeholders had any concerns about this project? If yes, how will they be addressed? **(200 words)**
4. Describe your organizational structure and how you foresee managing the implementation of this Project. Describe the staff resources (including the estimated Full Time Equivalent (FTE) positions) and any other resources that you will dedicate to the TCC Proposal’s implementation. **(100 words)**
5. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(300 words)**

**Additional Strategy-Specific Questions**

1. Describe the property’s current use, the proposed use, and why this parcel is selected for the development. **(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. If the proposed project includes an affordable housing development, 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 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)**:

* ***Personnel Salary*** ***Total: $X,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.).*

* ***Benefits*** ***Total: $X,XXX***

*Describe any additional benefits. Provide rate or percentage used for personnel.*

* ***Travel***  ***Total: $X,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. 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.*

* ***Other Direct Costs/Pre-development*** ***Total: $X,XXX***

Describe any addition direct costs that would be incurred for the project and how it would support the project goals.

* ***Subcontractors*** ***Total: $X,XXX***

*Describe subcontractor's role in meeting project goals. 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.*

* ***Indirect Costs*** ***Total: $X,XXX***

*Indirect costs are capped at 12%.*

* ***Contingency*** ***Total: $X,XXX***

*All Projects MUST include a contingency equaling 10% of the Project’s total estimated direct costs (does not include indirect or predevelopment costs). 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.*

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.
   1. **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 the relevant question in the following “Readiness Details” section.

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 the relevant question in the following “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 including 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 (i.e.. Appraisal) |  |  |  |
| Preliminary Title Report |  |  |  |
| Plan for Affordable Housing Deed Restriction (if applicable) |  |  |  |
| Letter of Commitment: Community Service Facility Land Use Restriction (if applicable) |  |  |  |
| Letter of Commitment from Seller (if proposal includes land acquisition) |  |  |  |
| Letter of Support from appropriate local government entity (if Project Lead Entity is not a governmental entity). |  |  |  |

**Readiness Details**

1. In the table below, 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. For CEQA, documentation of categorical exemption is required even if "Status" is marked as “N/A”. **(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. If “not applicable (N/A)”, please provide an explanation. **(200 words)**
3. Describe all **Permits** (required for construction, operation, etc.) for this project and the plan to obtain them. If “not applicable (N/A)”, please provide an explanation **(200 words)**
4. Upload a **Project Map** that shows the project site(s), and briefly describe. **(200 words)**
5. Upload **Project Designs**, and briefly describe.If “not applicable (N/A)”, please provide an explanation. **(100 words)**
6. Describe the Lead Entity’s **Operations and Maintenance Plan** for all installations, 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. Describe any entities responsible and the funding sources available. 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 is not required at the time of application. Projects without finalized Project Schedules may still be deemed ‘ready’ for the purposes of this grant. A Project Schedule will be required before the project commences.
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 Project Requirements**

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. 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 the affordable housing development or community service facility can be completed on the requested land within the grant term.
2. Upload and describe the **Zoning Documentation** demonstrating consistency with its proposed and/or restricted use (e.g., 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. Upload and describe the **Letter of Support from the appropriate local government entity, if the applicant is not the relevant government entity**.  **(100 words)**
7. Upload a **Letter of Commitment for the proposed use** and describe the process the Applicant intends to take to deed restrict the land for affordable housing or allowable community service facility. **(200 words)**
8. For projects located in a **State Groundwater Management Act (SGMA) critically over drafted area** (medium or high priority groundwater basin), applicant should describe the project’s sustainable water use and alignment with the local Groundwater Sustainability Plans. If awarded, the applicant will need to confirm and demonstrate this alignment with local Groundwater Sustainability Plans. Applicants can reference the [SGMA Data Viewer](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsgma.water.ca.gov%2Fwebgis%2F%3Fappid%3DSGMADataViewer%23boundaries&data=05%7C01%7Cnicole.cartwright%40conservation.ca.gov%7C6738a501ea014a3cc84f08db1f277771%7C4c5988ae5a0040e8b065a017f9c99494%7C0%7C0%7C638138027796923003%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OKAnW06VwttMRrKbkDOFcqCt0jhS6DBy1oZ2fGJvr2o%3D&reserved=0) Reference Layers or the [California’s Critically Overdrafted Groundwater Basins Map](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwater.ca.gov%2F-%2Fmedia%2FDWR-Website%2FWeb-Pages%2FPrograms%2FGroundwater-Management%2FBasin-Prioritization%2FFiles%2FCODBasins_websitemapPAO_a_20y.pdf&data=05%7C01%7Cnicole.cartwright%40conservation.ca.gov%7C6738a501ea014a3cc84f08db1f277771%7C4c5988ae5a0040e8b065a017f9c99494%7C0%7C0%7C638138027796923003%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=arwb3H72HXv5FJE%2FGMWjqTB2DVfbMuA%2F6Dw%2FrRBKiHc%3D&reserved=0) for information on critically overdrafted basins and Groundwater Sustainability Plans. **(200 words)**

**END OF DOCUMENT**