Project Development Grant

General Narrative Questions

## Application Information

|  |  |
| --- | --- |
| 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 5 Project Development 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)

**☐ Project Area Maps** (Two formats: 1) PDF, 2) a .zip file that contains the .shp, .shx, .dbf, and .prj files that comprises the proposed Project Area shapefile)

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

**Letters of Commitment from Lead Applicant and Co-Applicants** (pdf)

**Adopted Resolution from Lead Applicant** *or***Letter of Commitment from the Public Agency Co-Applicant**(pdf)

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

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

**Financial Capacity Documentation for Lead Applicant and relevant Co-Applicants**: Financial Audits, Federal Form 990 and IRS 501(c)(3) Tax Determination Letter for non-profits

**Management Capacity Documentation for Lead Applicant and relevant Co-Applicants**: Annual reports or project close-out reports, Reference Letters

**Letter from Local Jurisdiction’s Planning and Public Works Department, or equivalent**demonstrating Consistency with Local Planning(pdf)

**Documentation Demonstrating Consistency with Community Planning** (pdf)

**Documentation of Climate Adaptation and Resilience Planning** (pdf)

**High Speed Rail Project Map & Community Engagement Plan** *(if applicable)*

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

**Additional Readiness Documentation for Sub-Projects with construction or remediation** *(if applicable)*

Applicant would like to be considered for both Project Development and Planning funding. Note that an applicant is unlikely to be a recipient of both, but may be considered for another grant type if eligible.

Applicant represents one of the following:

Disadvantaged Unincorporated Communities

Planning Grant Grantees (Year/Application cycle) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Implementation Grant Applicants (Year/Application cycle) \_\_\_\_\_\_\_\_\_\_\_\_\_

California Native American Tribal Communities

## Vision for Transformation

### Community Vision

1. How will this proposal advance the community’s vision for transformation? Describe previous and ongoing community efforts in the project area and the resulting community priorities. **(300 words)**
2. Describe how the proposed TCC Project Development activities will lead to and/or achieve the overall TCC program objectives of reducing GHGs, improving public health and environmental benefits, and expanding economic opportunity and shared prosperity in the Project Area. **(200 words)**

### Project Area Profile

1. Describe how the Project Area meets the eligibility 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 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 Project Area and neighborhoods that will be the focus of the Project Development activities, including demographic information (e.g., population, race/ethnicity and income) and relevant historical context. **(200 words)**
3. Describe the process used to select the Project Area. **(200 words)**
4. Describe the public health, environmental, and economic challenges and opportunities faced by residents and key stakeholders of the Project Area. **(200 words)**

Access to Basic Infrastructure, Regional Services and Job Centers

*TCC Implementation Grants have the minimum requirement that that residents in the proposed TCC Project Area have existing access, or have developed plans and secured support, to implement basic environmental infrastructure***,** *including community water and wastewater and transit connectivity to regional service hubs and major job centers***.** *TCC Project Development funding may be used to help Applicants meet this threshold requirement.*

1. For Applications that include requests for basic infrastructure, please describe how the proposal will support residents with meeting the minimum requirements for implementation funding like TCC*.* **(300 words)**
   1. Describe the type of basic infrastructure proposed (e.g., infrastructure for access to community water and wastewater services and/or for transit connectivity to regional service hubs and major job centers).
   2. Describe the current and planned access to this infrastructure.
   3. How will this proposal help address future project development, construction, and/or long-term operations and maintenance of this basic infrastructure?

### Proposed Project Development Activities

1. Summarize the proposed project development activities, including any sub-projects. Activities may include: pre-development phase activities; pre-development, construction, or long-term operations and maintenance planning for basic infrastructure; site-specific project-planning activities; and capacity investments.  **(300 words)**
2. How will the proposed activities and sub-projects improve outcomes for priority populations within the Project Area and prepare the community for future funding opportunities? **(200 words)**
3. Describe how the proposed 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 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 how the project incorporates innovation, indigenous or community-based knowledge and practices into project design. **(200 words)**
6. Describe how the proposed project development 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 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.In addition, please submit Letters of Support from Local Planning, Water Departments, or equivalents. **(200 words)**
7. High Speed Rail (HSR): *For applicants with planned HSR stations located along the “Silicon Valley to Central Valley Line” corridor only*: Do your Project Area and/or proposed projects include multi-modal connectivity to the HSR station area and affordable and mixed-income housing that is connected and accessible to the High Speed Rail station area? Will your project include community engagement to support station area design and implementation? Please describe briefly.

### Transformative Elements and Project Identification

*Project Development Grants do not require applicants to address all five (5) of TCC’s Transformative Elements; however, applicants must address Community Engagement and Climate Adaptation and Resilience at a minimum.*

**Community Engagement**

1. Provide a history of community engagement in the last five (5) years in the Project Area related to climate impacts and community development. Identify stakeholders, organizations, and community members that have been involved. **(300 words)**
2. Describe the methods and process used to identify activities for the Project Development grant. How were residents and key stakeholders involved in the development of the priorities that informed this proposal? **(300 words)**
3. If funded, what would be the process for meaningfully engaging the community during the implementation of project development activities? **(300 words)**
4. Discuss potential barriers to community participation faced by the Project Area’s residents and stakeholders; the steps that were taken to remove barriers and facilitate community participation during proposal development; and the steps that will be taken to remove barriers during project implementation. **(200 words)**

**Climate Adaptation and Resilience**

1. Describe the top 2-3 climate change risks and exposures expected to impact the Project Area during the TCC Proposal implementation phase and over the next 20 years. Provide screenshots or figures from the cited resources that were used to identify the top issues (these will not be included in the character count). **(200 words)**
2. Describe how these top climate change risks and exposures will impact the community in the Project Area, and climate-vulnerable populations in particular. **(200 words)**
3. Describe how these top climate change risks and exposures will impact the built environment in the Project Area. **(200 words)**
4. Describe the overall process the Applicant used to identify and prioritize adaptation measures in the TCC Proposal. Specifically, explain how adaptation needs were identified and whether/how community input shaped adaptation priorities. **(300 words)**
5. How will TCC investments will both climate and community resilience? Specifically, address how the proposed projects and activities will: **(500 words)**
   1. Address risks on vulnerable populations;
   2. Increase the resilience and functionality of proposed infrastructure projects; and
   3. Increase the overall resilience of the Project Area.
6. Identify the existing local, regional, or state climate adaptation plans, vulnerability assessments, or other climate resilience and adaptation frameworks and programs relevant to the TCC Project Area. Describe how the TCC proposal will support any ongoing adaptation planning and implementation efforts. In the description, reference relevant sections and upload any supporting documentation. **(200 words)**

**TCC Transformative Elements**

1. Describe how the proposed activities will further the Applicant’s ability to meet the TCC Program’s other Transformative Elements. Note that proposals are not required to address the entire list of TCC Implementation Grant Transformative Elements. Proposals will be evaluated based on both the number of elements addressed, as well as the extent to which each element is incorporated into the project development activities. The specific Transformative Elements that may be addressed include **(300 words)**:
   * Community Engagement
   * Displacement Avoidance
   * Leverage Funding
   * Data Collection and Indicator Tracking
   * Climate Adaptation and Resiliency
   * Workforce Development and Economic Opportunities

## **Project Design and Feasibility**

1. Describe how the project complies with and/or enhances any existing infrastructure, investment, or planning efforts. **(200 words)**
2. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(200 words)**
3. Describe any jurisdictional or site control permissions required to implement the proposed project development activities. Describe the commitments received from authorizing entities or property owners for the proposed activities, if applicable. Upload supporting documentation to demonstrate site control for proposed project development activities. **(200 words)**
4. 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)**

### Readiness Details

*For sub-projects involving infrastructure construction or site remediation activities, please address the following project-readiness questions. Word counts are per sub-project.*

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 **Sub**-**Project Map or site plan** thatshows the project site(s), and briefly describe.*This section is reserved for sub-projects or tasks that involve construction or remediation.* **(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 infrastructure, vehicles, and/or equipment, as applicable during the grant term and after the end of the grant term. Describe entities responsible for O&M and all funding sources, including any requested grant funds, supporting O&M. Address the “useful life” of any equipment, vehicles, and/or infrastructure **(200 words for each)**:
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.

## **Capacity**

## Collaborative Stakeholder Structure

1. Describe the Collaborative Stakeholder Structure. Include a description of all the following elements: (**500 words)**
   1. The process used to develop the Collaborative Stakeholder Structure;
   2. How members were selected;
   3. How members are composed of a diverse representation of Project Area 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.

## Organizational and Financial Capacity

1. Describe the Lead Applicant’s previous experience, financial stability, and capacity to manage program funds and realize projects of a similar scope. **(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 Sub-Project) and then identify their financial capacity to manage program or grant funds. For co-applicants leading sub-projects that involve infrastructure construction or site remediation activities, upload the relevant supporting documentation*.* **(100 words per Co-Applicant)**
3. Describe the Lead Applicant’s organizational and management capacity to manage the grant scope, partner coordination, and project implementation. Describe the organizational and decision-making structure, staff resources committed to the proposal, and previous experience on projects with a similar scope. **(200 words)**
4. Describe each Co-Applicant’s organizational and management capacity. List each Co-Applicant (indicate their associated Sub-Project) and then describe their management capacity, addressing the points below. For co-applicants leading sub-projects that involve infrastructure construction or site remediation activities, upload the relevant supporting documentation*.* Please address the following **(100 Words per Co-Applicant):**

* Organizational and Decision-Making Structure
* Staff Resources (including estimated FTE) and roles in project development activities
* Previous Experience on projects with a similar scope

1. 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)**
2. Describe any additional partnerships and relationships that will be pursued during the grant term to expand community-based planning efforts. **(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)**:

* ***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.*

**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)