



CALIFORNIA
STRATEGIC
GROWTH
COUNCIL



California
Department of
Conservation

Memorandum

DATE: March 8, 2023 [Updated: March 16, 2023]
TO: Applicants for Round 5 of the Transformative Climate Communities (TCC) Program
FROM: TCC Program Staff
RE: Instructions for the TCC Program Round 5 Planning Grant Application

This document contains instructions for the TCC Program Round 5 Planning Grant Application. Applicants should familiarize themselves with the Round 5 TCC Guidelines and read through all instructions prior to beginning work. Information about the TCC Program, including the Program Guidelines, Application Technical Assistance, and other resources can be found at the SGC website: <http://sgc.ca.gov/programs/tcc/resources/>. Questions about the application and instructions may be directed to Application Technical Assistance Provider.

Application Process Overview

For Round 5 of the TCC Program, applicants will begin by submitting an [Application Initiation Form](#) to indicate their interest. Following confirmation of program eligibility, applicants will begin preparing the Grant Application. Grant Applications will consist of narrative questionnaires and workbooks presenting preliminary budgets and schedules. Application Technical Assistance for planning grants is currently only available to applicants with Project Areas in tribal communities and unincorporated communities. Further information related to deadlines, application materials, and application instructions is provided below.

Deadlines

Planning Grant Applications must be submitted no later than **5:00 p.m. PST on Tuesday, August 1, 2023**. No late applications or application revisions will be accepted after the deadline. No hard copies, facsimiles, electronic transmissions via email, hand-delivered copies, or any other method of submitting complete Applications will be accepted.

To be considered for awards, Applicants must fill out the [Application Initiation Form](#) and indicate their interest in applying for a TCC Planning Grant by **July 3, 2023**. Requests for Technical Assistance may be submitted by applicants with project areas in tribal communities and unincorporated communities by **July 3, 2023**. SGC encourages Tribal and DUC applicants to submit the form as soon as possible to begin receiving TA earlier in the application process; however, these applicants are eligible for extensions for this form. The form will be available on the TCC Resources page under "Current Application Materials" at <https://sgc.ca.gov/programs/tcc/resources/application.html>

Submittal

After receiving the form responses, TCC Program staff will provide Applicants with a link to a TCC SharePoint folder where the application materials can be accessed and uploaded once they are completed. The Application is also available on the TCC website. TCC Program staff will also connect

Planning Grant Applicants from tribal communities and unincorporated communities to the SGC-selected technical assistance provider to assist with the completion of application materials. Applicants that are unable to access an online application via TCC SharePoint folder may contact SGC for assistance. If Applicants experience any ADA accessibility issues with application materials, please contact SGC for assistance.

Application Review

All Applications will be reviewed by TCC Program Staff to ensure that all required documentation is submitted and the Application is complete. Applicants that may be missing Application information will be notified by TCC Program Staff. If Applicants are contacted because of missing information, the Application will be deemed incomplete if the Applicant does not provide the missing information within two (2) business days.

Instruction Sections

- A. Application File Structure and Naming Conventions
- B. Application Uploads
- C. Workbook

A. Application File Structure and Naming Conventions

All application materials are provided in a defined file structure. Applicants will download the template folder and work on the application from their own computers. Applicants must complete the application according to the file structure and label application materials using the naming convention shown below. Once the application is complete, upload the final application folder to SharePoint.

- *Single documents:*
 - [APPLICANT NAME]_[FILE NAME]
- *OR, if there are multiple documents:*
 - [APPLICANT NAME]_[FILE NAME]_1 of [total # of documents]

Example:

TCC_R5_Planning Grant Application_City XYZ

- City XYZ_Application Workbook.xlsx
- City XYZ_Narrative Questions.doc
- City XYZ_Project Area Map.pdf
- City XYZ_Project Area Map.zip with Shapefile components
- City XYZ_Letter of Intent_1 of 3.pdf
- City XYZ_Letter of Intent_2 of 3.pdf
- City XYZ_Letter of Intent_3 of 3.pdf
- City XYZ_Letter of Support.pdf
- City XYZ_Resolution.pdf
- City XYZ_Planning Consistency Letter.pdf
- City XYZ_Priority Populations.pdf

B. Application Uploads

In addition to the Application Workbook and Questions, Applicants must upload the following in the order below. The order is consistent with *Section 3. Planning Grants*, *Section 6. Eligibility*, *Section 7. Program Policy Priorities*, *Section 8. Grant Activities*, and *Section 9. Application of the TCC Round 5 Guidelines*:

1 – Letters of Commitment

Applicants must upload **Letters of Commitment** from the Lead Applicant and each Co-Applicant that describe each entity's role in completing the planning grant. See *Section 6.1 Applicant Eligibility*.

2 – Public Agency Support

Either the Lead Applicant or one of the Co-Applicants must be a public agency. Applicants whose Project Area crosses jurisdictional boundaries must have the support of the relevant public agency for each portion of the Project Area. See *Section 6.1 Applicant Eligibility* and *Section 6.2 Collaborative Stakeholder Structure*.

- If the Lead Applicant is the public agency, they must provide a **Formal Resolution** that includes an authorization to apply for and accept a TCC Planning Grant if selected for an award, and the authority to execute all related documents.
- If the Co-Applicant is the public agency, they must provide a **Letter of Commitment** describing their commitment to supporting the completion of the planning grant.
- Any Applicant whose Project Area crosses jurisdictional boundaries must submit a draft signed **Memorandum of Understanding (MOU) or Letters of Commitment** from each relevant public agency that outlines how relevant public agencies and tribal governments who collectively have jurisdiction over the entire Project Area will execute and manage the grant.

3 – Consistency with Local Planning

Applicants must submit **Letters from the local jurisdiction's Planning Department and Public Works Department** (or equivalent) describing how the proposal is consistent with all relevant land use plans, designations, zoning, building intensity and density requirements, design guidelines, and applicable goals, policies, and programs. See *Section 6.1 Applicant Eligibility*.

4 – Project Area Eligibility

Applicants must provide project area maps that demonstrate the Project Area meets the eligibility requirements described in the Guidelines. Use the TCC Mapping Tool¹ to view CalEnviroScreen, eligible unincorporated and tribal and tribal areas, and AB1550 census tract designations and download data. See *Section 6.4 Project Area Eligibility*.

Applicants will submit **two files**, while eligible unincorporated communities may submit up to three:

- **Project Area PDF Map:** Submit a pdf map of the Project Area that clearly identifies the following elements (at a minimum):
 - Project Area boundary

¹ TCC Mapping Tool – <https://gov-opr.maps.arcgis.com/apps/webappviewer/index.html?id=aad5277a3ff14f64a4e9db7368077887>

- Major streets or landmarks within the Project Area
- Incorporated and Unincorporated areas
- CalEnviroScreen 4.0 or 3.0 top 25% disadvantaged community census tracts
- AB1550 low-income census tracts (if applicable)
- Disadvantaged unincorporated areas (if applicable)
- Federally recognized tribal boundaries in California (if applicable)
- **Project Area Boundary Shapefile:**
 - A .zip file that contains the .shp, .shx, .dbf, and .prj files that comprises the proposed Project Area shapefile boundary only
- **Supporting Documentation for Disadvantaged Unincorporated Communities Designations** *(if applicable)*
 - Applicants may opt to provide verification of this designation through a Local Agency Formation Commission (LAFCo) or self-identify as such using localized population characteristic and density data by a neighborhood-level assessment.

5 – Site Control Permissions

Applicants must submit **Letters of Commitment** demonstrating site control permissions have been obtained for proposed planning activities on property not owned by the Applicant, or on jurisdictions not within the Applicant's planning authority. Letters must clearly state the ownership or leasehold interests of the parties, or jurisdictional authority of the proposed Project area.

C. Workbook

General Guidance for All Workbooks

- **Do not edit any shaded cells.** Applicants should fill in the white cells only.
- Comments and reminders are **highlighted in yellow.**
- Double check that all Applicant and Co-Applicant information is correct.
- If Applicants experience any difficulty with workbook formatting, formulas, or functionality, they should contact tcc@sgc.ca.gov.

Work Plan

- Timelines should be clear and should not exceed two (2) years.
- Work Plan should include discrete tasks and subtasks with detailed deliverables.

Budget

- Ensure that Budget line items clearly align with the tasks described in the Work Plan.
- Use the “Budget Narrative” in the Narrative Questions to provide additional context for how TCC funds will be spent.
- Cost Descriptions for personnel should clearly identify organizations and positions. For example:
 - “Organization X – Outreach Specialist”
 - “Organization Y – Senior Project Manager”
- Cost per Unit and Number of Units may correspond to supplies, staff hours and rates, or estimated subcontracts (where the “unit” may equal “1”).
- Budgets must be accompanied by supporting documentation if they include:
 - Subcontractors over \$100,000
 - Equipment over \$5,000

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