

# **TRANSFORMATIVE CLIMATE COMMUNITIES**

## **PLANNING GRANT**

**RESOURCE GUIDE FOR PLANNING GRANT APPLICANTS  
& THEIR COLLABORATIVE PARTNERS**



**CALIFORNIA  
STRATEGIC  
GROWTH  
COUNCIL**

**PREPARED BY:**

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**January 2023**

**\*DISCLAIMER**

This resource guide aims to provide a general overview of the Transformative Climate Communities (TCC) Round 5 Planning 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/>

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## **TECHNICAL ASSISTANCE**

Technical Assistance (TA) is a core function of the Transformative Climate Communities (TCC) program. The TA Team provides Direct Application TA throughout the application phase of each TCC funding round to **eligible planning applicants only**.

Potential applicants in the following communities are eligible to receive Direct Application TA:

- Tribal Communities
- Unincorporated Communities

Although the program does not provide TA to Planning Grant applicants in other communities, SGC staff will be available to answer any questions from those applicants.

TA services may include the following:

- Guidelines clarification
- Partnership support
- Planning area identification and mapping assistance
- Planning activity eligibility, alignment, and integration
- Budget development

### **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 kickoff 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:

Planning Grant applicants in tribal and/or unincorporated communities:

- Riley O'Brien - [riley@estolanoadvisors.com](mailto:riley@estolanoadvisors.com)
- Ana Cuevas-Flores - [ana@estolanoadvisors.com](mailto:ana@estolanoadvisors.com)

All other Planning Grant applicants:

- SGC TCC Staff - [tcc@sgc.ca.gov](mailto:tcc@sgc.ca.gov)

## **APPLICATION OVERVIEW**

### **Timeline**

The proposed timeline, below, is set by SGC and is subject to change. The most up to date timeline can be found at <https://sgc.ca.gov/programs/tcc/>. The TA Team encourages interested applicants to begin developing their partnerships, mapping their project area, and identifying their planning activities 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 planning area and planning activities</i>
<b>March 2023</b>	Round 5 Application and Notice of Funding Availability posted <i>Finalize planning area and planning activities</i>
<b>April/May 2023</b>	Round 5 Planning Grant Interest Survey submission 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 Planning Grant application must include the following components:

- **Maps:**
  1. GIS Shapefile (.zip containing: .shp, .shx, .dbf, and .prj), or KMZ file of your Planning Area
  2. An image (e.g., PDF) showing your Planning Area and supporting information
- **Budget:** Proposed grant expenditures with sufficient detail, broken down by task and line item
- **Narratives:** Written (e.g., Word) documents in which you describe your Planning Area, your community's needs, and the planning activities you would like to fund with TCC

- **Workplan:** A spreadsheet (e.g., Excel) document in which you describe your applicant team and planning activities with clear timelines, discrete tasks, and deliverables
- **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 Planning Grant

## Planning Areas

Each TCC Planning Grant applicant team must describe the “Planning Area” in which they will conduct TCC-funded planning activities. Planning 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 Planning Area consists of one (or more) incorporated area(s) and one (or more) unincorporated area(s), you must meet the Planning Area requirements for **each area separately**.

### Requirements for Incorporated Areas

- Contiguous with no maximum area
- At least 51% of the Planning 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 with no maximum area
- At least 51% of the Planning 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
  - Previous TCC Planning Grant recipient covering same area
- The remaining 49% or less must:
  - Meet the criteria above OR
  - Be in a low-income community per AB 1550

## Planning Activities

TCC-funded planning activities are the core components of each TCC Planning Grant. These planning activities must address the priorities of low-income and under-resourced communities in the Planning Area. The activities listed below include **some** examples of eligible planning activities, but your technical assistance provider (if eligible) or SGC staff can help determine eligibility of activities not on this list.

Examples of Eligible Planning Activities
<b>Building capacity both internally as well as externally</b> by building partnerships that connect land use development with environmental, economic, and social justice priorities.
<b>Evaluating, updating, and streamlining various policies and codes</b> currently enforced by the Planning Department and other local departments (e.g., public works, health and safety, fire, parks and open space, etc.)
<b>Completing fiscal analyses and studies</b> , such as conducting a fiscal impact analysis to understand long-term service costs of future development and to determine fee structures.
<b>Preparing climate action and climate adaptation plans.</b>
<b>Designing or enhancing community engagement that results in innovative and meaningful programs and practices</b> built on the input and expertise of local public agency staff, community-based organizations, workforce development boards, and overburdened individuals and groups.
<b>Engaging in activities that will prepare applicants to apply to a TCC Implementation Grant or other similar grant</b> , including but not limited to: partnership development, stakeholder mapping, community needs assessments, community health needs assessments, and creation and/or formalization of a shared governance structure such as a Collaborative Stakeholder Structure.
<b>Identifying and preparing project sites for future development into community-serving uses</b> , such as community land trust feasibility studies and site identification, climate resilience project identification, and planning for project readiness.



## Scoring Criteria

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

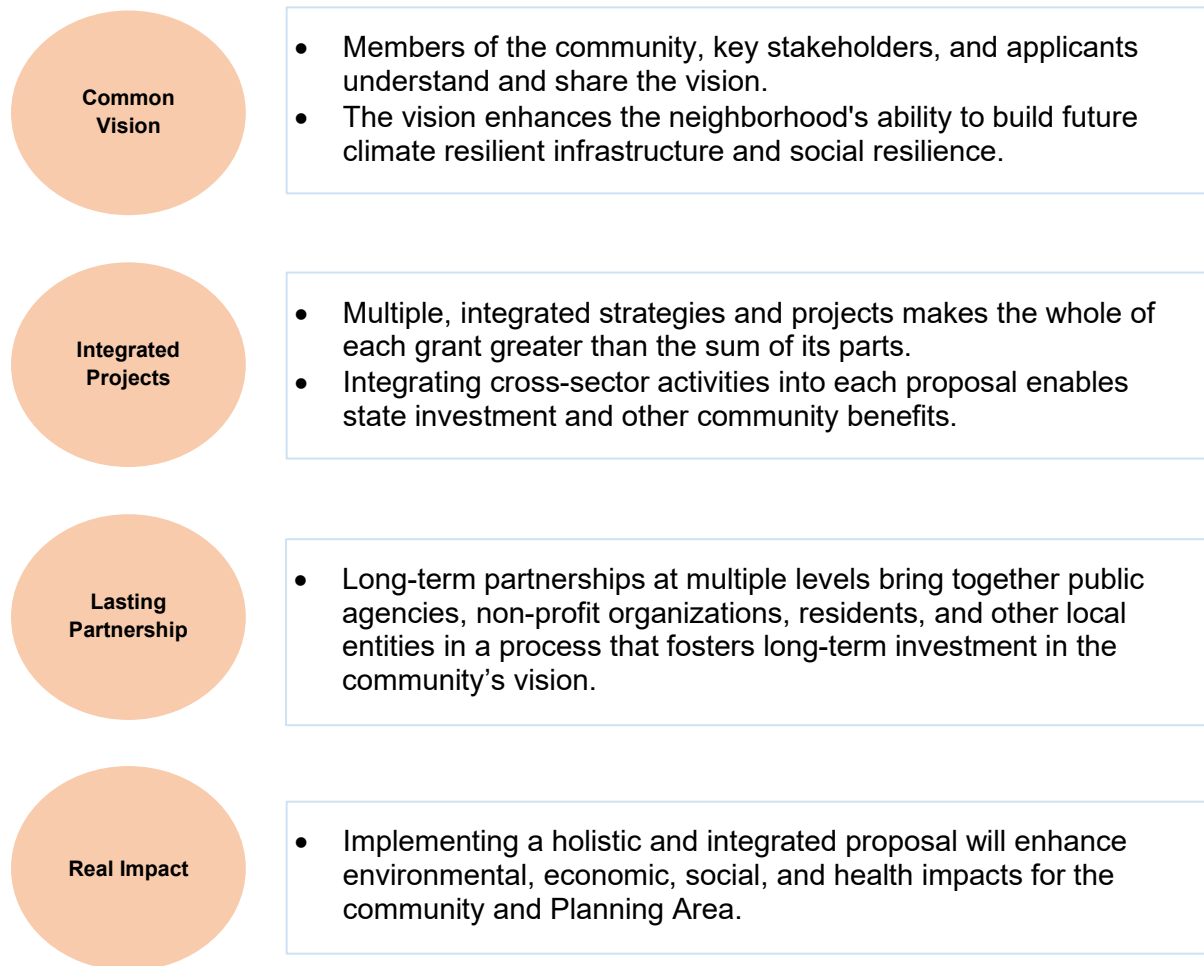
Criteria	Estimated Points
<b>Objectives and Vision</b> 1. Description of the Planning Area and the community's needs.  2. Focus of planning activities on improving outcomes for priority populations.  3. Ability of planning activities to address TCC objectives of (1) reduced greenhouse gas emissions, (2) improved public health and environment, and (3) expanded economic opportunity  4. Consistency with statewide Planning Priorities including promoting infill development, preserving agricultural lands, and encouraging efficient new development.	30 points
<b>Transformative Elements and Project Identification</b> 1. Ability of planning activities to advance: <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> 2. Process to identify and prioritize projects based on the community need and feasibility.	50 points
<b>Capacity</b> 1. Demonstrated readiness and capacity to implement the work plan.  2. Strong and diverse partnerships for implementing the planning activities.	20 points
<b>Total</b>	<b>100 points</b>

# **DEVELOPING YOUR TCC GRANT PROPOSAL**

## **Step 1: Develop a Planning Vision**

The TA Team encourages Applicants to develop a community vision for their proposal. This vision should explain the applicant team's aspirations, help the team focus their proposal, and provide a basis for developing the proposal. The vision serves as the investment framework and must articulate how the group will coordinate and integrate the proposed Strategies, Projects, and Transformative Elements.

### **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 Planning 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 Planning Area ready for transformation?
- How will a TCC Planning Grant enable you to pursue and secure future funding?
- How will your objectives address at least one of the Transformative Elements?

**Examples**

- To plan for electric vehicle charging infrastructure.
- To identify and inform the community about potential climate risks to transportation infrastructure.
- To determine potential consequences from a specific climate impact.
- To inform planning to adapt to climate risks and potential climate impacts.
- To identify the community's economic development and career pathway needs.
- To raise awareness about climate change, public health, and economic conditions.

***Write your community vision below:***

## Step 2: Identify and Define The Planning Area

Planning Areas must be contiguous, but they can be any size or shape. In addition to map visuals (e.g., PDF) and geospatial files (e.g., shapefile or KMZ), applicants must provide a narrative description of the Planning Area that demonstrates how it meets TCC requirements.

### Guiding Questions

- How does the Planning Area meet the eligibility requirements outlined in the TCC guidelines?
- What barriers do residents of the Planning Area face, and what do they need to overcome or reduce those barriers?
- How have you determined the Planning Area?
- What economic, social, and/or public health challenges does the community face?
- Which portion(s) of the community that would benefit most from community engagement programs, reduced air pollution and climate risk, and improved career pathways?

Use the box below to start describe your Planning Area's needs and its health, environmental, and economic challenges.

Next, use **Appendix B** to start your Planning 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.

- In some cases, particularly for Planning Grants, the **most relevant agency** may instead be a transportation agency, Community Services District, regional air quality district, or another public agency
- Any Applicant whose **Planning 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 Planning 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 Planning 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. I
- Applicants should center community voices in the selection of project activities and planning.

**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) Planning 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?

***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 Planning Activities

Your team must identify planning activities to enhance or further your community vision and objectives. Further, your team must demonstrate how the intended planning activities would achieve local and state goals.

### Guiding Questions

1. How will the proposed planning activities advance local planning goals and TCC Program Objectives?
2. How are the proposed activities consistent with the State's Planning Priorities to promote equity, strengthen the economy, protect the environment, and promote public health and safety?







3. How will the proposed activities advance one (or more) of the TCC Transformative Elements (**in bold below**)?
- a. **Displacement Avoidance**
    - i. How will the proposed activities further the community's ability to avoid displacement?
    - ii. What are current risks of displacing residents and businesses from the Planning Area, and what are potential anti-displacement policies and/or programs?
  - b. **Community Engagement:**
    - i. How will the proposed activities engage the community?
    - ii. How will community stakeholders help to design and enhance innovative and meaningful community engagement?
  - c. **Leverage Funding**
    - i. How will the task enhance the Planning Area's potential to secure future funding for project implementation (including, but not limited to, the TCC Implementation Grant)?
  - d. **Climate Adaptation and Resilience**
    - i. What are potential projects and opportunities to reduce GHG emissions and state goals identified in [AB 32 and SB 32](#)?
    - ii. What are the community's risks and exposures to climate change?
    - iii. What are risks and exposures for vulnerable people, natural systems, and infrastructure?
    - iv. How will the community adapt and respond to anticipated impacts?
  - e. **Workforce Development and Economic Opportunities**
    - i. What are the Planning Area's needs for economic development and career pathways for high-quality jobs?

**Write your ideas below:**

## Step 5: 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**.

<p><b>Planning Area Profile</b></p> 	<ul style="list-style-type: none"> <li>• Describe how the Planning 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 Planning Area and the neighborhoods that the planning activities will focus on.</li> <li>• Describe the community's needs, including the Planning Area's public health, environmental, and economic challenges.</li> </ul>
<p><b>Proposed Planning Activities</b></p> 	<ul style="list-style-type: none"> <li>• Summarize the proposed planning activities and describe how they will improve outcomes for priority populations in the Planning 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 planning activities 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 planning activities promote infill development and equity, encourage location and resource efficient new development, and/or preserve or enhance environmental and agricultural lands?</li> </ul>

<p><b>Transformative Elements &amp; Project Identification</b></p> 	<ul style="list-style-type: none"> <li>• Describe how the proposed planning activities will further the Planning Area’s ability to meet at least one 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 the planning process that will be used to (1) identify projects based on the community need and (2) prioritize these projects based on feasibility.</li> <li>• Describe how the planning process incorporates innovation, indigenous or community-based knowledge, and indigenous or community-based practices into project design.</li> </ul>
<p><b>Organizational Capacity</b></p> 	<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 planning activities.</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 planning efforts.</li> <li>• Describe any jurisdictional or site control permissions required to implement the proposed planning activities.</li> </ul>

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

Applicants must demonstrate that TCC planning 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 planning proposals may also include revising land use plans consistent with the jurisdiction's goals and policies. Any Applicant whose Planning Area crosses municipal boundaries, federally recognized tribal territory boundaries, or similarly-appropriate jurisdictional boundaries must provide letters from all relevant departments.

Will you receive support from your local public works, transportation, planning, environmental departments, a local planning commission, county, or district? If so, you will need to request a letter of support that explains the role of the local planning commission, county, or district on your project, and how your project plans and activities are consistent with theirs. See **Step 3: Develop a Partnership Structure** for a letter of support template.

## Step 6: Develop Workplan & Budget

### Work Plan Overview

The work plan describes the sequence of the planning activities during the grant period. The plan should include information about responsibilities, objectives, and the 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

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

### EXAMPLE 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: Better Pineapple for Tomorrow

Jurisdiction: City of Pineapple

Cap/Threshold Summary Table	Direct Costs	Indirect
Cap/Threshold	88-100%	12%
Calculated	96%	4.35%
Total	\$220,000.00	\$10,000.00

Cost Description	Cost Type	Cost per unit	Number of Units	Total TCC Grant Funds	Task 1	Task 2	Check (Sum of Tasks = Total TCC Grant Funds)
Project Manager	Grantee Personnel	\$150.00	600.00	\$90,000.00	\$30,000.00	\$60,000.00	TRUE
Consultant	Subcontractors	\$50,000.00	1.00	\$50,000.00	\$25,000.00	\$25,000.00	TRUE
Housing Authority Project Manager	Co-Applicants/Partners Personnel	\$80.00	1000.00	\$80,000.00	\$60,000.00	\$20,000.00	TRUE
Indirect	Indirect Costs	\$10,000.00	1.00	\$10,000.00	\$5,000.00	\$5,000.00	TRUE
<b>Totals</b>				\$230,000.00	\$120,000.00	\$110,000.00	TRUE

## **APPENDIX**

### **A. Planning Grant Application Checklists**

To facilitate the planning process, the TA Team has developed 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 sufficient to assess the proposed project's feasibility and 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 two (2) year grant term, unless a longer time is requested, 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>Applicant 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 necessary authorization for the application.	<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 described in Section 6.2	<input type="checkbox"/>
<b>Project Area Eligibility</b>	<b>Notes</b>
<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"/>

**Planning Application Grant Documents Checklist**

Application Components	Notes
<input type="checkbox"/> Lead Applicant and Co-Applicant Letters of Commitment <input type="checkbox"/> Memorandum of Understanding for Multiple Jurisdictions	<input type="checkbox"/>
<input type="checkbox"/> Planning Area Eligibility <ul style="list-style-type: none"> <li>○ Planning Area Map</li> <li>○ Planning Area Boundary File</li> <li>○ Supporting Documentation for Disadvantaged Unincorporated Communities Designations (if applicable)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> Tribal Agency or Public Agency Support <ul style="list-style-type: none"> <li>○ Letters of Support</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> Consistency with Local Planning	<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"/>

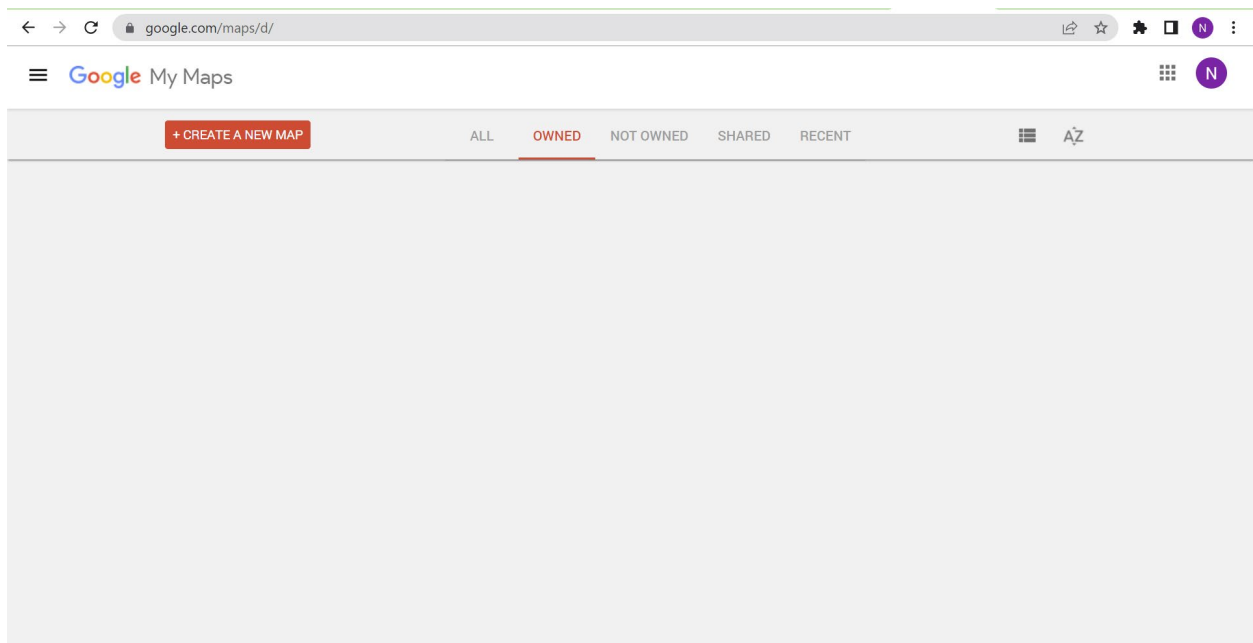


## B. Planning Area Mapping Guide

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

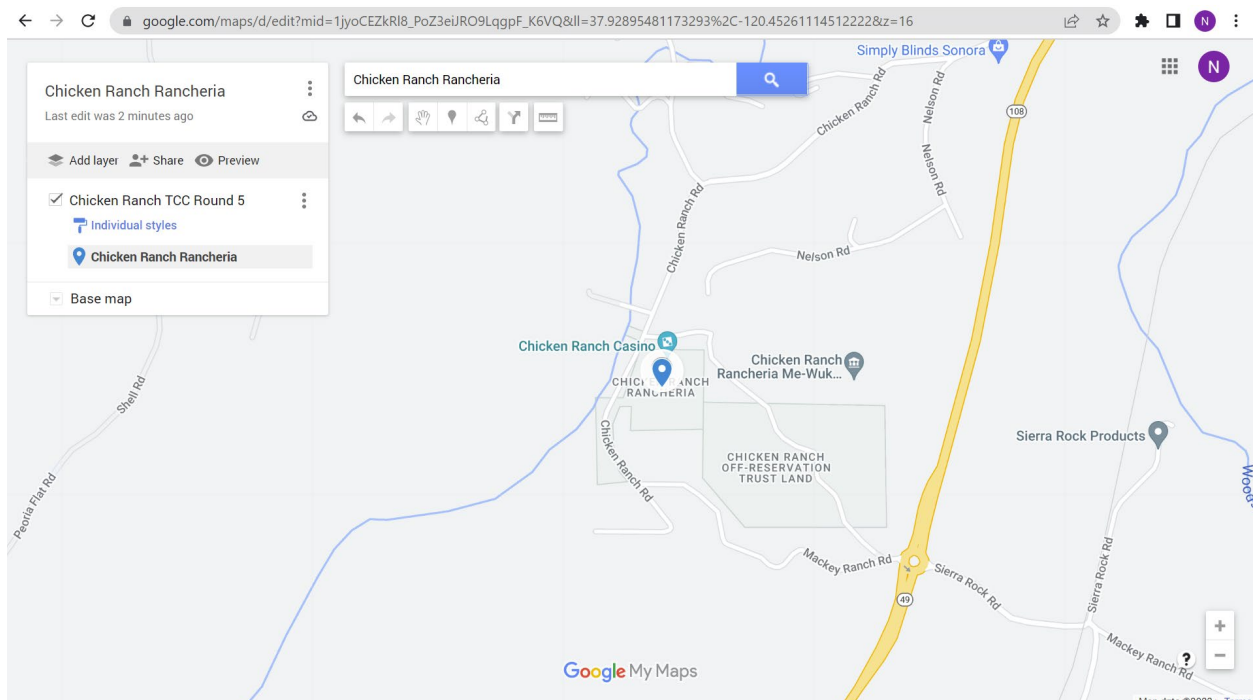
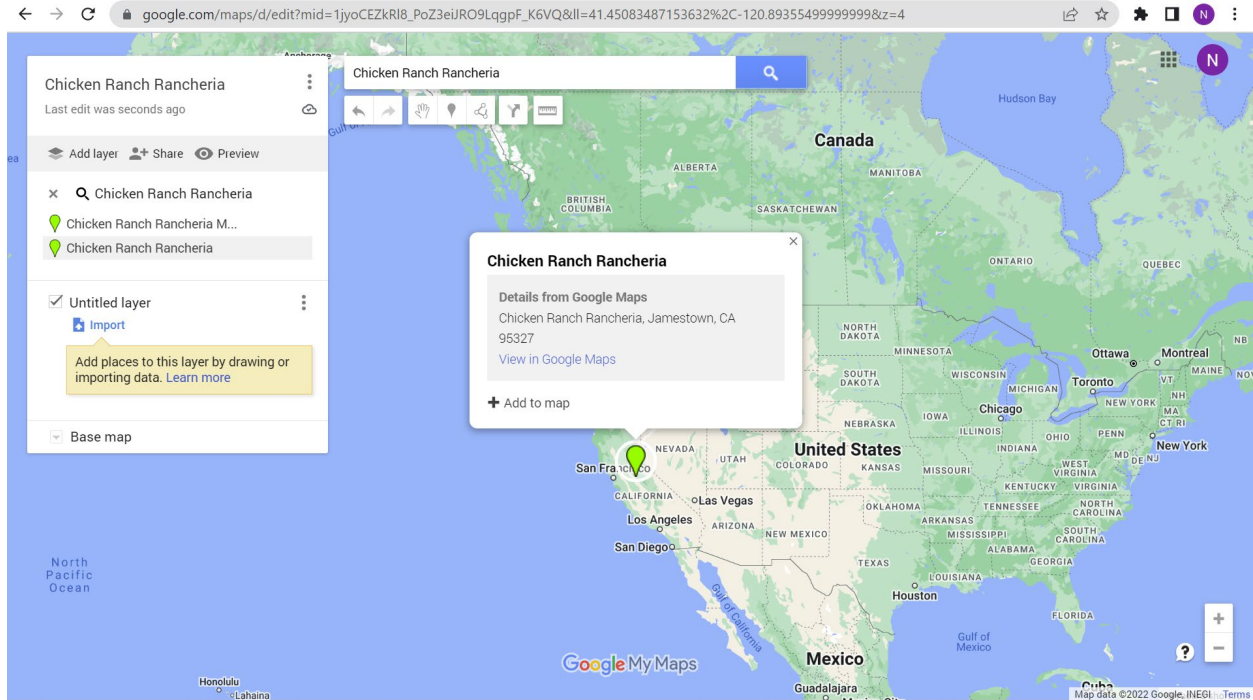
### Creating a Map on Google MyMaps

- 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.



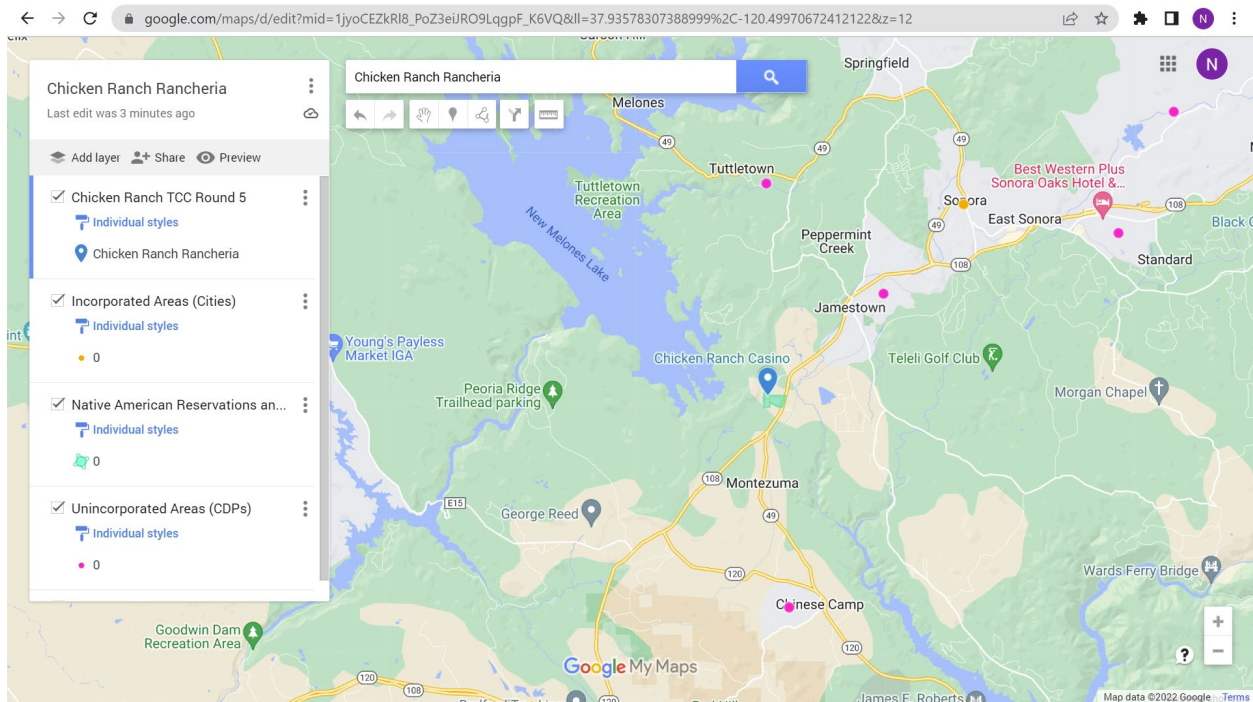
## TCC Planning Grant Resource Guide – January 2023

- 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)



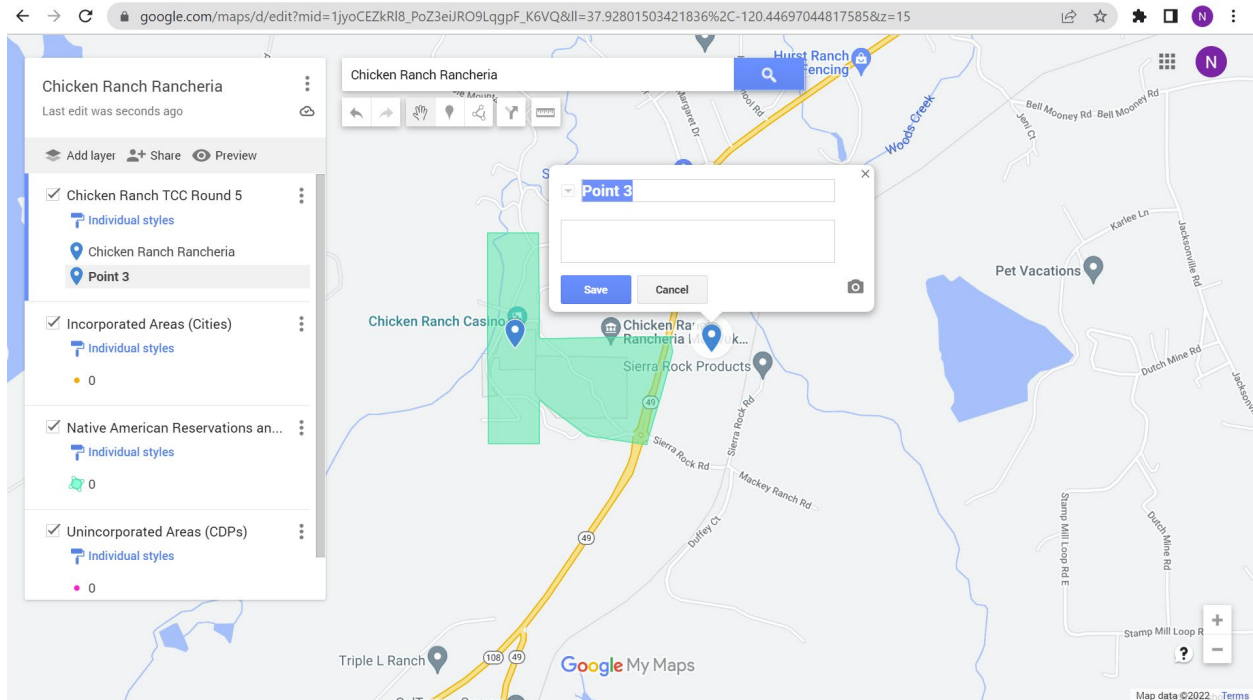
## Importing KMZ Files to Your Map

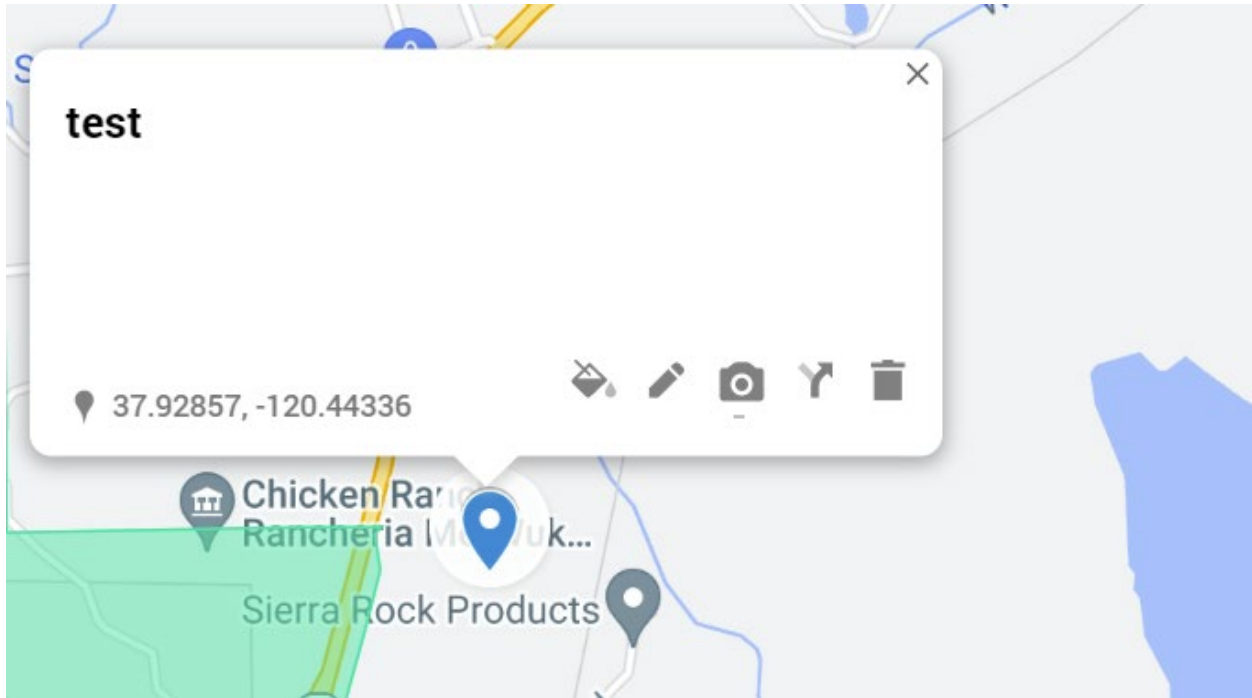
- a. Download the three KMZ files in [this Dropbox folder](#) (or [this Google Drive folder](#)) to your computer. The three files include TribalAreas.kmz, IncorporatedCities.kmz, and UnincorporatedCDPs.kmz
- b. Right under the project name, click “Add layer”, and a new “Untitled layer” will pop up below 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



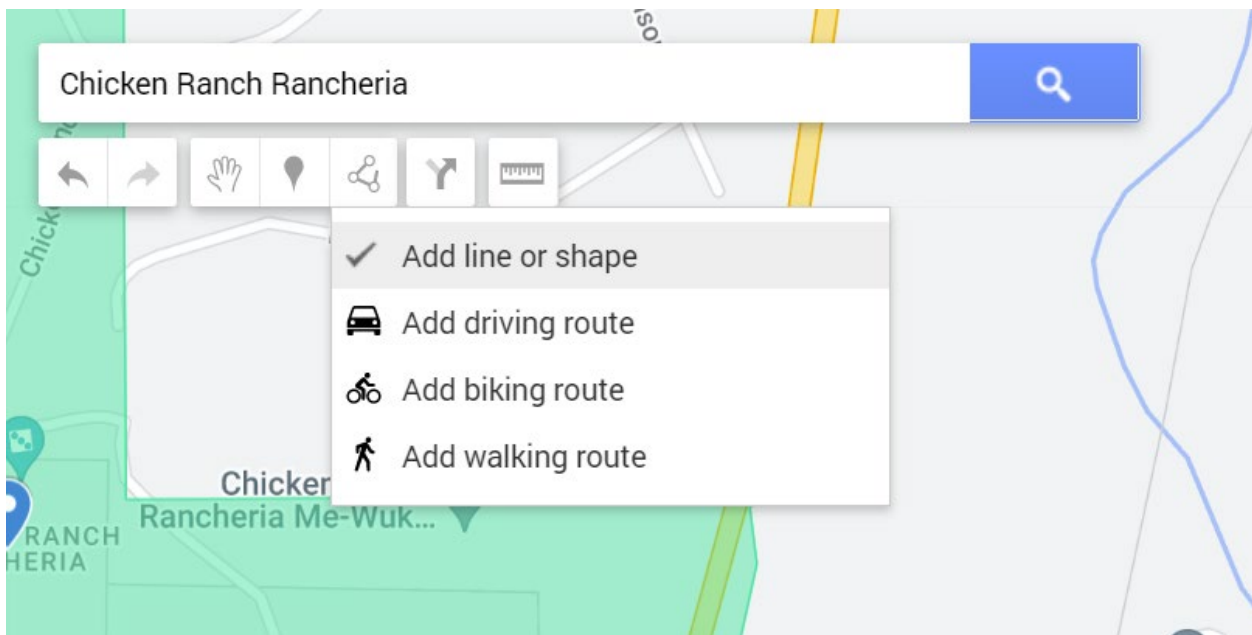
## Drawing New Features

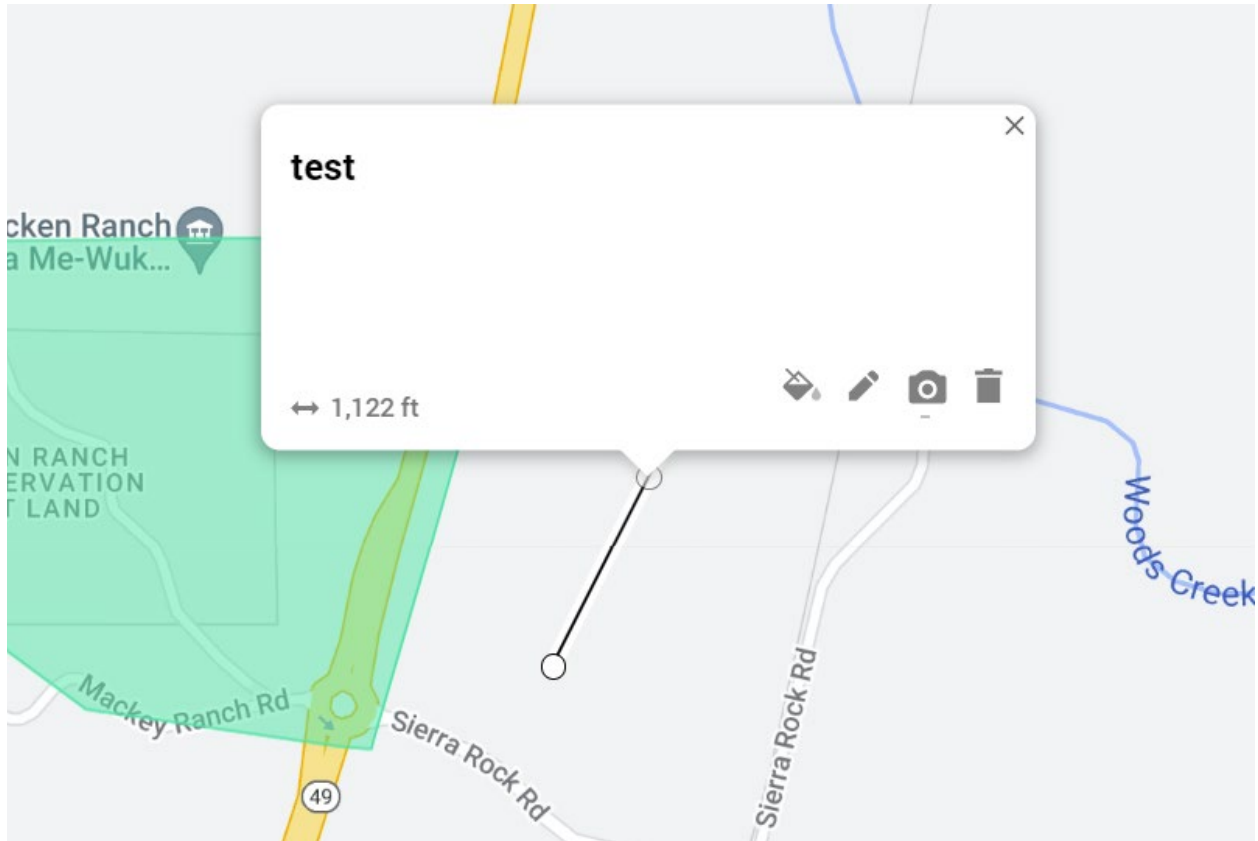
- Return to the “Chicken Ranch TCC Round 5” layer by left-clicking on the pin point under your project layer (first layer).
- Click the pin icon under the search bar once (which says “Add marker” when you hover your cursor over it). Click somewhere random on the map once to add a new point as a test.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





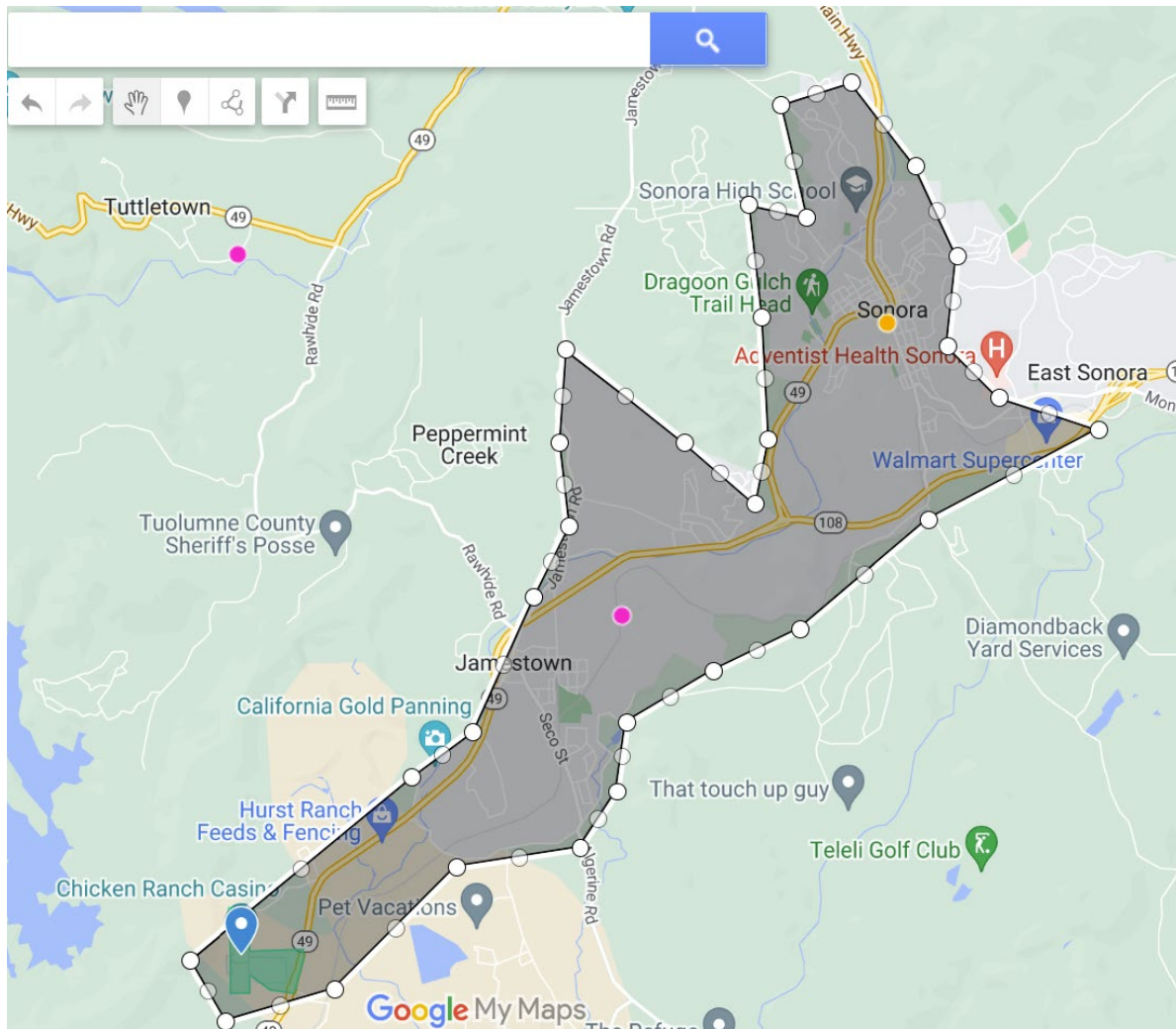
- d. To draw a polygon as a test, click the “Draw a line” icon under the search bar and select “Add a line or shape”. Click once anywhere on the map, click once at each corner of the shape, and click the first point again to complete the shape. Click the shape again to see information on the area (sq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



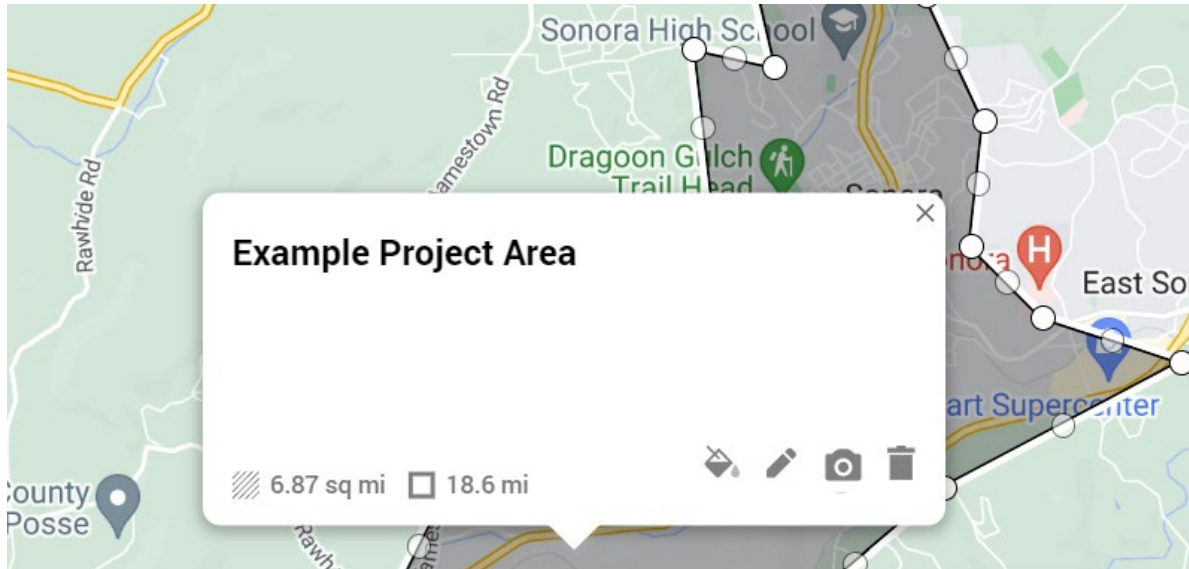


### Drawing Your Planning Area

- 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 – while there is no maximum area for TCC Planning Grants, most Planning Areas are between 2 sq mi and 10 sq mi







- b. Once you have your Planning 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).

