

# TRANSFORMATIVE CLIMATE COMMUNITIES IMPLEMENTATION GRANT

RESOURCE GUIDE FOR IMPLEMENTATION GRANT APPLICANTS  
& THEIR COLLABORATIVE PARTNERS



CALIFORNIA  
STRATEGIC  
GROWTH  
COUNCIL

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## **\*DISCLAIMER**

This resource guide aims to provide a general overview of the Transformative Climate Communities (TCC) Round 5 Implementation Grant and its application process. This guide **does not** replace any official document prepared by the California Strategic Growth Council (SGC).

To access official TCC program information, visit SGC's TCC website at:

<http://sgc.ca.gov/programs/tcc/>

To sign up to receive notices, updates, and information regarding the TCC program (and other SGC grant programs and initiatives), visit the SGC website and click on the "E-list" link at:

<http://sgc.ca.gov/>

# **TABLE OF CONTENTS**

*DISCLAIMER	2
TABLE OF CONTENTS	3
TECHNICAL ASSISTANCE	6
Technical Assistance Process	6
Technical Assistance Contact Information	6
APPLICATION OVERVIEW	7
Timeline	7
Application Components	8
Project Areas	9
Requirements for Incorporated Areas	9
Requirements for Unincorporated Areas	10
Implementation Grant Framework	10
Scoring Criteria	11
DEVELOPING YOUR TCC GRANT PROPOSAL	12
Step 1: Develop an Implementation Vision	12
Vision Components	12
Guiding Questions	13
Examples	13
Step 2: Identify and Define The Project Area	14
Guiding Questions	14
Step 3: Develop a Partnership Structure	15
Public Agency Support	15
	3

Community Support	15
Partnership Agreement	15
Letters of Support	16
Guiding Questions	17
Step 4: Identify Multiple Strategies and Projects	18
Implementation Grant Strategies	18
Guiding Questions	20
Step 5: Identify and Address Transformative Elements	21
Guiding Questions	22
Step 6: Develop the Narrative	24
Demonstrate Consistency with State and Local Planning Priorities	25
Access to Basic Infrastructure, Regional Services, and Job Centers	25
Air Pollution Reduction and Mitigation Policies	26
Guiding Questions	26
Step 7: Develop Workplan & Budget	27
Work Plan Overview	27
Example Work Plan	27
Budget Overview	28
Example Budget Summary	29

APPENDIX	30
A. Implementation Grant Application Checklists	30
Threshold Requirements Checklist	30
Implementation Application Grant Documents Checklist	32
Application Components	32
B. Project Area Mapping Guide	33
Creating a Map on Google MyMaps	33
Importing KMZ Files to Your Map	35
Drawing New Features	36
Drawing Your Project Area	40

# **TECHNICAL ASSISTANCE**

Technical Assistance (TA) is a core function of the TCC program. The program requires all Implementation Grant applicants to work with third-party TA providers to receive direct assistance throughout the application phase of the program.

TA services may include the following:

- Guidelines clarification
- Partnership support
- Project Area identification and mapping assistance
- Project integration, cost estimation, and readiness assessment
- Greenhouse gas emissions (GHG) reduction quantification
- Project narrative development
- Budget development and analysis

## **Technical Assistance Process**

When SGC releases the final Round 5 TCC guidelines and application, the TA Team will release an intake survey and launch the following process:

1. Potential applicants complete the TA intake survey
2. The TA Team contacts each survey respondent to schedule a screening call
3. The TA Team assigns each TA recipient to a TA provider
4. TA providers schedule a kick-off meeting with each TA recipient
5. TA providers support TA recipients through the application deadline

## **Technical Assistance Contact Information**

If you would like more information or have any follow-up questions, visit the [TCC TA page on the SGC website](#) or feel free to email the contacts below:

- Ana Cuevas-Flores - [ana@estolanoadvisors.com](mailto:ana@estolanoadvisors.com)
- Juan Felipe Torres - [JuanFelipe.Torres@arup.com](mailto:JuanFelipe.Torres@arup.com)
- Gabriela Newell - [Gabriela.Newell@arup.com](mailto:Gabriela.Newell@arup.com)

# **APPLICATION OVERVIEW**

SGC administers the TCC program in partnership with the California Department of Conservation to fund neighborhood-level investments in projects that provide economic, environmental, and health benefits to disadvantaged communities. TCC Implementation Grants are resources to support the delivery of multiple, coordinated, place-based projects that reduce greenhouse gas emissions and achieve other community benefits.

## **Timeline**

The proposed timeline, below, is set by SGC and is subject to change. The most up to date timeline is available at <https://sgc.ca.gov/programs/tcc/>. The TA Team encourages interested applicants to begin developing their projects and working on the application as soon as possible.

<b>Month</b>	<b>Round 5 Event</b>
<b>Mid-November</b>	Draft Guidelines released for a 30-day public comment period
<b>February 2023</b>	Final Guidelines adopted by the Strategic Growth Council
<b>February/March 2023</b>	Direct Application Technical Assistance Onboarding <i>Identify Project Area, Strategies, and Projects</i>
<b>March/April 2023</b>	Round 5 Application and Notice of Funding Availability posted <i>Develop and refine Project Area, Strategies, and Projects</i>
<b>April/May 2023</b>	Round 5 Implementation Grant Pre-Proposal deadline <i>Draft application documents and gather application components</i>
<b>July/August 2023</b>	Final Application submission deadline <i>Review and finalize application components for submission</i>
<b>December 2023</b>	Round 5 TCC Awards adopted by the Council

*\*Suggested application development timeline for applicants*

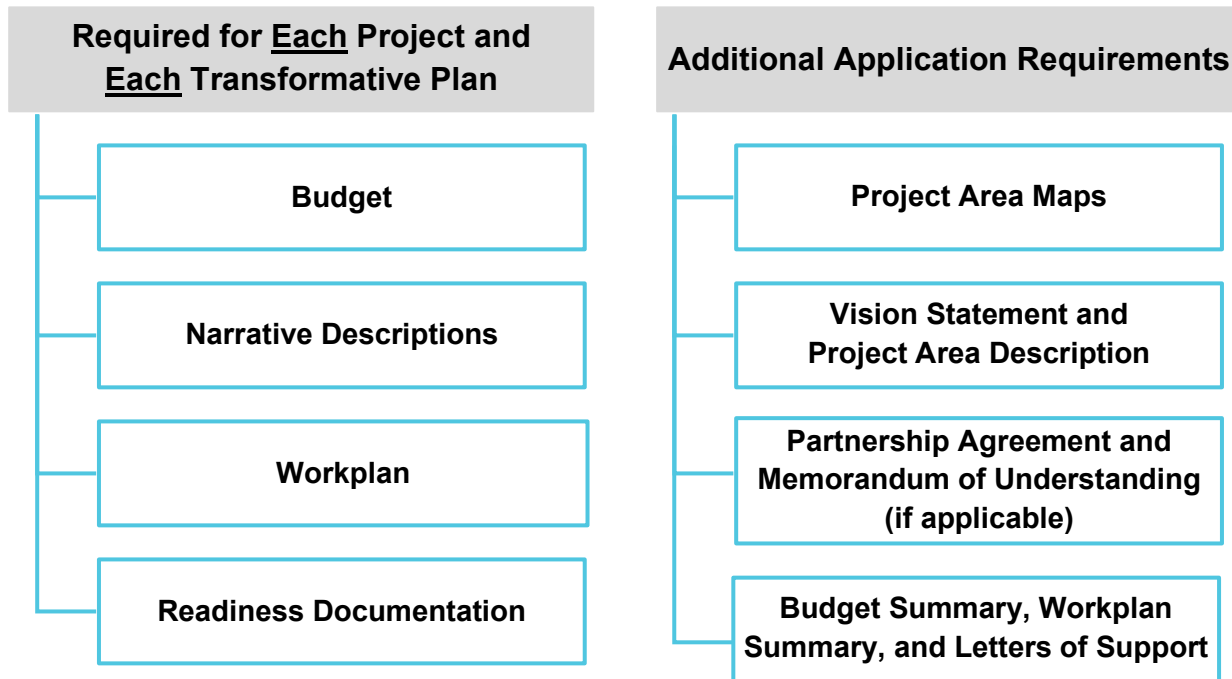
## Application Components

Each TCC Implementation Grant application must include the following components:

- **Project Area Maps:**
  1. GIS Shapefile (.zip containing: .shp, .shx, .dbf, and .prj), or KMZ file of your Project Area
  2. An image (e.g., PDF) showing your Project Area and supporting information
- **Vision Statement and Project Area Description:** A written (e.g., Word) document in which you describe your Project Area and your community's needs
- **Partnership Agreement and Memorandum of Understanding (if applicable):** A description of the applicant team structure and the role of each member of the applicant team, along with a memorandum of understanding between each jurisdiction governing the Project Area (if covering multiple jurisdictions).
- **Budget Summary:** A spreadsheet (e.g., Excel) document outlining proposed grant expenditures for all proposed projects
- **Workplan Summary:** A spreadsheet (e.g., Excel) document outlining your applicant team's proposed projects and associated timelines
- **Letters:** A set of letters from each member of your applicant team, along with other collaborators where applicable, in which your team commits to completing the work plan if awarded a TCC Implementation Grant
- **Project-Specific Documentation:** Detailed information for each proposed project:
  1. Budgets detailed by task and line item, including supporting documentation, such as quotes for subcontractors receiving over \$100,000 and/or quotes for equipment purchases exceeding \$5,000
  2. Narrative descriptions of the project/plan purpose, along with responses to questions specific to that project/plan
  3. Workplan describing the timeline and deliverable(s) associated with each task
  4. Readiness documentation and/or letters of support



This chart summarizes **some** of these Implementation Grant application components:



## Project Areas

Project Area requirements differ depending on whether a community is within an **incorporated area** (i.e., a city) or within an **unincorporated area** (i.e., a census-designated place (CDP) or other community governed directly by the county). If your Project Area consists of one (or more) incorporated area(s) and one (or more) unincorporated area(s), you must meet the Project Area requirements for **each area separately**.

Project Areas proposed in Round 5 may not overlap with Project Areas from previous TCC Implementation Grant awards. However, proposed Project Areas may fall within the same municipal boundaries, federally recognized tribal territory boundaries, or similarly relevant jurisdictional boundaries as previous TCC Implementation Grant awards.

### Requirements for Incorporated Areas

- Contiguous Project Area no larger than approximately five square miles (5 mi<sup>2</sup>)
- At least 51% of the Project Area must be:
  - Within "disadvantaged" census tracts (top 25% of overall scores in CalEnviroScreen (CES) 3.0 or 4.0, or top 5% of Pollution Burden indicator if total score unavailable)
  - OR within a federally-recognized tribal territory

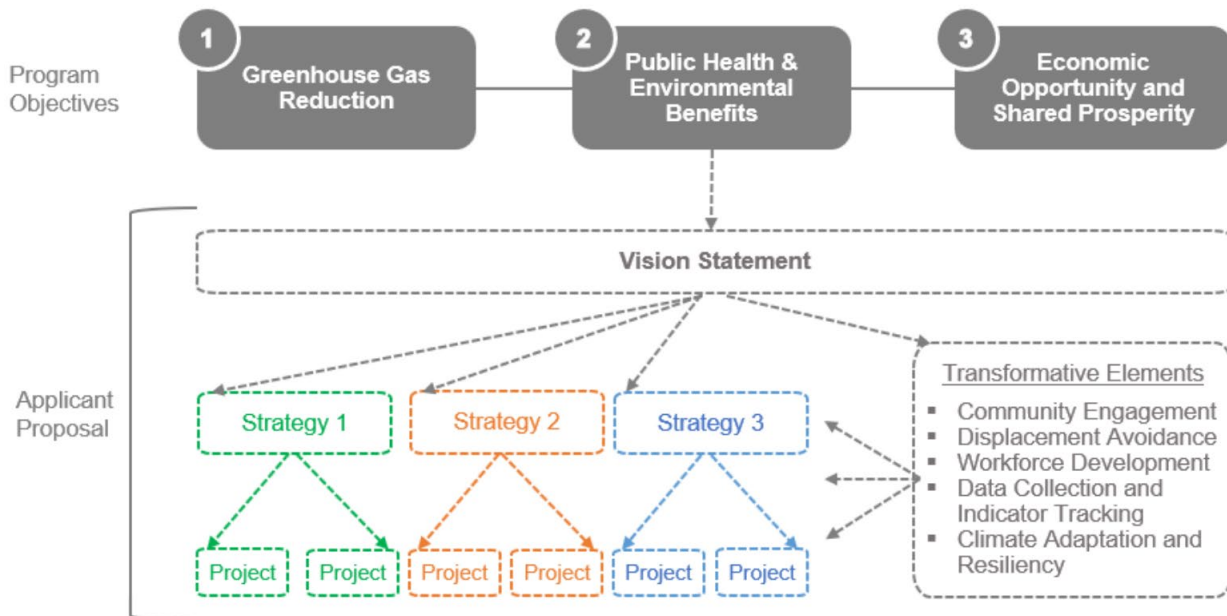
- The remaining 49% or less must:
  - Meet the criteria above OR
  - Be in a low-income community per AB 1550

### **Requirements for Unincorporated Areas**

- Contiguous Project Area no larger than approximately five square miles (10 mi<sup>2</sup>)
- At least 51% of the Project Area must meet **ONE** of the following criteria:
  - Verified Disadvantaged Unincorporated Community status through Local Agency Formation Committee and CES top 25%
  - Eligible location per TCC mapping tool
  - Self-identified disadvantaged community with localized data
- The remaining 49% or less must:
  - Meet the criteria above OR
  - Be in a low-income community per AB 1550

## **Implementation Grant Framework**

Implementation grant proposals must address all three TCC Program Objectives and include a Vision Statement, Strategies, Projects, and Transformative Elements.



## Scoring Criteria

As part of the final Round 5 guidelines, SGC will finalize the scoring criteria for the TCC Implementation Grant. TCC program staff will recommend awards based on these scores.

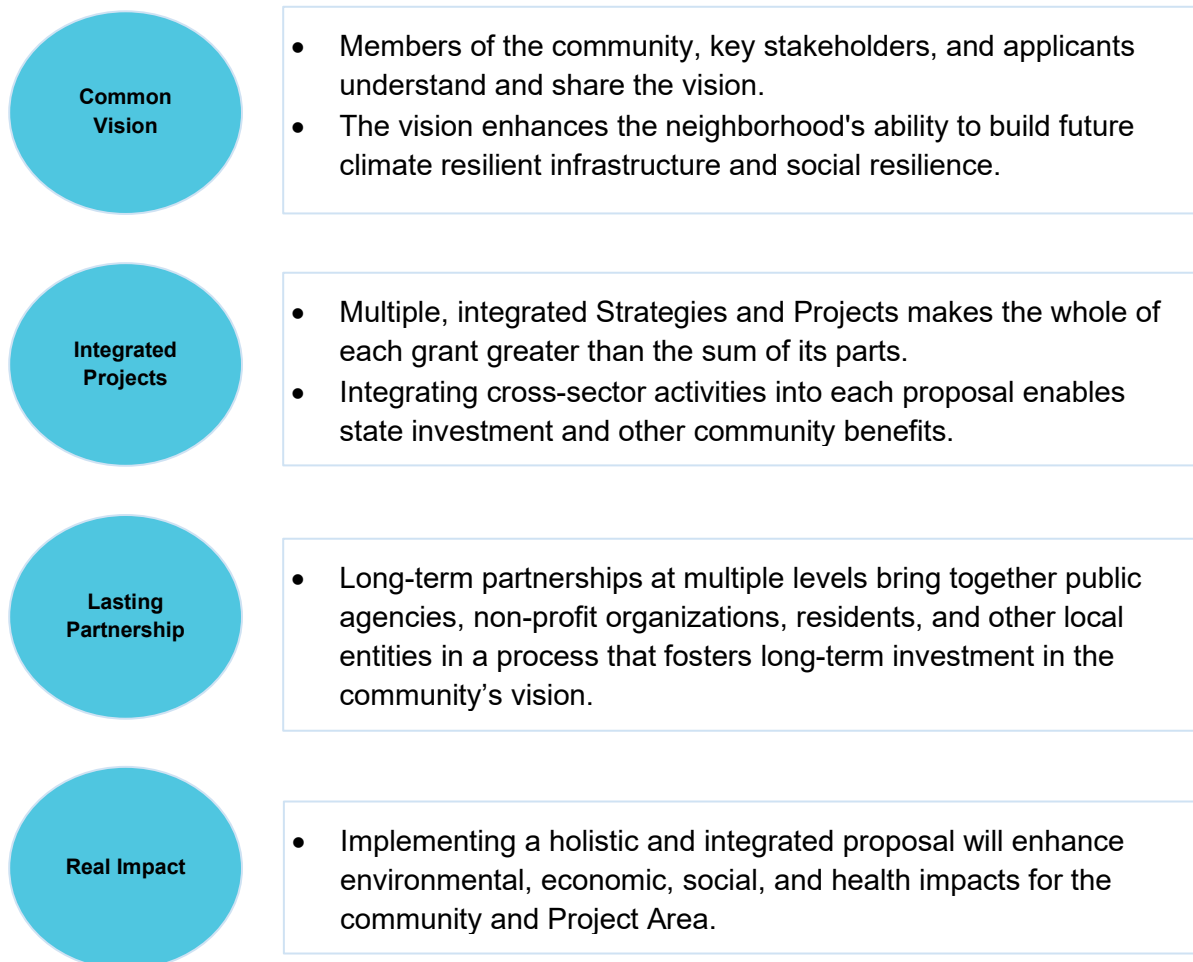
Criteria	Estimated Points
<b>Objectives and Vision</b> <ol style="list-style-type: none"> <li>1. Vision for Transformation</li> <li>2. Greenhouse Gas Emissions Reduction</li> <li>3. Air Pollution Reduction and Mitigation</li> </ol>	45 Points
<b>Capacity</b> <ol style="list-style-type: none"> <li>1. Financial</li> <li>2. Management and Organization</li> <li>3. Collaborative Stakeholder Structure</li> </ol>	30 Points
<b>Transformative Elements</b> <ol style="list-style-type: none"> <li>1. Community Engagement</li> <li>2. Displacement Avoidance</li> <li>3. Workforce Development and Economic Opportunities</li> <li>4. Climate Adaptation and Resilience</li> <li>5. Leverage Funding</li> <li>6. Data Collection and Indicator Tracking</li> </ol>	75 Points
<b>Projects</b> <ol style="list-style-type: none"> <li>1. Project Design and Feasibility</li> <li>2. Implementation</li> </ol>	50 Points
<b>Prohousing Policy Incentive</b> <i>Applicants may receive up to 5 points if their jurisdictions have adopted “pro-housing” policies</i>	5 Points
<b>Total</b>	<b>205 points</b>

# **DEVELOPING YOUR TCC GRANT PROPOSAL**

## **Step 1: Develop an Implementation Vision**

Implementation Grant Applicants must develop a shared Vision Statement that describes how the TCC Proposal will achieve all three (3) Program Objectives. The Vision Statement should articulate how the proposed Strategies, Projects, and Transformative Elements will be coordinated and integrated to achieve the vision for neighborhood transformation. In addition, the Vision Statement should capture the community resources, assets, and characteristics that make the Project Area ready for transformation.

### **Vision Components**



### **Guiding Questions**

- How are you engaging the community in the development of the vision?
- What problem(s) are you aiming to solve?
- What are your desired outcomes?
- Did you design the vision to meet the needs of the Project Area's communities and achieve the TCC Program Objectives?
- Does the vision demonstrate how the proposal will advance your communities' goals?
- Does the vision capture the community resources, assets, and characteristics that make the Project Area ready for transformation?
- How will your objectives address the Transformative Elements?

### **Examples**

- To plan for electric vehicle charging infrastructure.
- To identify and inform the community about potential climate change-associated risks to transportation infrastructure.
- To determine potential consequences from a specific climate change impact.
- To identify the Project Area's needs for economic development and career pathways for youth.
- To raise general awareness about climate change, health, and well-being activities.

***Describe your community vision below:***

## Step 2: Identify and Define The Project Area

Applicants must define a contiguous Project Area according to the criteria below. Project Areas for Implementation Grants should be approximately **five square miles (5 mi)** in urbanized areas (including most suburbs) and **10 square miles (10 mi)** in rural areas. Project Areas may be any shape. Applicants must define a contiguous Project Area comprised of census tracts designated as disadvantaged communities per these guidelines. Applicants must provide a narrative description and map of the Project Area that demonstrates it meets all requirements.

### Guiding Questions

- How does the Project Area meet the eligibility requirements outlined in the TCC Program Guidelines?
- What barriers do your residents face? What does the community need to overcome or reduce those barriers?
- What approach are you taking to select the Project Area?
- What economic, social, and/or public health challenges does your community face?
- Is there an area in your community that will benefit community engagement programs and practices, potentially leverage funding, reduce GHG emissions/climate impacts, and enhance workforce development and career pathways?

Use the box below to start writing your Project Area description. Describe your community's needs, including the Project Area's health, environmental, and economic challenges.

Next, use **Appendix B** to start your Project Area map using Google MyMaps.

## Step 3: Develop a Partnership Structure

### Public Agency Support

While TCC applicant teams can include many types of partners, **either the Lead Applicant or one of the Co-Applicants must be a relevant public agency**, such as a city government, county government, or regional government.

- Any Applicant whose **Project Area** crosses municipal boundaries, federally recognized tribal territory boundaries, or similarly relevant jurisdictional boundaries must have the **support of the relevant public agency for each portion** of the Project Area.
- If **Lead Applicant** is a public agency, they must provide evidence of a **passed formal resolution** in the TCC Proposal that includes an authorization to apply for and accept a TCC Grant, and authority to execute all related documents if awarded.
- If the public agency is a **Co-applicant**, then the Applicant must provide a **letter of support** from the public agency that demonstrates the agency's support for the TCC Proposal and commits the agency to its proposed role in the Proposal.

### Community Support

Community support for your TCC Implementation Grant application is crucial for several reasons:

- Projects that demonstrate community engagement in all phases tend to score higher.
- SGC will prioritize TCC Proposals that meaningfully include residents and key stakeholders during proposal development, from the visioning process to selecting Strategies and Projects, using proven methods of community engagement such as Participatory Budgeting or the creation of an Advisory Board.
- The partnership structure should also include residents and community-nominated members such as community-based organizations that are not Co-Applicants.
- Applicants should center community voices in the selection of Strategies and Projects.

### Partnership Agreement

Applicants must develop a signed Partnership Agreement that describes the governance, organization, and financial relationship of the Collaborative Stakeholder Structure. The Collaborative Stakeholder Structure should consist of a Lead Applicant with the capacity to fulfill management requirements along with the Co-Applicant/s.

## **Letters of Support**

Each Lead and Co-Applicant must provide a Letter of Support.

[INCLUDE LETTERHEAD]

DATE

TO

ATTN

ADDRESS

POSTAL CODE

EMAIL

Re: Letter of [Support/Commitment] for [Insert Grant Application Title]

Dear [Insert Name of Lead Applicant],

[Insert your Organizational Name] commits to being a partner in [Insert Grant Application Title], which [Insert Name of Lead Applicant] is submitting to the California Strategic Growth Council for consideration within the Transformative Climate Communities (TCC) Implementation Grant program.

[Describe your organization and specific commitment and monetary value, if possible, of staff, resources, time, etc., and why you think this project is purposeful and connects to the role of the organization/department/community.]

[Add any additional information, as a partner, you will be able to support the project goals and deliverables.]

Sincerely,

[Name]

[Position]

[Organization]

---

Signature



### **Guiding Questions**

- Who will lead the applicant team?
- How will you structure your applicant team, and how will it operate?
- How will you motivate the necessary team members to participate?
- How will you leverage funding through internal and external partners?

***Write your confirmed and potential partners below:***



### **PROPOSAL PARTNERS TEAM CHART Template**

**Proposal Title:** \_\_\_\_\_

**Lead Applicant:** \_\_\_\_\_

**Co-Applicant(s):** \_\_\_\_\_

**Application Due Date:** \_\_\_\_\_

Name	Department, Agency, or Community Sector	Role	Email	Phone	Method of Engagement (i.e., support, commitment)	Letters Required (i.e., support, commitment)

## Step 4: Identify Multiple Strategies and Projects

Applicants must include at least three (3) Strategies from the list below and propose Projects that advance those Strategies. Strategies should be thoughtfully selected and integrated to best meet the Project Area's needs.

### **Implementation Grant Strategies**

1. Equitable Housing and Neighborhood Development
2. Land Acquisition for Affordable Housing
3. Transit Access and Mobility
4. Solar Installation, Energy Efficiency, and Appliance Electrification
5. Water Efficiency and Resiliency
6. Recycling, Composting, and Waste Reduction
7. Urban Greening and Green Infrastructure
8. Health and Well-Being
9. Indoor Air Quality
10. Community Microgrids
11. Brownfield Redevelopment

Use this box to list confirmed or potential strategies for your Implementation Grant.

**Strategy #1:**

**Strategy #2:**

**Strategy #3:**

Applicants must identify at least one Project within each Strategy, and applicants must ensure Projects meet the following requirements:

- **At least three** Projects must be **quantifiable and ready** at the time of application submittal
  - Projects which are **quantifiable** allow SGC to estimate and measure greenhouse gas emission (GHG) reductions using quantification methodologies approved by the California Air Resources Board
  - Projects which are **ready** have met all TCC-required readiness requirements at the time of application submittal
- **Appendix B** of the TCC Guidelines provides guidance on quantifiability and readiness for all eligible Strategies and Project activities
  - Readiness requirements applicable to all Strategies include California Environmental Quality Act (CEQA) documentation, statutes of limitation, site control, permits, project schedules, project maps, project designs, and operations and maintenance plans
  - Most Strategies include additional Strategy-specific readiness requirements (e.g., for transit projects, TCC requires documentation that demonstrates the project's ability to increase ridership)
  - Quantifiable Project activities are indicated by an asterisk (\*)

- **All Projects** must meet readiness requirements within the first year of the grant term and must be completed within the first five years of the grant term
- **Technical assistance providers** are available to assist applicants with quantifying GHG reduction and understanding readiness requirements

### **Guiding Questions**

- Which Strategies and Projects are the top priorities for Project Area residents?
- Which Projects would meet readiness requirements within 1-2 years?
- How will each Project address the TCC Program Objectives?

Strategy #1: \_\_\_\_\_

Project #1: \_\_\_\_\_

Activities: \_\_\_\_\_

Importance and Benefits: \_\_\_\_\_

Strategy #2: \_\_\_\_\_

Project #2: \_\_\_\_\_

Activities: \_\_\_\_\_

Importance and Benefits: \_\_\_\_\_

Strategy #3: \_\_\_\_\_

Project #3: \_\_\_\_\_

Activities: \_\_\_\_\_

Importance and Benefits: \_\_\_\_\_

## Step 5: Identify and Address Transformative Elements

The TCC program's **Transformative Elements** support the implementation of the selected Strategies and Projects. Implementation Grant applicants must develop plans and narrative descriptions of how they will address **all six** Transformative Elements.

Transformative Element	Description	% of total budget
Data Collection and Indicator Tracking	How will Applicants integrate and collect data to track and document the progress and impact of the proposed projects?	Minimum 3%
Community Engagement	How will the proposed projects engage the community? How will community stakeholders help design and enhance innovative and meaningful community engagement?	Up to 8%
Displacement Avoidance	How do current or future policies and programs avoid the displacement of households and small businesses within the project area?	Up to 3%
Workforce Development and Economic Opportunities	What are the Project Area's needs for economic development and career pathways for high-quality jobs?	Up to 5%
Climate Adaptation and Resilience	How do the TCC investment and leveraged funding contribute to increasing community resilience to climate change impacts?	None
Leverage Funding	Identify matching funds to support the implementation. Leveraged funds may come from a variety of sources, such as federal, state, local public, private and/or philanthropic.	Equate to least 50% of the total grant award

## **Guiding Questions**



- **Data Collection and Indicator Tracking**
  - How will the applicant team collect data to support and evaluate the implementation of each Project?
  - How will the applicant team evaluate the impact of the Implementation Grant on the Project Area and the TCC Program Objectives?
- **Community Engagement:**
  - How have Project Area residents influenced the choice of Strategies?
  - To what extent have Project Area residents designed and developed the Projects?
- **Displacement Avoidance**
  - What are current risks of displacing residents and businesses from the Project Area, and what are potential anti-displacement policies and/or programs?
  - How will the proposed activities further the community's ability to avoid displacement?
- **Workforce Development and Economic Opportunities**
  - What are the Project Area's needs for economic development and career pathways for high-quality jobs?
  - How will the proposed Strategies and Projects enhance the local economy and improve career pathways for Project Area residents?
- **Climate Adaptation and Resilience**
  - What are the community's risks and exposures to climate change?
  - What are risks and exposures for vulnerable people, natural systems, and infrastructure?
  - How will the community adapt and respond to anticipated impacts?
  - How will the proposed Strategies and Projects reduce GHG emissions and advance state goals identified in [AB 32 and SB 32](#)?
- **Leverage Funding**
  - How have local agencies, Project Area residents, and other stakeholders obtained and allocated leverage funding to amplify the intended impact of the TCC Implementation Grant?

Use the table below to brainstorm answers to these questions:



Transformative Elements	Types of Activities
<i>Data Collection and Indicator Tracking</i>	
<i>Community Engagement</i>	
<i>Displacement Avoidance</i>	
<i>Workforce Development and Economic Opportunities</i>	
<i>Climate Adaptation and Resilience</i>	
<i>Leverage Funding</i>	

## Step 6: Develop the Narrative

Each applicant must submit narratives for the following areas. SGC provides guiding questions as part of the narrative template document. Please note each section's maximum word count and **ensure you DO NOT exceed the maximum word count.**

<b>Project Area Profile</b> 	<ul style="list-style-type: none"><li>• Describe how the Project Area meets the eligibility requirements listed in the TCC Program Guidelines, including priority populations and geographic area (in square miles).</li><li>• Provide a description of the Project Area and the neighborhoods where the Projects will be located</li><li>• Describe the community's needs, including the Project Area's public health, environmental, and economic challenges.</li></ul>
<b>Proposed Strategies and Projects</b> 	<ul style="list-style-type: none"><li>• Summarize the proposed Strategies and Projects and describe how they will improve outcomes for priority populations in the Project Area.</li><li>• Describe how the proposal addresses health and racial equity in the impacted community.</li></ul> <p><b>Key Questions to Answer:</b></p> <ul style="list-style-type: none"><li>• How do the Projects achieve significant reductions in greenhouse gas emissions, improve public health and environmental benefits, and/or expand economic opportunity and shared prosperity?</li><li>• How do the proposed Projects promote infill development and equity, encourage location and resource efficient new development, and/or preserve/enhance environmental and agricultural lands?</li></ul>



<b>Transformative Plans</b> 	<ul style="list-style-type: none"> <li>Describe how the proposed Projects will further the Project Area's ability to meet <b>ALL</b> of TCC's Transformative Requirements:             <ul style="list-style-type: none"> <li>Community Engagement</li> <li>Displacement Avoidance</li> <li>Workforce Development and Economic Opportunities</li> <li>Climate Adaptation and Resilience</li> <li>Leverage Funding</li> <li>Data Collection and Indicator Tracking</li> </ul> </li> <li>Describe how the implementation process incorporates innovation, Indigenous or community-based knowledge, and Indigenous or community-based practices into Project design.</li> </ul>
<b>Organizational Capacity</b> 	<ul style="list-style-type: none"> <li>Describe the partnership structure, each role played by Co-Applicants, and how the Co-Applicants will be involved in the Projects.</li> <li>Describe the applicant team's organizational capacity, including the decision-making structure, financial capacity, and any other resources that will ensure that the grant is completed on time and within budget.</li> <li>Describe any additional partnerships and relationships that the applicant team will pursue during the grant term to expand community-based implementation efforts.</li> <li>Describe any jurisdictional or site control permissions required to implement the proposed Projects.</li> </ul>

### **Demonstrate Consistency with State and Local Planning Priorities**

Applicants must demonstrate that TCC Implementation proposals are consistent with all relevant land use plans, such as climate action plans, designations, zoning, building intensity, density requirements, design guidelines, and applicable goals, policies, and programs. TCC Implementation proposals may also include revising land use plans consistent with the jurisdiction's goals and policies.

Any Applicant whose Project Area crosses municipal boundaries, federally recognized tribal territory boundaries, or similarly appropriate jurisdictional boundaries must provide letters from all relevant departments. See **Step 3: Develop a Partnership Structure** for a letter of support template.

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

Applicants must demonstrate that the TCC investment will provide long-term benefits to the community. Applicants must demonstrate that community residents in the proposed TCC Project Area have existing access or have developed plans and secured support/funding to implement:

- Basic environmental infrastructure, including water supply and wastewater services, with long-term operations and maintenance plans, in compliance with State Water Board standards; and
- Transit connectivity to regional service hubs and major job centers through affordable, clean transportation projects.

### **Air Pollution Reduction and Mitigation Policies**

The TCC program will provide points for applications in jurisdictions that have demonstrated substantial progress towards preventing future and mitigating existing stationary sources of localized air pollution by adopting policies or programs that rectify environmental justice issues. Points may also be awarded to applications that reduce or mitigate pollution through their proposed TCC-funded Strategies and Projects.

Examples of policies and programs that reduce or mitigate sources of pollution include, but are not limited to, the following: enforcement programs ensuring compliance with point-source emission limits; programs with clear implementation actions related to reducing pollution from existing heavy industries; and land use restrictions related to separating polluting land uses from sensitive receptors. For these policies to be eligible, each policy must include clear implementation actions and timelines, or dedicated activities related to the passage of such policies or programs.

### **Guiding Questions**

- Do you, your family members, or your neighbor suffer from polluting power plants near you/them?
- How is it affecting your community?
- How will a clean energy project benefit your community? Will it bring jobs and training for local families? Will it clean up the air and water? Save your family money on utility bills?
- Are there existing efforts underway that the TCC grant can enhance and continue to reduce, mitigate, and prevent air pollution?

## Step 7: Develop Workplan & Budget

### Work Plan Overview

The work plan describes the sequence of the Projects during the grant period timeframe. The work plan should include information about responsibilities, objectives, and timeframe to complete each task or activity.

### Example Work Plan

Lead Applicant:	City of Pineapple			
Proposal Name:	Better Pineapple for Tomorrow			
Jurisdiction:	City of Pineapple			
Project Description: (500 character limit)	A planning grant to fund community engagement and plan development for the City of Pineapple neighborhoods of Palms Street and Ocean Heights. The planning efforts will focus on Affordable Housing, Green Spaces and Environmental Health. Planning activities will also include research by project partners on other potential funding sources to complement future project implementation.			
Character Count	383			
<b>TASK 1: Identify site and plan an affordable housing development</b>				
<b>Subtask</b>	<b>Description</b>	<b>Deliverables/Milestones</b>	<b>Responsible Parties</b>	<b>Timeline</b>
A: Community Workshop	Community Workshops to gather feedback	Meeting attendance records, flyers, community vision statement	Housing Authority	Month 1-4
B: Land use surveys	Conduct site assessments and land use surveys for potential housing development sites	Site identification, feasibility analysis	Housing Authority	Month 5-12
<b>TASK 2: Create plan for developing a Community Land Trust</b>				
<b>Subtask</b>	<b>Description</b>	<b>Deliverables/Milestones</b>	<b>Responsible Parties</b>	<b>Timeline</b>
A: Request for Proposals	RFP for a consultant with expertise in community development and CLTs to engage in the project	Request for proposals and final awarded contract	City of Pineapple	Month 1-4
B: Business Plan	Draft and Final business plan for CLT development and ongoing management	Final business plan	City of Pineapple	Month 5-12
C: Community Workshop	Engage with community on structure, management, and workplan of a newly developed CLT.	Meeting attendance records, flyers, community vision statement	City of Pineapple	Month 7-18

## **Budget Overview**

Each applicant must provide a high-level budget narrative that summarizes overall Project costs. For each applicable budget category, applicants must justify how and/or why the requested budget items help to meet the Project deliverables. Budget categories include:

<b>Budget Category</b>	<b>Description</b>
<b>Personnel</b>	Describe the anticipated responsibility of each personnel, as well as the breakdown of personnel time spent across project tasks.
<b>Benefits</b>	Personnel expenses should include benefits and payroll tax for each position.
<b>Travel</b>	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.
<b>Equipment</b>	Describe the pieces of equipment that would be purchased and how that equipment would support completion of the project goals. Quotes must be provided for the purchase of any electronics, equipment above \$5,000, and for subcontractors over \$100,000
<b>Other Direct Costs</b>	Other direct costs not listed above.
<b>Subcontractors</b>	All projects that include subcontractor costs equal to or above \$100,000 must be accompanied by specific justification and documentation for the subcontractor expenses.
<b>Indirect Costs</b>	<p>Indirect Costs are costs which are not directly tied to the grant but are necessary for the general operation of the organization.</p> <p>Indirect costs may account for up to twelve percent (12%) of the total TCC grant award, minus any funds for equipment purchases with a per unit cost of \$5,000 or more.</p>

## Example Budget Summary

In addition to the budget narrative, applicants must submit a budget summary sheet that summarizes all expenses across all Projects and Plans. SGC will provide a workbook template for applicants to complete. For reference, here is an example budget summary:

PROPOSAL SUMMARY BUDGET											
For the following three rows, information will automatically populate in the associated cell to the right, in column B.											
Lead Applicant:	City of Pineapple										
Proposal Name:	Pineapple's for All										
Jurisdiction:	City of Pineapple										
Cap/Threshold Summary Table	TCC Projects or Plans w/ Leverage	Stand-Alone Leverage Projects	Total Leverage	Workforce	Indicator	Community	Displacement	Indirect	Predevelopment	Water/wastewater	Quantifiable & Ready
Cap/Threshold	40%	10%	50%	5%	3%	5-8%	0-3%	12%	3%	10%	50%
Calculated	47%	11%	52%	3.1%	2.8%	6.5%	2.6%	11%	3.1%	0%	63.2%
Total	\$ 82,000	\$ 10,000	\$ 92,000					\$ 18,100	\$ 5,500	\$ -	\$ 111,000

PROJECT #	PROJECT NAME	STRATEGY	TOTAL LEVERAGE	TCC GRANT FUNDS	DIRECT COSTS	INDIRECT COSTS	PREDEV. COSTS	QUANTIFIABLE	READINESS COMPLETE	BOTH
Indirect	Lead Applicant - Indirect costs	N/A - Lead Applicant	\$ 1,000	\$ 10,000		\$ 10,000				
Admin	Lead Applicant - Direct costs for grant admin	N/A - Lead Applicant	\$ -	\$ 12,000	\$ 12,000					
CEP	Community Engagement	N/A - Transformative Plan	\$ -	\$ 11,500	\$ 10,000	\$ 1,500				
DAP	Displacement Avoidance	N/A - Transformative Plan	\$ -	\$ 4,500	\$ 4,000	\$ 500				
WDEOP	Workforce Dev. & Economic Opportunities	N/A - Transformative Plan	\$ 5,000	\$ 5,500	\$ 5,000	\$ 500				
IT	Indicator Tracking	N/A - Transformative Plan	\$ -	\$ 5,000	\$ 5,000	\$ -				
1	Build Pineapple	1 - Equitable Housing/Neighborhood Dev.	\$ 75,000	\$ 60,000	\$ 50,000	\$ 5,000	\$ 5,000	Yes	Yes	Yes
2	Recycle Pineapple	6.1 - Organics Waste Reduction	\$ -	\$ 1,100	\$ 1,000	\$ 100	\$ -	Yes	No	No
3	Bike/Walk Pineapple	3.1 - Active Transportation	\$ 1,000	\$ 51,000	\$ 50,000	\$ 500	\$ 500	Yes	Yes	Yes
4	Active Pineapple	8 - Health and Well-Being		\$ 15,000	\$ 15,000	\$ -	\$ -	No	Yes	No
5	Support Pineapple	N/A - Leverage Only	\$ 10,000							
Grand Totals			\$ 92,000	\$ 175,600	\$ 152,000					

# **APPENDIX**

## **A. Implementation Grant Application Checklists**

To facilitate the application process, the TA Team has added checklists to make it easier to go through the application and help you put together all application components. Checklists include threshold requirements, scoring criteria, and grant application documents.

### **Threshold Requirements Checklist**

*Check the box when the item has been completed, and as needed, write notes in the note section.*

<b>General Completeness</b>	<b>Notes</b>
<input type="checkbox"/> Application materials are complete and are sufficient to assess the feasibility of the proposed project and its compliance with the TCC Program and application requirements.	<input type="checkbox"/>
<input type="checkbox"/> Application documents are properly labeled, stored in the proper file structure, and easily accessible.	<input type="checkbox"/>
<input type="checkbox"/> Work Plans adhere to the five (5) year grant term Project Completion Period and contain sufficient detail.	<input type="checkbox"/>
<input type="checkbox"/> Budgets contain sufficient detail and are accompanied by all necessary supporting documentation.	<input type="checkbox"/>
<b>Application Eligibility</b>	<b>Notes</b>
<input type="checkbox"/> Lead Applicant is an eligible organization.	<input type="checkbox"/>
<input type="checkbox"/> Co-Applicants are all eligible organizations.	<input type="checkbox"/>
<input type="checkbox"/> Lead Applicant or Co-Applicant is an appropriate public agency and has provided the application authorization.	<input type="checkbox"/>
<b>Collaborative Stakeholder Structure</b>	<b>Notes</b>
<input type="checkbox"/> Partnership Agreement for the Collaborative Stakeholder Structure meets all requirements	<input type="checkbox"/>

<input type="checkbox"/> Applicants with a Project Area that overlaps multiple jurisdictions have submitted a Memorandum of Understanding that meets all requirements	<input type="checkbox"/>
<b>Project Area Eligibility</b>	<b>Notes</b>
<input type="checkbox"/> Project Area no larger than approximately five (5) square miles.	<input type="checkbox"/>
<input type="checkbox"/> Project Area meets all Priority Population requirements	<input type="checkbox"/>
<input type="checkbox"/> Applicant has submitted a Project Area Map in all required formats.	<input type="checkbox"/>
<b>Strategies and Projects</b>	<b>Notes</b>
<input type="checkbox"/> Applicant has selected at least three (3) Strategies and proposed at least three (3) Projects.	<input type="checkbox"/>
<input type="checkbox"/> At least three (3) proposed Projects are both quantifiable and ready and comprise at least 50 percent (50%) of requested grant funds.	<input type="checkbox"/>
<b>Priority Policies</b>	<b>Notes</b>
<input type="checkbox"/> High Speed Rail (HSR): Applicants with planned HSR stations located along “Silicon Valley to Central Valley Line” corridor has included the following in their proposals: <ul style="list-style-type: none"> <li>○ Multi-modal connectivity to the HSR station area; and</li> <li>○ Affordable and mixed-income housing is connected and accessible to the High-Speed Rail station area</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> Planning Consistency: Applicant has submitted a letter from the local jurisdiction’s Planning Department verifying that the TCC Implementation Proposal is consistent with land use designations, building intensity, density, applicable goals, policies, and programs, climate adaptation plans, and growth and conservation planning elements.	<input type="checkbox"/>
<input type="checkbox"/> Basic Environmental Infrastructure: Applicant has submitted documentation of existing access to basic environmental infrastructure (water supply and wastewater services) and	<input type="checkbox"/>

long-term operations and maintenance plans or a developed plan to obtain and maintain basic infrastructure.	
<input type="checkbox"/> Regional Connectivity: Applicant has submitted documentation of existing transit connectivity to regional service hubs, major job centers or a letter verifying the TCC Proposal will include affordable, clean transportation projects to provide connectivity.	<input type="checkbox"/>

### **Implementation Application Grant Documents Checklist**

<b>Application Components</b>	<b>Notes</b>
<input type="checkbox"/> Lead Applicant and Co-Applicant Letters of Commitment <input type="checkbox"/> Memorandum of Understanding for Multiple Jurisdictions <input type="checkbox"/> Signed Partnership Agreement	<input type="checkbox"/>
<input type="checkbox"/> Project Area Eligibility <ul style="list-style-type: none"> <li>○ Project Area Map</li> <li>○ Project Area Boundary File</li> <li>○ Supporting Documentation for Disadvantaged Unincorporated Communities Designations (if applicable)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> Financial Capacity <input type="checkbox"/> Financial audits for each Applicant	<input type="checkbox"/>
<input type="checkbox"/> Management Capacity <ul style="list-style-type: none"> <li>○ Annual reports/project close-out reports</li> <li>○ Reference letters for each Applicant</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> Consistency with Local Planning	<input type="checkbox"/>
<input type="checkbox"/> Leverage Funding Documentation	<input type="checkbox"/>
<input type="checkbox"/> Work Plan <input type="checkbox"/> Budget <input type="checkbox"/> Format application file structure and naming conventions	<input type="checkbox"/>

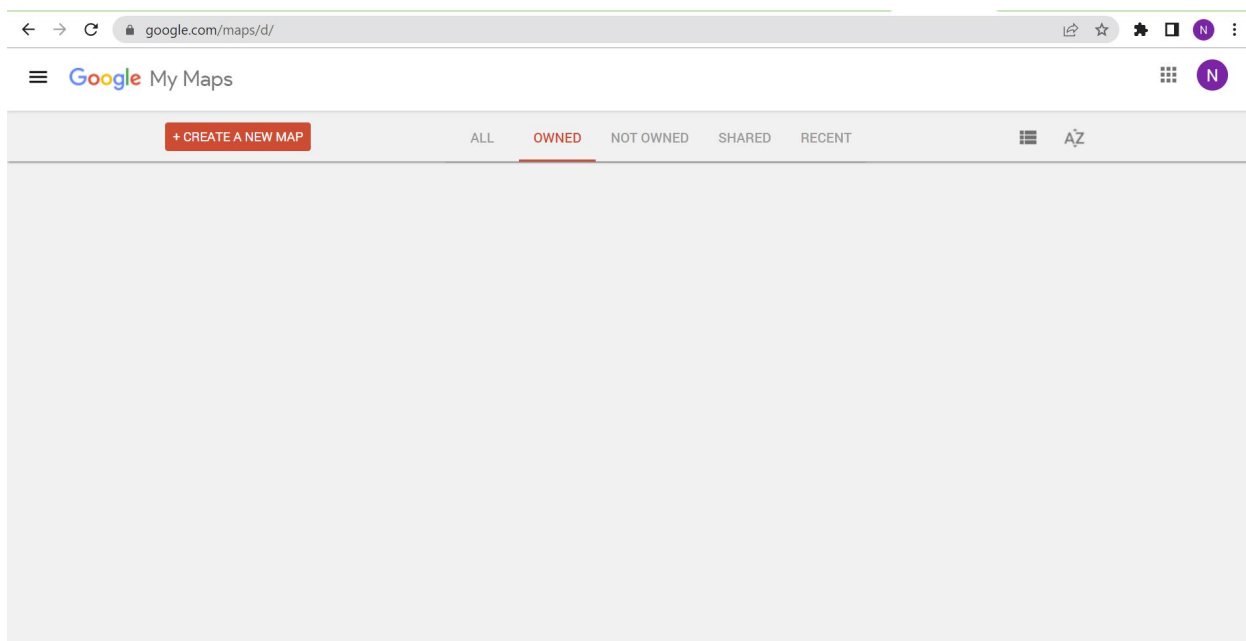


## B. Project Area Mapping Guide

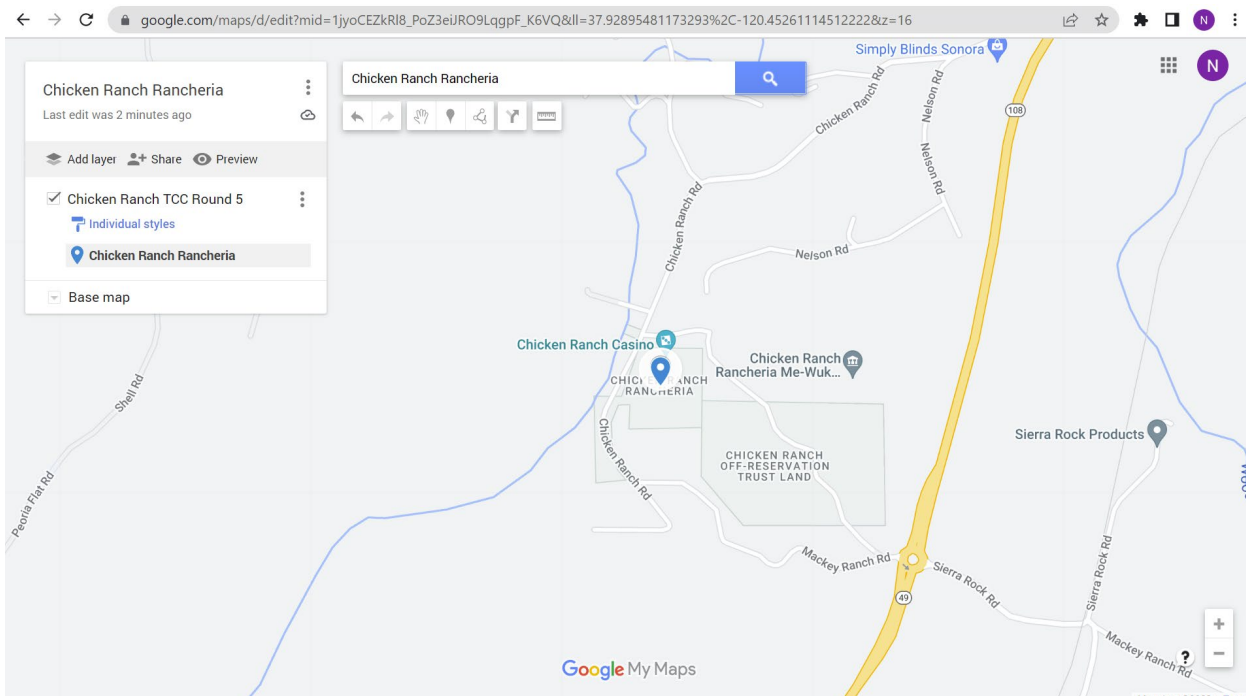
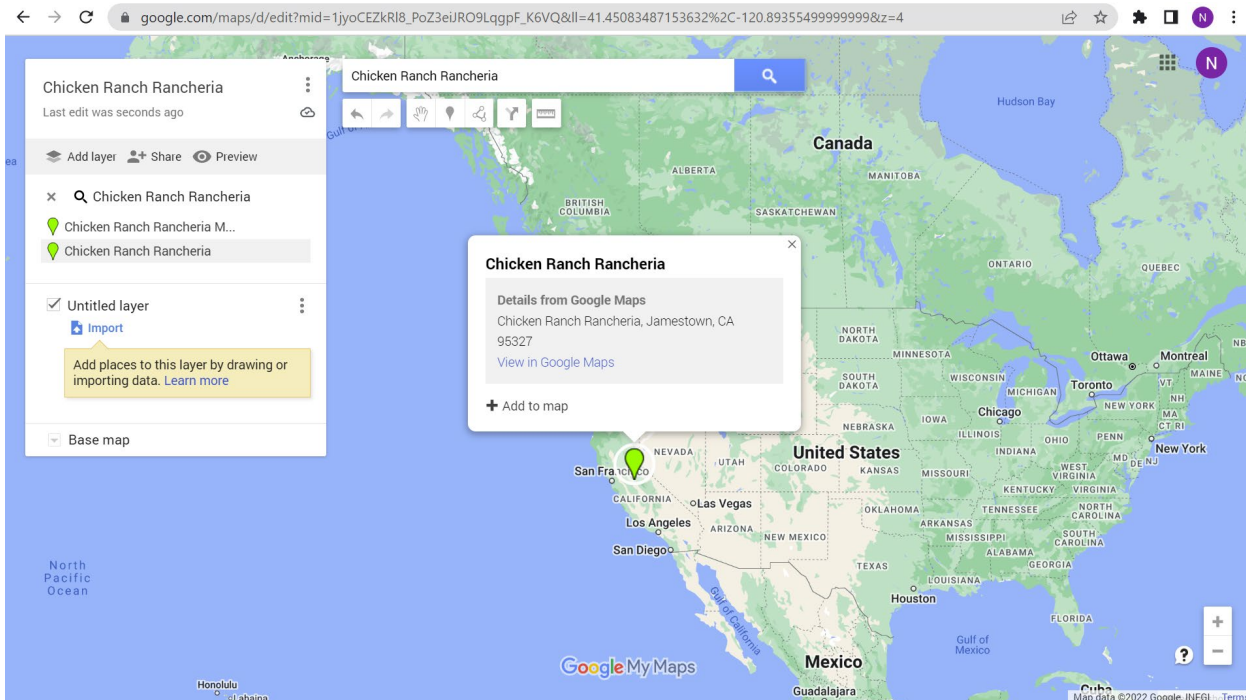
This guide may support TCC Implementation Grant applicants as they **start** mapping their Project Area. To facilitate the Project Area identification and map development process, applicants can follow the instructions below to start mapping proposed Project Areas.

### Creating a Map on Google MyMaps

- a. Make sure you're signed into a Google account. Open <https://mymaps.google.com/> and click the "+ Create a New Map" button in red.
- b. Click on "Untitled map" and change it to the appropriate title for your project.

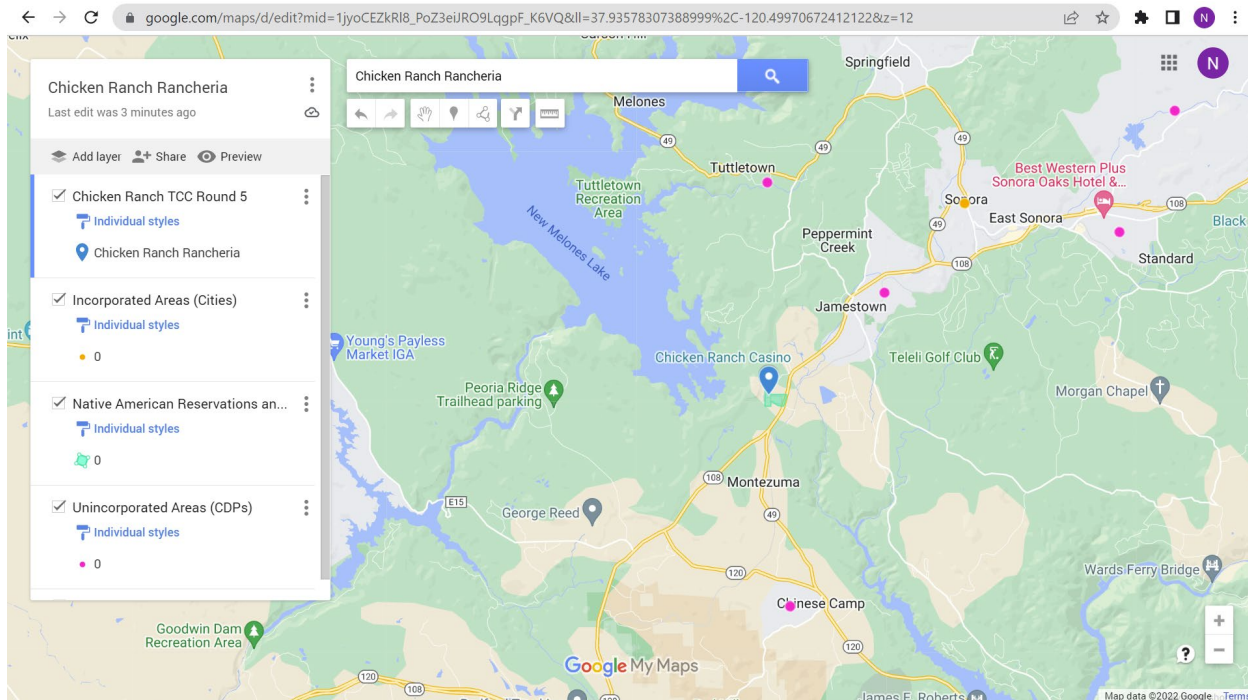


- c. In the search bar, search for your community and click “Add to map”. You should verify the selected location is correct.
  - i. For this example guide, we used “Chicken Ranch Rancheria”, a Round 4 Planning Grant tribal awardee
  - ii. Click on the layer name to rename it with something specific to your community (ex: Chicken Ranch TCC Round 5)



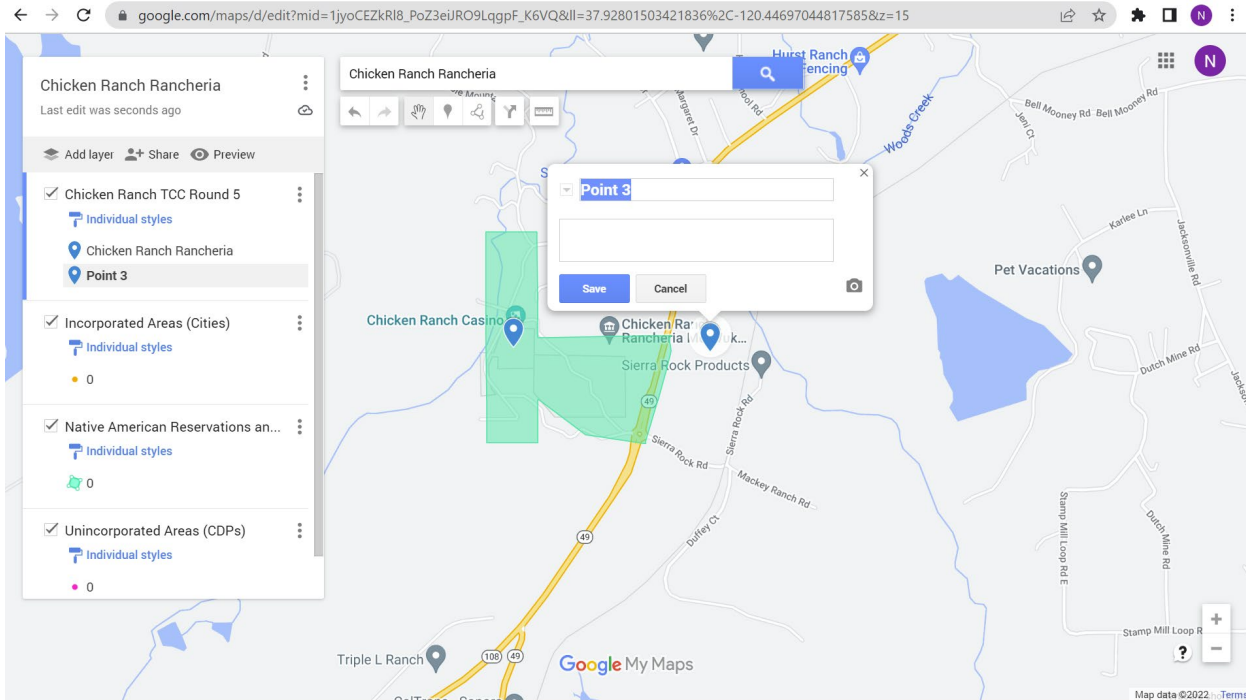
## Importing KMZ Files to Your Map

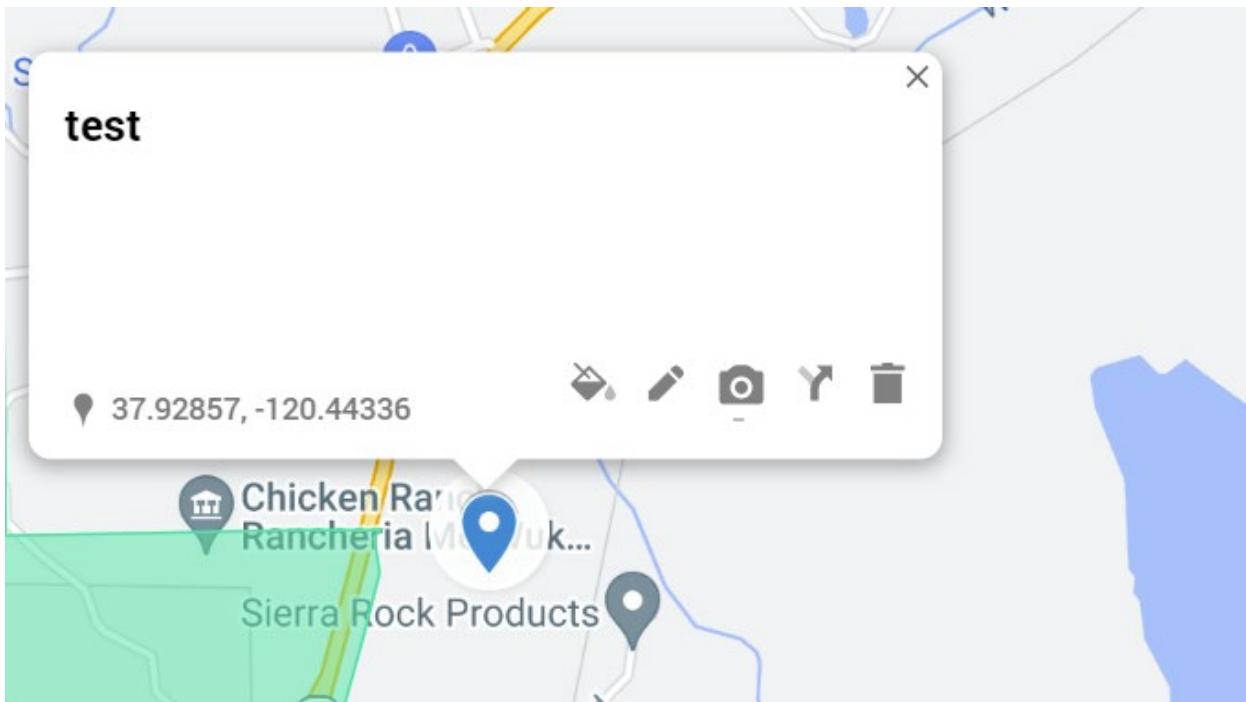
- a. Download the three KMZ files in [this Dropbox folder](#) (or [this Google Drive folder](#)) to your computer. The three files include TribalAreas.kmz, IncorporatedCities.kmz, and UnincorporatedCDPs.kmz
- b. Right under the project name, click “Add layer”, and a new “Untitled layer” will pop up below your first layer. Use the “Import” button to add the three KMZ files one at a time
- c. Once all three layers have been added, check that they are displaying properly on your map:
  - i. The **teal** TribalAreas.kmz layer should show the boundaries of tribal reservations and allotments in California
  - ii. The **orange** IncorporatedCities.kmz and **pink** UnincorporatedCDPs.kmz should show *points* in the center of each city (orange) and CDP (pink) in California
- d. Please note that the “0” in each layer has no meaning



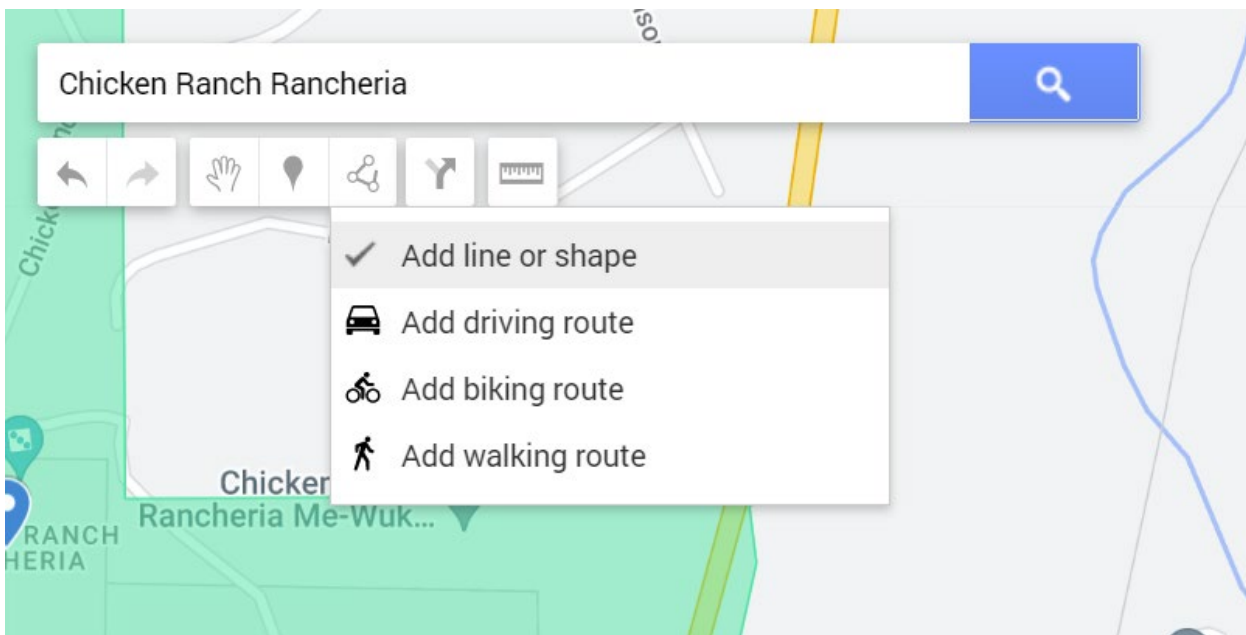
## Drawing New Features

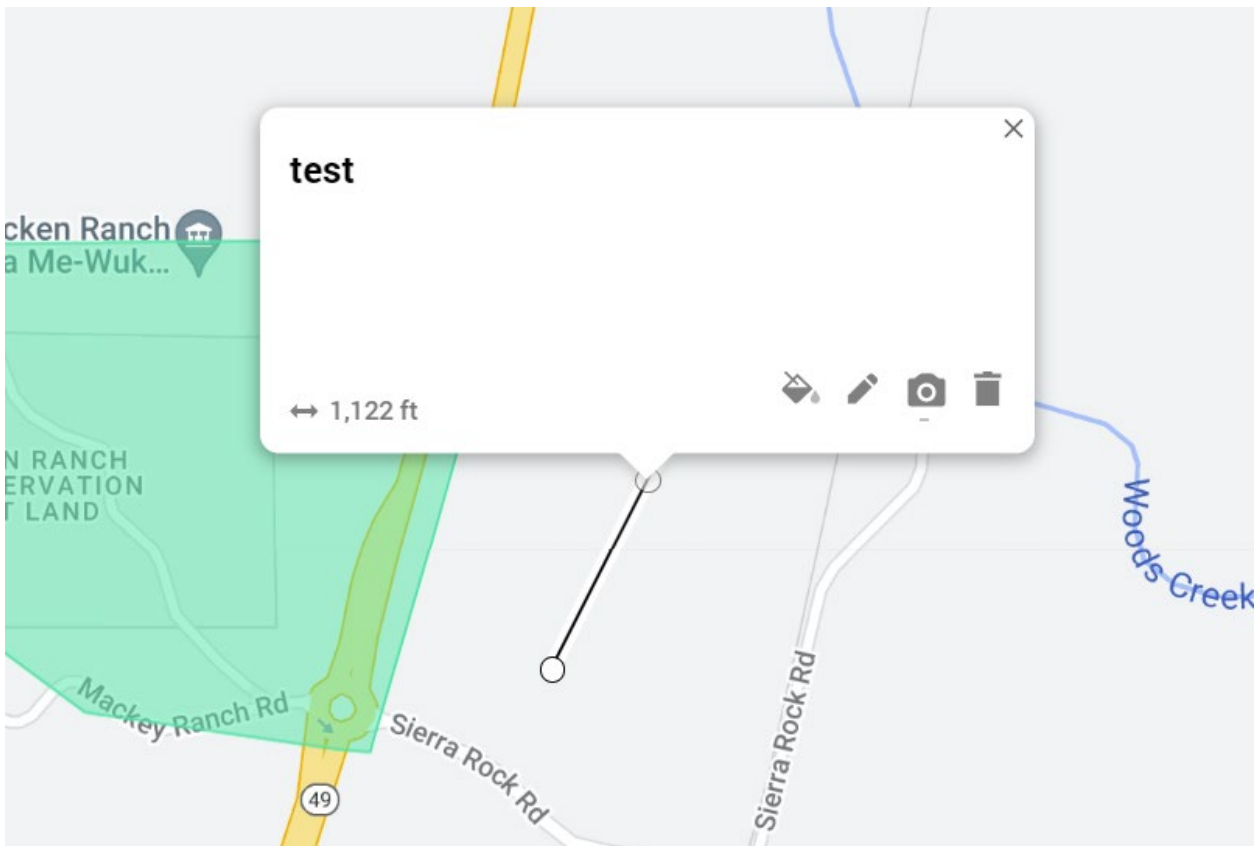
- Return to the “Chicken Ranch TCC Round 5” layer by left-clicking on the pin point under your project layer (first layer).
- Click the pin icon under the search bar once (which says “Add marker” when you hover your cursor over it). Click somewhere random on the map once to add a new point as a test. Close the pop-up window and click on the new point again. Click the trash can icon to delete it.



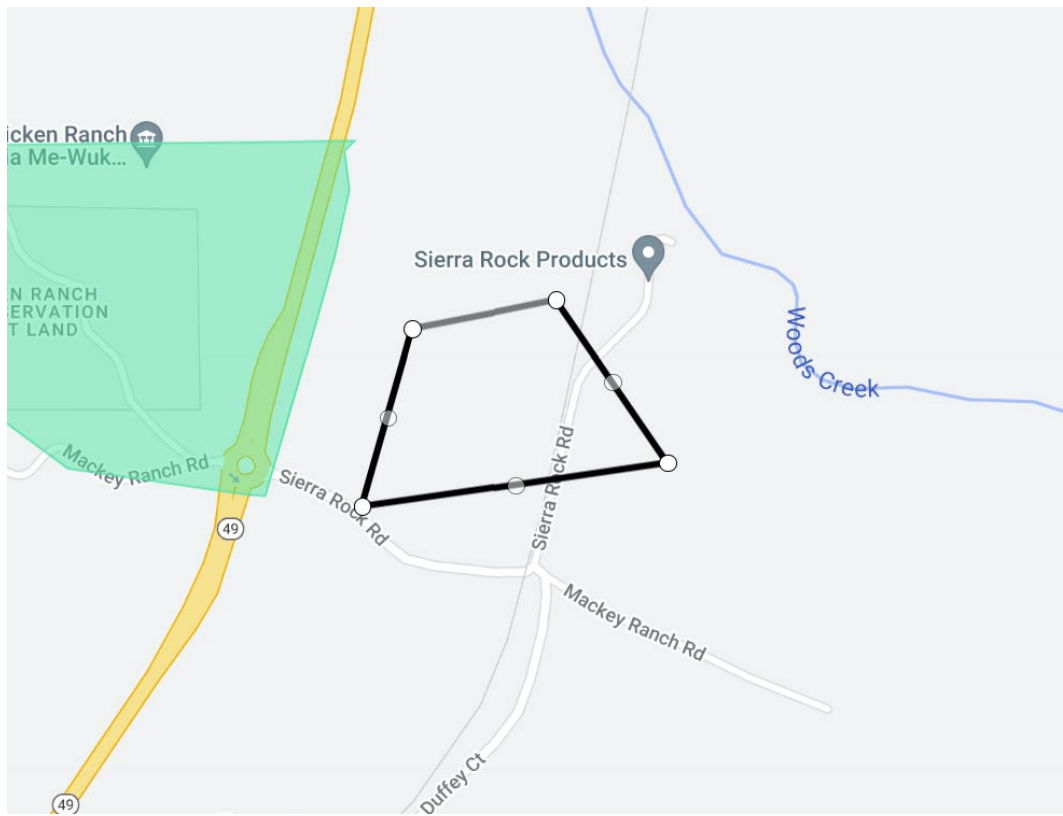


- c. Similarly, click the “Draw a line” icon (next to the pin icon) under the search bar and select “Add a line or shape” to add a new line segment as a test. Click once anywhere on the map, move your cursor to a second point on the map, and double-click to complete the line. You can click on the test line again to edit or delete it.





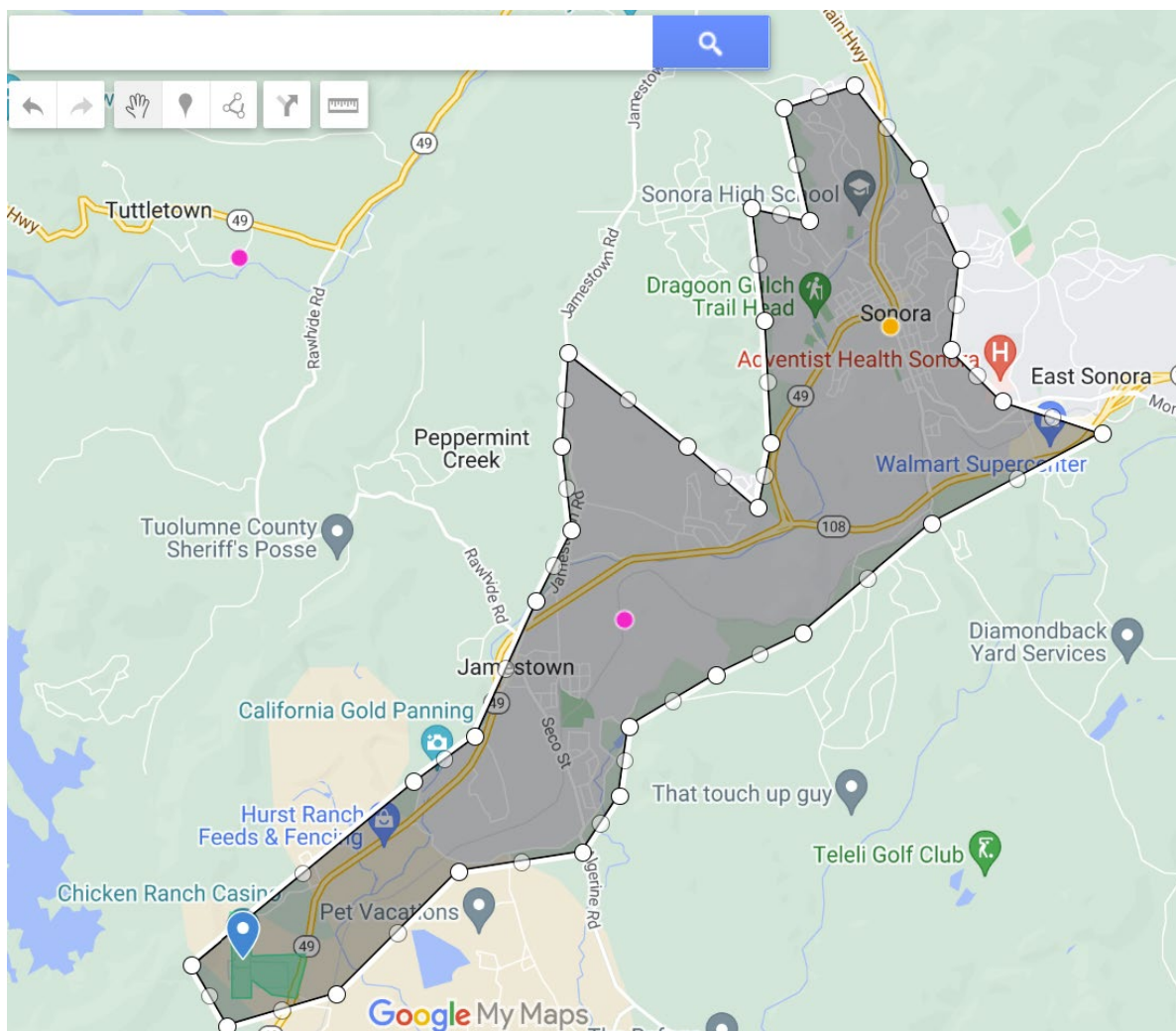
- d. To draw a polygon as a test, click the “Draw a line” icon under the search bar and select “Add a line or shape”. Click once anywhere on the map, click once at each corner of the shape, and click the first point again to complete the shape. Click the shape again to see information on the area (sq mi) of the polygon, then delete it.



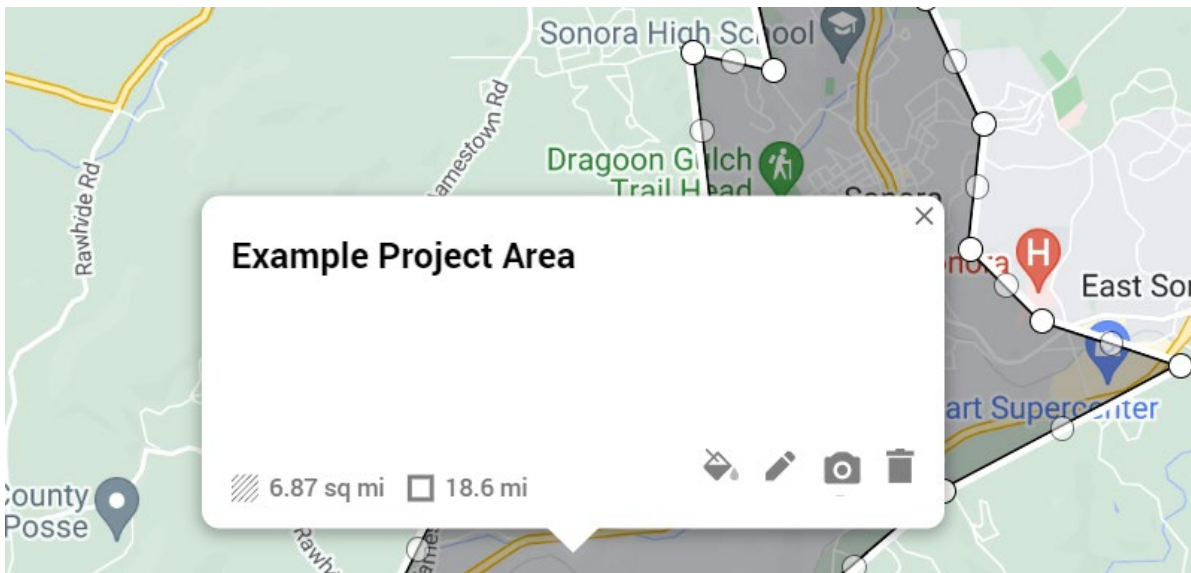


## Drawing Your Project Area

- a. Now you are familiar with the basic functions of this web tool, you can start drawing a polygon around the neighborhoods and residents who would like to use a TCC grant to improve their community.
  - i. For this example guide, we drew a boundary that encompassed the Chicken Ranch Rancheria, the unincorporated CDP of Jamestown, and the incorporated city of Sonora
  - ii. If your polygon includes or is near an orange circle, you may need to partner with that city's government
  - iii. If the polygon includes or is near a pink circle, you may need to partner with the county government
  - iv. If the polygon includes or is near teal areas, you may want or need to partner with the tribal government in charge of that land
  - v. Note the area of the polygon – the maximum area for the Implementation Grant is 5 square miles (sq mi) in urban/suburban areas (10 sq mi in rural areas)







- b. Once you have your Project Area polygon, you can also add any points of interest, such as parks or community centers where public engagement could occur (follow instructions on how to add pinpoints above).