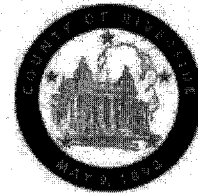


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.20
(ID # 7823)

MEETING DATE:

Tuesday, October 23, 2018

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA) AND Workforce Development Division :

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA) and WORKFORCE DEVELOPMENT DIVISION: Adopt Resolution No. 2018-177 Authorizing Submission of an Application for Transformative Climate Communities Implementation Grant and Acceptance of Grant Funds if Selected; Districts 1 and 2. [\$34,500,000], State Cap and Trade funds 67%, City of Riverside Funds 32%, and County Workforce Development WIOA funds 1%; Project is CEQA Exempt

RECOMMENDED MOTION: That the Board of Supervisors:

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Adopt Resolution No. 2018-177, Authorizing Submission of an Application for Transformative Climate Communities Implementation Grant and Acceptance of Grant Funds if Selected; Authorization to Commit \$500,000 in Program Years 2018/2019, 2019/2020, 2020/2021, 2021/2022, 2022/2023, and 2023/2024 Workforce Innovation and Opportunity Act (WIOA) funds to be expended over a five year period for Transformative Climate Communities Implementation Grant Related Workforce Development Activities and Projects;

Continued on page 2

ACTION: Policy

Robert Field, Assistant County Executive Officer/ECD 10/4/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: October 23, 2018
xc: EDA

Kecia Harper-Ihem
Clerk of the Board
By Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

RECOMMENDED MOTION: That the Board of Supervisors:

3. Authorize the Assistant County Executive Officer/ECD, or designee, to submit an application to the California Strategic Growth Council (Council) for the Transformative Climate Communities Implementation Grant (Grant), in conformance with the instructions set forth in the attached Memorandum dated August 15, 2018 from the California Strategic Growth Council, and accept the award if selected;
4. Authorize the Assistant County Executive Officer/ECD, or designee, to sign a Collaborative Stakeholder Structure Memorandum of Understanding conforming in form and substance to the attached form of Memorandum of Understanding For the Transformative Climate Communities Collaborative Stakeholder Structure, subject to approval by County Counsel;
5. Approve a commitment of \$500,000 derived from Program Years 2018/2019, 2019/2020, 2020/2021, 2021/2022, 2022/2023, and 2023/2024 Workforce Innovation and Opportunity Act (WIOA) funds to be used for activities related to Grant workforce development projects and services; and
6. Authorize the Assistant County Executive Officer/ECD, or designee, to take all necessary steps to obtain Grant funds, implement Grant program activities and expend allocated WIOA funds as approved by the Board herein, if selected for an award, including, but not limited to, signing any subsequent, necessary and relevant documents, including amendments and related memorandums of understanding, subject to approval by County Counsel.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:
COST	\$1,150,000	\$6,900,000	\$34,500,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: State Cap and Trade funds 67%, City of Riverside funds 32%, and County federal WIOA funds 1%.			Budget Adjustment: No	
			For Fiscal Year: 2018/19, 2019/20, 2020/21, 2021/22, 2022/23, 2023/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

In November of 2017, the Riverside County Economic Development Agency (EDA) and the City of Riverside (City), applied to the California Strategic Growth Council (SGC) for the Transformative Climate Communities (TCC) program Planning Grant (Planning Grant). The purpose of the

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Planning Grant is to provide funds from Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006, to help local jurisdictions develop strategies to reduce carbon emissions, improve air quality, and build resiliency in the face of a changing climate, with a focus on low-income and disadvantaged communities.

EDA and the City were awarded a Planning Grant in the amount of \$170,000. The Planning Grant project area is within the City limits; its boundaries and significant landmarks are identified on the map attached hereto as Attachment A and incorporated herein by this reference. Although the EDA and the City applied for the Planning Grant as lead and co-applicant, respectively, the grant administrator entered into agreement with only EDA, as the lead applicant. EDA therefore entered into a Sub-Recipient Agreement with the City to memorialize the TCC-related planning activities for which the City is responsible. The primary objective of Planning Grant activities was to prepare to apply for a larger TCC Implementation Grant (Implementation Grant).

On August 15, 2018, the SGC published a Notice of Funding Availability for the Implementation Grant for a not to exceed grant amount of \$23 million. Pursuant to California Assembly Bills 32 and 2722, Implementation Grant funds are derived from proceeds of the State's Cap and-Trade program and fund the implementation of neighborhood-level plans that include multiple, coordinated projects that reduce greenhouse gas emissions and achieve other community benefits. The Implementation Grant objectives are three-fold: (1) achieve significant reductions in greenhouse gas emissions; (2) improve public health and environmental benefits; and (3) expand economic opportunity and shared prosperity. To achieve these objectives, the Implementation Grant provides eight strategies and over 50 project types that are eligible for inclusion.

Implementation Grant activities will take place in the City of Riverside in the vicinity of the Planning Grant project area, which is a TCC-eligible location and satisfies the requirements of the Implementation Grant. The project area boundaries and proposed projects will be finalized as part of the Planning Grant activities. Proposed projects tentatively consists of an affordable housing project sponsored by the City of Riverside, improved transit access and mobility options, workforce education and development initiatives, urban greening, and public health activities.

Applicants must leverage additional funding sources to secure a minimum 50 percent match of the awarded Implementation Grant amount. Implementation Grant applications are due by October 30, 2018, awardees will be announced in December, and the grant period will commence in early 2019. The grant term is five years.

As part of the Implementation Grant application, EDA must submit a Resolution adopted by the Board of Supervisors that includes an authorization to apply for and, if awarded, accept an Implementation Grant, as well as authority to execute all related documents. Proposed Resolution No. 2018-177, which is attached, satisfies the aforementioned condition. Applicants and co-applicants are also required to create a Collaborative Stakeholder Structure and enter into a related Memorandum of Understanding to memorialize agreed upon timelines and tasks involved

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

in carrying out the terms of the Implementation Grant. A form of proposed Memorandum of Understanding is attached. Furthermore, additional memorandums of understanding may be necessary to implement the terms of the Implementation Grant.

Staff recommends the County, by and through the EDA, serve as lead applicant with the City of Riverside being the co-applicant. Match funds will primarily be derived from the City of Riverside. Riverside County Workforce Development Division is proposing to commit existing Federal Workforce Innovation and Opportunity Act (WIOA) funds in the approximate amount of \$500,000 to workforce related initiatives in the project area. In return, EDA is requesting \$1,150,000 in Implementation Grant funds allocated for workforce related initiatives in the project area. Financing details are provided below in the Additional Fiscal Information section.

Staff recommends that the Board of Supervisors adopt Resolution No. 2018-177 Authorizing Submission of An Application for Transformative Climate Communities Implementation Grant and Acceptance of Grant Funds if selected; Authorization to Commit \$500,000 in WIOA Funds for Grant related Workforce Development Activities and Projects, and the attached form of Memorandum of Understanding For the Transformative Climate Communities Collaborative Stakeholder Structure, each approved as to form by County Counsel.

CEQA

Pursuant to the California Environmental Quality Act (CEQA), the proposed Implementation Grant application, Resolution No. 2018-177, and form of memorandum of Understanding were each reviewed and determined to be categorically exempt from CEQA under State CEQA Guidelines Section 15061(b) (3), General Rule or "Common Sense" exemption. It can be seen with certainty that there is no possibility that the execution of an application, adoption of Resolution No. 2018-177, and approval of the form of Memorandum of Understanding may have a significant effect on the environment, as an authorization to apply for grant funds and Memorandum of Understanding setting for stakeholder structures will have only financial and administrative effects and will not lead to any direct or reasonably indirect physical environmental impacts. Any activities or projects arising out of an award of Implementation Grant funds will be subject to separate CEQA review prior to taking any choice limiting or discretionary action in connection with such projects or activities. A Notice of Exemption will be filed by EDA staff with the County Clerk upon adoption of Resolution No. 2018-177.

Impact on Residents and Businesses

The Implementation Grant incorporates input from community residents and other key stakeholders, ensuring that related activities reflect local needs and preferences. Receipt of the Implementation Grant will benefit residents and businesses of Riverside County by funding initiatives designed to bring environmental benefits, improve public health, and encourage economic prosperity.

SUPPLEMENTAL:

Additional Fiscal Information

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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Below is an estimated funding breakdown of the Implementation Grant.

Funding Source	Approximate Amount
TCC Implementation Grant	\$23,000,000
City of Riverside	\$11,000,000
County Workforce Development Division WIOA Funds	\$500,000
Total:	\$34,500,000

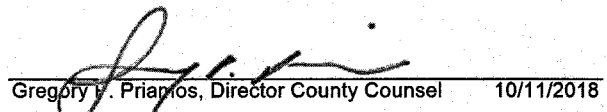
Following is an explanation for the allocation of costs set forth above in the Financial Data section. Implementation Grant funds will be disbursed over a five year period beginning fiscal year 2018/19 and continuing through fiscal year 2023/24. The grant period is estimated to commence in approximately May of fiscal year 2018/19; thus 2/60th (\$1,150,000) of the total grant funds are estimated to be expended during the initial fiscal year. For each fiscal year thereafter, 12/60th (\$6,900,000) of total funds are estimated to be expended per year throughout the grant term until funds are exhausted.

Attachments

- Planning Grant Project Area Map
- Resolution No. 2018-177
- Form of Memorandum of Understanding For the Transformative Climate Communities Collaborative Stakeholder Structure
- California Strategic Growth Council Memorandum (Instructions for Grant Application)

RF: HM: CH: LT


Kerini Masika, Principal Management Analyst 10/15/2018


Gregory V. Priamos, Director County Counsel 10/11/2018

BOARD OF SUPERVISORS

COUNTY OF RIVERSIDE

RESOLUTION NO. 2018-177

**AUTHORIZING SUBMISSION OF AN APPLICATION FOR
TRANSFORMATIVE CLIMATE COMMUNITIES IMPLEMENTATION GRANT AND
ACCEPTANCE OF GRANT FUNDS IF SELECTED; AUHORIZATION TO COMMITT
\$500,000 IN WORKFORCE INNOVATION OPPORTUNITY ACT FUNDS FOR
GRANT RELATED WORKFORCE DEVELOPMENT ACTIVITIES AND PROJECTS**

WHEREAS, on August 15, 2018, the California Strategic Growth Council ("SGC") published a Notice of Funding Availability for the Transformative Climate Communities ("TCC") Implementation Grant ("Implementation Grant") for a not to exceed grant amount of Twenty-Three Million Dollars (\$23,000,000);

WHEREAS, pursuant to California Assembly Bills 32 (Nunez, Chapter 488, Statutes of 2006) and 2722 (Burke, Chapter 371, Statutes of 2016), Implementation Grant funds are derived from proceeds of the State's Cap and-Trade program and fund the implementation of neighborhood-level plans that include multiple, coordinated projects that reduce greenhouse gas emissions and achieve other community benefits;

WHEREAS, the Implementation Grant objectives are three-fold: (1) achieve significant reductions in greenhouse gas emissions; (2) improve public health and environmental benefits; and (3) expand economic opportunity and shared prosperity. To achieve these objectives, the Implementation Grant provides eight strategies and over 50 project types that are eligible for inclusion;

WHEREAS, the Implementation Grant requires a minimum 50 percent match of the awarded amount;

WHEREAS, Implementation Grant applications are due by October 30, 2018, awardees will be announced in December of 2018, and the grant period is slated to commence in early 2019. The grant term is five years;

10.23.18 3.20

FORM APPROVED COUNTY COUNSEL
BY: *J. Brown* 10/10/18
DATE
BY: J. BROWN

1 **WHEREAS**, the County of Riverside, by and through its Economic Development
2 Agency (EDA), desires to apply for the Implementation Grant jointly with the City of
3 Riverside as lead and co-applicant, respectively;

4 **WHEREAS**, a proposed project area, which is a TCC-eligible location and
5 satisfies the requirements of the Implementation Grant, has been identified within the
6 City of Riverside. The project area boundaries are tentatively defined in the
7 Implementation Grant Project Area Map, attached hereto as Exhibit A and incorporated
8 herein by this reference, and will be finalized prior to submission of the grant
9 application;

10 **WHEREAS**, proposed projects under the Implementation Grant tentatively
11 consist of workforce education and development initiatives sponsored by EDA, an
12 affordable housing project sponsored by the City of Riverside, improved transit access
13 and mobility options, urban greening, and public health activities;

14 **WHEREAS**, EDA desires to commit \$500,000 in federal Workforce Innovation
15 and Opportunity Act (WIOA) Workforce Development funds towards activities related to
16 Implementation Grant workforce development projects and services, and is requesting
17 in return \$1,150,000 in Implementation Grant funds allocated for the same purposes;

18 **WHEREAS**, as part of the Implementation Grant application, EDA must submit a
19 Resolution adopted by the Board of Supervisors that includes an authorization to apply
20 for and, if awarded, accept a TCC Planning Grant as well as authority to execute all
21 related documents;

22 **WHEREAS**, as part of the Implementation Grant application, EDA is also
23 required to create a Collaborative Stakeholder Structure and enter into a related
24 Memorandum of Understanding to memorialize agreed upon timelines and tasks
25 involved in carrying out the terms of the Implementation Grant, the proposed form of
26 Memorandum of Understanding is attached hereto as Exhibit B;

27 **WHEREAS**, additional memorandums of understanding may be necessary to
28 implement the terms of the Implementation Grant; and

1 **WHEREAS**, County has reviewed and determined that the Implementation
2 Grant application and Memorandum of Understanding are categorically exempt from
3 the California Environmental Quality Act (CEQA) under State CEQA Guidelines
4 Section 15061(b) (3), General Rule or "Common Sense" exemption. It can be seen
5 with certainty that there is no possibility that the execution of an application for grant
6 funds and proposed Memorandum of Understanding may have a significant effect on
7 the environment, as an authorization to apply for grant funds and Memorandum of
8 Understanding setting forth a stakeholder structure will have only financial and
9 administrative effects and will not lead to any direct or reasonably indirect physical
10 environmental impacts. Any activities or projects funded with awarded grant funds will
11 be subject to separate CEQA review prior to taking any choice limiting or discretionary
12 actions in connection with such activities or projects.

13 **NOW THEREFORE, BE IT RESOLVED, FOUND, DETERMINED AND**
14 **ORDERED** by the Board of Supervisors in regular session assembled on October 23,
15 2018, in the meeting room of the Board of Supervisors located on the 1st floor of the
16 County Administrative Center, 4080 Lemon Street, Riverside, California, as follows:

- 17
- 18 1. That the Board of Supervisors hereby finds and declares that the above recitals
19 are true and correct.
- 20 2. The Board of Supervisors, based upon a review of the evidence and
21 information presented on the matter as it relates to the Implementation Grant
22 application, has determined that the Implementation Grant application and
23 Memorandum of Understanding are categorically exempt from the California
24 Environmental Quality Act (CEQA) under State CEQA Guidelines Section
25 15061(b) (3), General Rule or "Common Sense" exemption. It can be seen with
26 certainty that there is no possibility that the execution of an application for grant
27 funds and proposed Memorandum of Understanding may have a significant
28 effect on the environment, as an application for grant funds and Memorandum

1 of Understanding setting forth a stakeholder structure will have only financial
2 and administrative effects and will not lead to any direct or reasonably indirect
3 physical environmental impacts. Any activities or projects funded with an award
4 of grant funds will be subject to separate CEQA review prior to taking any
5 choice limiting or discretionary actions in connection with such activities or
6 projects.

- 7 3. That the Board of Supervisors hereby authorizes the Assistant County
8 Executive Officer/ECD, or designee, to submit an application to the Strategic
9 Growth Council for the Transformative Climate Communities Implementation
10 Grant (Grant), and accept the award if selected.
- 11 4. That the Board of Supervisors authorize the Assistant County Executive
12 Officer/ECD, or designee, to sign a Collaborative Stakeholder Structure
13 Memorandum of Understanding conforming in form and substance to the form
14 of Collaborative Stakeholder Structure Memorandum of Understanding
15 attached hereto as Exhibit B and incorporated herein by this reference, subject
16 to approval by County Counsel.
- 17 5. That the Board of Supervisors authorize the commitment of \$500,000 in WIOA
18 Workforce Development funds to be used towards activities related to
19 Implementation Grant workforce development projects and services.
- 20 6. That the Board of Supervisors authorize the Assistant County Executive
21 Officer/ECD, or designee, to take all necessary steps to obtain Implementation
22 Grant funds and implement Implementation Grant program activities, if selected
23 for an award, including but not limited to, signing any subsequent, necessary
24 and relevant documents, including amendments and related memorandums of
25 understanding, subject to approval by County Counsel.

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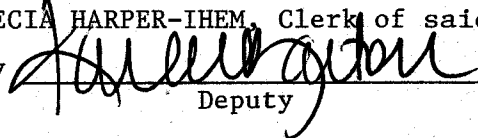
ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

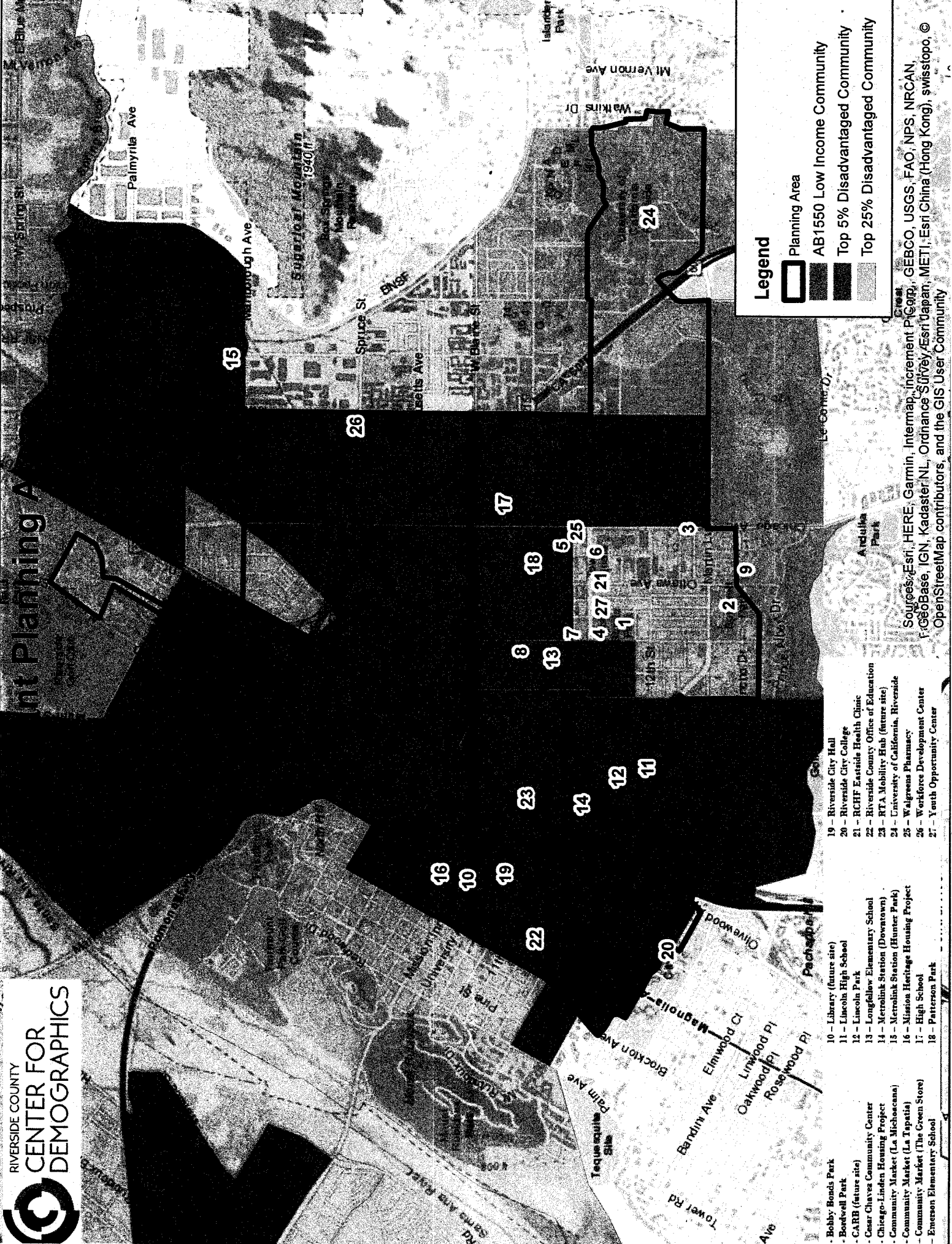
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Exhibit A
Tentative Implementation Grant Project Area Map
(behind this page)



Legend

- Planning Area
- AB1550 Low Income Community
- Top 5% Disadvantaged Community
- Top 25% Disadvantaged Community

- 19 - Riverside City Hall
- 20 - Riverside City College
- 21 - RCHF Eastside Health Clinic
- 22 - Riverside County Office of Education
- 23 - RTA Mobility Hub (future site)
- 24 - University of California, Riverside
- 25 - Walgreens Pharmacy
- 26 - Workforce Development Center
- 27 - Youth Opportunity Center

- 10 - Library (future site)
- 11 - Lincoln High School
- 12 - Lincoln Park
- 13 - Longfellow Elementary School
- 14 - Metrolink Station (Downtown)
- 15 - Metrolink Station (Hunter Park)
- 16 - Mission Heritage Housing Project
- 17 - High School
- 18 - Patterson Park

- Bobby Bonds Park
- Boydell Park
- CARB (future site)
- Cesar Chavez Community Center
- Chicago-Linden Housing Project
- Community Market (La Michoacana)
- Community Market (La Tapatia)
- Community Market (The Green Store)
- Emerson Elementary School

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, FCB, Esri, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

Exhibit B

**Form of Memorandum of Understanding
For the Transformative Climate Communities
Collaborative Stakeholder Structure
(behind this page)**

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**MEMORANDUM OF UNDERSTANDING
FOR THE TRANSFORMATIVE CLIMATE COMMUNITIES
COLLABORATIVE STAKEHOLDER STRUCTURE**

This MEMORANDUM OF UNDERSTANDING FOR THE TRANSFORMATIVE CLIMATE COMMUNITIES COLLABORATIVE STAKEHOLDER STRUCTURE ("MOU") is made and entered into this ____ day of _____, 2018 by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California ("County"), the CITY OF RIVERSIDE, a California charter city and municipal corporation ("City"), THE SANTA ANA WATERSHED PROJECT AUTHORITY, a California joint powers authority ("SAWPA"), WAKELAND HOUSING AND DEVELOPMENT CORPORATION, a California nonprofit corporation ("Wakeland"), the REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California nonprofit corporation formed under Article IX of the California Constitution, as represented by the University of California Riverside School of Medicine and the University of California Riverside School of Agriculture ("School of Medicine" and "School of Agriculture"), the RIVERSIDE UNIFIED SCHOOL DISTRICT, a California public school district ("District"), GRID ALTERNATIVES, a California nonprofit corporation ("Grid"), and the RIVERSIDE COMMUNITY HEALTH FOUNDATION, a California non-profit corporation ("Foundation"). City, SAWPA, Wakeland, School of Medicine, School of Agriculture, District, Grid, and Foundation will hereafter collectively be referred to as "Partners." County and Partners will hereafter collectively be referred to as "Parties."

RECITALS

- A. The California Strategic Growth Council (SGC) awards grants for the development and implementation of neighborhood-level climate sustainability plans as part of the Transformative Climate Communities (TCC) program.
- B. The County is the Lead Applicant and is applying to SGC for a grant to fund a range of projects that have climate, public health, pollution reduction, and economic prosperity benefits. The proposed program will hereafter be referred to as "Pathways to Health."
- C. The Partners are organizations or public entities authorized to lead community-based projects that have demonstrated the organizational capacity to support the County in the implementation of Pathways to Health.
- D. The Parties have determined that there exists a need to reduce greenhouse gas emissions, foster public health and environmental benefits, and catalyze economic opportunity and shared prosperity within the greater Riverside area, as depicted in Exhibit "A" attached hereto and incorporated herein by this reference ("Project Area").
- E. The Partners fully support the objectives, goals, strategies and projects identified under the TCC grant application that was proposed by the County for approval by the Strategic Growth Council ("TCC Grant"), and the Partners agree to be Co-Applicants for the TCC Grant.

F. The Parties desire to enter into an MOU as hereinafter set forth in order to establish a collaborative stakeholder structure for matters pertaining to the TCC Grant and the use of the TCC funding ("Grant Funding") in the Project Area.

G. The Parties acknowledge and agree that other Partners may be added to this MOU from time to time.

NOW THEREFORE, in consideration of the mutual covenants, conditions and advantages herein stated, the Parties hereto agree as follows:

1. PURPOSE AND GOALS

a. The Parties agree to conduct the TCC Grant activities set forth in this MOU, jointly, under the project name "Pathways to Health."

b. The goals of Pathways to Health were developed by the Parties and are outlined and specified in the Agreement for use of Grant Funds under the Transformative Climate Communities Program by and between the Strategic Growth Council and the County of Riverside in the amount of twenty-three million dollars (\$23,000,000), dated _____, with a five year term ("Agreement for Use of TCC Grant Funds").

c. The purpose of this MOU is to formalize the partnership and understanding between the Parties and set forth the terms by which the Parties will manage, coordinate and administer TCC Grant-related activities within the boundaries of the Project Area. The Parties agree that the purpose for conducting the activities as a coordinated group shall include the following:

- (1) Implementing activities, programs, strategies, and projects as set forth in the Agreement for Use of TCC Funds;
- (2) Promoting the execution of objectives and goals set forth in the Agreement for Use of TCC Funds;
- (3) Providing a platform for community engagement and input into implementation of activities related to the TCC Grant; and
- (4) Performing such other functions as may be deemed necessary and appropriate to meet the objectives of this MOU.

2. GOVERNANCE

a. General. Parties shall actively promote community engagement and shall work in conjunction with an advisory community-based group, called the Advisory Committee. The Advisory Committee shall have the organization and powers specified below.

b. Membership. Parties shall each designate one individual to represent that Party on the Advisory Committee, with the City representative serving as the Advisory Committee chair. These designations may be done at a staff-level by the individual designated by a Party to administer this MOU and shall not require the approval of the legislative body of any Party. In addition, the City shall appoint one representative from each of the following community stakeholder groups ("Stakeholders"):

- (1) Residents of the Chicago-Linden affordable housing project;
- (2) Residents of the Mission Heritage affordable housing project;
- (3) Members of the Eastside Forum;
- (4) Participants in or graduates of the Resident Leadership Academy;
and
- (5) Members of the Eastside HealZone.

c. Additional Stakeholders. Individuals and organizations desiring to become Stakeholder members of the Advisory Committee shall submit a written request to the County. The Parties may add these additional stakeholders to the Advisory Committee by amending this MOU, in writing, with the consent of all Parties, as to this section 2, Governance. Stakeholders shall not be Parties to this MOU.

d. Advisory. Advisory Committee members shall be entitled to make recommendations about, provide input into, and assist the Parties in the implementation of activities under the TCC Grant, but they do not have any final decision making abilities.

e. Meetings. The Advisory Committee shall conduct meetings at least on a quarterly-basis, as follows:

- (1) Meetings shall be held within the City of Riverside, at a time and location previously determined by the Parties.
- (2) Meetings shall be open to the public.
- (3) Meetings shall be facilitated in a manner that promotes equity, respect, and resident empowerment.
- (4) Meeting agendas and notes shall be published and made accessible to the public in the manner provided in the Ralph M. Brown Act (Government Code Section 54940, et seq., as such sections now exist or may be hereafter amended).

f. Decision Making.

- (1) A simple majority of all members of the Advisory Committee shall constitute a quorum for the transaction of business at any meeting of the Advisory Committee.
- (2) Any decision of the Advisory Committee shall be carried upon the affirmative vote of the majority of members present at the meeting. Notwithstanding the presence of a quorum, decisions regarding TCC Grant related activities must include input from the Party designated as responsible for such activity as set forth in Section 3 below.

3. ROLES, RESPONSIBILITIES, AND RELATIONSHIPS

a. General. This MOU sets forth the roles and responsibilities for the County and all Partners in the Pathways to Health program. If at any time, the Parties wish to add, change or remove Partners to Pathways to Health, the Parties may do so by amending this MOU as to parties and attaching and incorporating the duly executed signature of the new or exiting partner to this MOU. In conducting the TCC Grant activities set forth in this MOU, the Parties individually agree to perform the following tasks or undertaking:

b. The City shall:

- (1) Serve as fiscal agent for Pathways to Health, producing financial reports and statements;
- (2) Provide a lead staff member to coordinate all activities of Pathways to Health;
- (3) Provide financial support as determined in Section 6 below;
- (4) Meet monthly with the County to discuss policy momentum, program/project deliverables, financial components, and other such issues regarding the use of the TCC Grant funds;
- (5) Provide leverage in the form of matching funds or in kind goods or services pursuant to the Agreement for Use of TCC Grant Funds;
- (6) Assist in the implementation of activities related to the TCC Grant;
- (7) Develop and maintain a webpage devoted to the Pathways to Health;
and
- (8) Assume the lead role in implementing activities related to the TCC Grant.

c. The County shall:

- (1) Through its Assistant County Executive Officer/ECD, or their designee, administer the terms and conditions of this MOU for Partners;
- (2) Provide a staff member to assist the City in coordinating activities of Pathways to Health;
- (3) Meet monthly with the City to discuss policy momentum, program/project deliverables, financial components, and other such issues regarding the use of the TCC Grant funds;
- (4) Provide leverage in the form of matching funds or in kind goods or services pursuant to the Agreement for Use of TCC Grant Funds; and
- (5) Assist in the implementation of activities related to the TCC Grant.

d. The Partners other than City shall:

- (1) As a subrecipient of TCC Grant funds, manage their approved projects in the Project Area;
- (2) Provide leverage in the form of matching funds or in kind goods or services pursuant to the Agreement for Use of TCC Grant Funds;
- (3) Assist in the implementation of activities related to the TCC Grant;
- (4) Provide a staff member to assist the City in coordinating activities of Pathways to Health; and
- (5) Provide all required reporting to the City on use of TCC Grant funds and performance measures for their projects.

4. EFFECTIVE DATE AND TERM

a. This MOU shall become effective as of the date on which the last Party executes this MOU ("Effective Date").

b. The Term of the MOU will commence on the Effective Date and continue for five (5) years, unless terminated earlier by the Parties as provided in Section 8(d) below, and will automatically terminate unless otherwise extended by a written amendment to this MOU executed by all of the Parties.

5. FINANCING AND BUDGETING

a. It is the intent and understanding of the Parties to this MOU that the activities conducted pursuant to this MOU will be financed by TCC Grant funds and matching funds pursuant to an Agreement for use of TCC Grant funds. Except for the TCC Grant funds referenced in the aforementioned sentence, the Parties acknowledge and agree that there is no agreement by the Parties to provide any additional financial support for any of the programs/projects referred to in this MOU. Any such financial commitment shall be stated in a separate written agreement subject to written approval by the Parties.

b. The general administrative budget shall be promulgated by the budget incorporated in the Agreement for use of TCC Grant funds.

6. ACCOUNTING

a. The City is designated as the fiscal agent. The City shall account separately for all funds collected or disbursed pursuant to this MOU. The City shall maintain and keep records of all expenditures and obligations incurred pursuant to this MOU and the Agreement for use of TCC Grant funds, and all income and fees received thereby according to generally recognized accounting principles. Such records shall be maintained by the City for a minimum of seven (7) years following the termination of the Agreement for use of TCC Grant funds. The records relating to this MOU shall be open to inspection and audit by the Parties or its authorized representative on an annual basis or as is deemed necessary by the Parties upon reasonable notice to the City.

b. The City shall provide the Parties monthly expenditure reports by the last day of the following month, as well as a copy of a full annual financial statement for the partnership activities immediately upon completion thereof, but in no case later than six (6) months following the end of the fiscal year. The monthly expenditure reports and annual financial statements shall contain a status report of all appropriations and expenditures by line item, any emergency expenditure, appropriation changes (increases or decreases or new/supplemental appropriations after original budget was approved) and remaining unspent balances including encumbered amounts by purpose.

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a. Within ninety (90) calendar days from the date of award of the TCC Grant, the Parties shall adopt an Accountability Plan consisting of the following:

- (1) Performance expectations for each Party;
- (2) Regular and timely tracking and communicating of results of TCC Grant activities;
- (3) Regular and timely comparison of results with expectations; and

- (4) Establishment of definitive steps to correct any identified discrepancies between expectations and results.

8. GENERAL PROVISIONS

a. Indemnification. Each of the Parties agree to defend, indemnify and hold harmless each and every other Party and its officers, officials, board of supervisors, city council, board of directors, employees or agents from and against any damages including, but not limited to, attorneys' fees, expert and consultant fees, and other costs and fees of litigation, arising out of the alleged gross negligence, intentional or willful misconduct of the Party, its agents, officers, officials, board of supervisors, city council, board of directors, employees or representatives in the performance of this MOU.

b. Notices. Any notices, bills, invoices, or reports relating to this MOU, and any request, demand, statement or other communication required or permitted hereunder shall be in writing to the addresses set forth on the signature pages, and shall be deemed to have been received on (a) the day of delivery, if delivered by hand during regular business hours or by confirmed facsimile during regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid.

c. Dispute. The Parties agree that before any Party commences any legal or equitable action, action for declaratory relief, suit, proceeding, or arbitration regarding the TCC Grant that the Parties shall first submit the dispute to mediation through a mutually acceptable professional mediator in Riverside County. Each Party shall bear its own expenses and costs associated with the mediation. The Parties shall share the cost of a mediator equally.

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(1) Any Party may terminate its participation in this MOU for any reason by giving thirty (30) days advance written notice to the designated representatives of the other Parties. This right to terminate ends once a sub-recipient agreement is entered into. At that time, the termination terms of the sub-recipient agreement shall govern. The Parties shall have the right to terminate this MOU upon a majority vote.

(2) Except as otherwise provided herein, upon termination of this MOU, or an individual Party's termination of participation in this MOU, that Party shall not have any obligation to the other Parties.

e. Conflict of Interest. No member, official or employee of the Parties shall have any personal interest, direct or indirect, in this MOU nor shall any such member, official or employee participate in any decision relating to this MOU which affects his or her personal interest

or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested.

f. Governing Law. This MOU and any dispute arising hereunder shall be governed and interpreted in accordance with the laws of the State of California.

g. Venue. Any legal action related to the performance or interpretation of this MOU shall be filed only in the Superior Court in Riverside County, California, and the Parties waive any provision of law providing for a change of venue to another location.

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j. Compliance with Laws and Regulations; Legal Authority. By executing this MOU, the Parties agree to comply with all applicable federal, state and local laws, regulations and ordinances. Nothing in this MOU binds the Parties to perform any action that is beyond its legal authority.

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m. Authority. The persons executing this MOU or exhibits attached hereto on behalf of the Parties to this MOU hereby warrant and represent that they have the authority to execute this MOU and warrant and represent that they have the authority to bind the respective Parties to this MOU to the performance of its obligations hereunder.

n. Assignment. The Parties shall not assign, transfer, or subcontract any interest in this MOU with the prior written consent of the County. Any attempt to so assign, transfer, or subcontract any rights, duties, or obligations arising hereunder, without prior written consent of County shall be null, void and of no effect.

o. Amendments and Modifications. It is agreed that the rights, interests, understandings, agreements and obligations of the respective Parties pertaining to the subject matter of this MOU may not be amended, modified or supplemented in any respect except by a subsequent written instrument evidencing the express written consent of each of the Parties hereto, acting through their governing bodies, or designees and duly executed by the Parties.

p. MOU Administration. The Assistant County Executive Officer/ECD, in the case of the County, and the City Manager in the case of the City, and or their designees, shall administer the terms and conditions of this MOU for the County and the City, respectively.

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r. Entire Agreement. This MOU, including all exhibits and attachments hereto, is intended by the Parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection therewith. Any amendments to or clarification of this MOU shall be in writing and acknowledged by all Parties to this MOU.

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(Signatures on Following Pages)

IN WITNESS WHEREOF, the PARTIES hereto have caused this MOU to be executed by their duly authorized representatives on the dates set forth below.

COUNTY OF RIVERSIDE,
a political subdivision of the State of
California

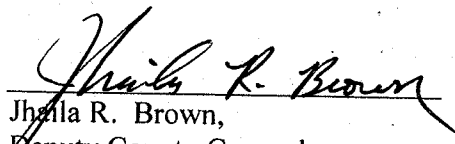
By: _____

Name: _____

Its: _____

Dated: _____

APPROVED AS TO FORM:
Gregory P. Priamos,
County Counsel

By: 
Jhella R. Brown,
Deputy County Counsel

Address:

County of Riverside
Attention: Robert Field
3403 10th Street, Suite 300
Riverside, CA 92501

CITY OF RIVERSIDE,
a California charter city and municipal corporation

By: _____

Name: _____

Its: _____

Dated: _____

ATTESTED TO:

By: _____

APPROVED AS TO FORM:

By: _____

Address:

City of Riverside
Attention: Emilio Ramirez
3900 Main Street
Riverside, CA 92522

WAKELAND HOUSING AND
DEVELOPMNT CORPORATION, a
California nonprofit corporation

By: _____

Name: _____

Its: _____

Dated: _____

ATTESTED TO:

By: _____

APPROVED AS TO FORM:

By: _____

Address:

[insert]

SANTA ANA WATERSHED PROJECT
AUTHORITY, a California joint powers
authority

By: _____

Name: _____

Its: _____

Dated: _____

Address:

SAWPA
Attention: Mike Antos
Insert Address

REGENTS OF THE UNIVERSITY OF
CALIFORNIA, a California nonprofit
corporation formed under Article IX
of the California Constitution, as represented
by the University of California Riverside
School of Medicine

By: _____

Name: _____

Its: _____

Dated: _____

Address:

UCR School of Medicine

Attention:

Insert Address

REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California nonprofit corporation formed under Article IX of the California Constitution, as represented by the University of California Riverside School of Agriculture

By: _____

Name: _____

Its: _____

Dated: _____

Address:

UCR School of Agriculture

Attention:

Insert Address

RIVERSIDE UNIFIED SCHOOL
DISTRICT, a California public school
district

By: _____

Name: _____

Its: _____

Dated: _____

Address:

RUSD

Attention:

Insert Address

GRID ALTERNATIVES, a California
nonprofit corporation

By: _____

Name: _____

Its: _____

Dated: _____

Address:

Grid Alternatives
Attention:
Insert Address

RIVERSIDE COMMUNITY HEALTH
FOUNDATION, a California non-profit
corporation

By: _____

Name: _____

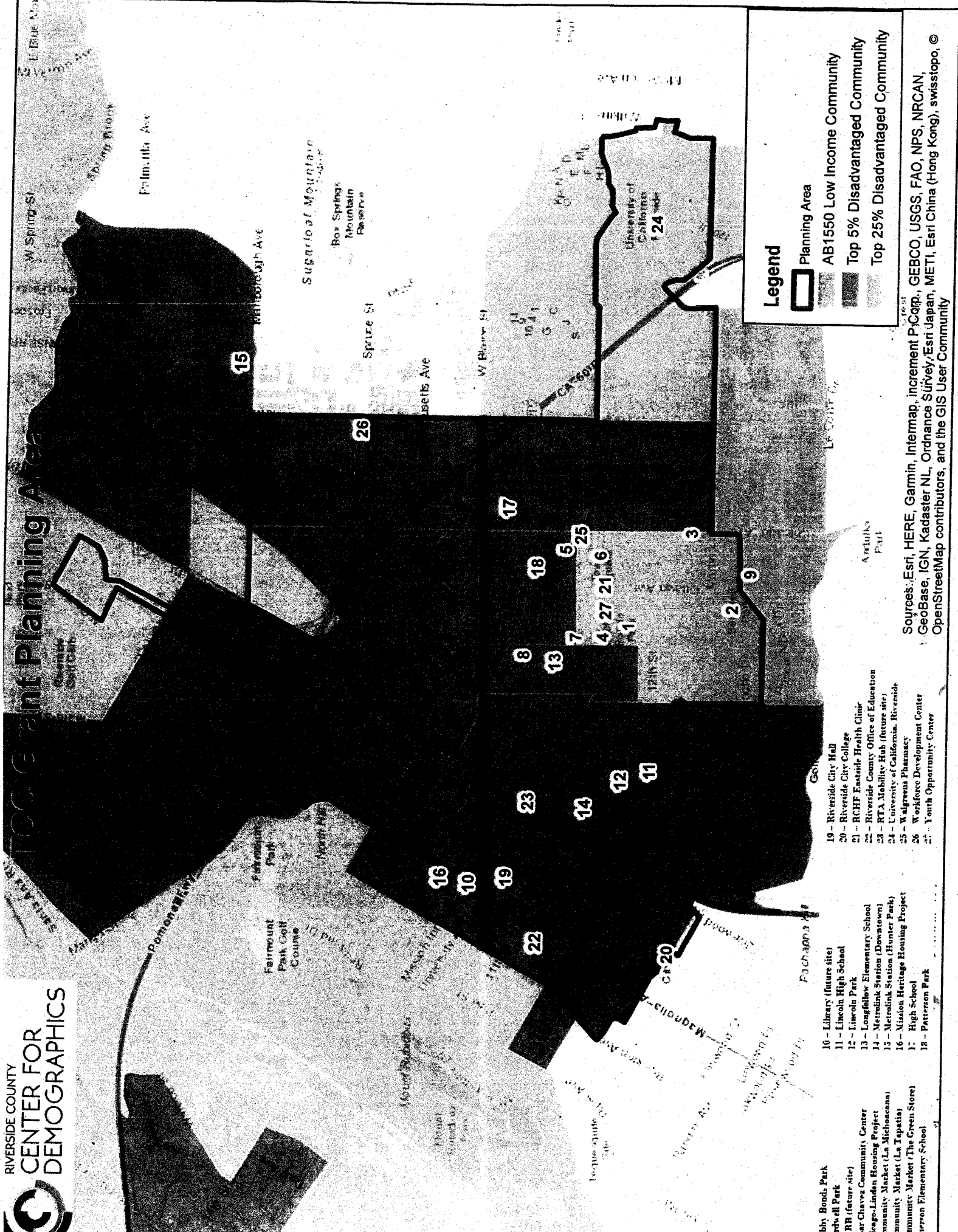
Its: _____

Dated: _____

Address:

Riverside Community Health Foundation
Attention:
Address
Address

100 Year Planning Area



Legend

- Planning Area
- AB1550 Low Income Community
- Top 5% Disadvantaged Community
- Top 25% Disadvantaged Community

- 10 - Library (future site)
- 11 - Lincoln High School
- 12 - Lincoln Park
- 13 - Longfellow Elementary School
- 14 - Metrolink Station (Downtown)
- 15 - Metrolink Station (Hunter Park)
- 16 - Mission Heritage Housing Project
- 17 - High School
- 18 - Patterson Park
- 19 - Riverside City Hall
- 20 - Riverside City College
- 21 - RCHP Eastside Health Clinic
- 22 - Riverside County Office of Education
- 23 - RTA Mobility Hub (future site)
- 24 - University of California, Riverside
- 25 - Walgreens Pharmacy
- 26 - Workforce Development Center
- 27 - Youth Opportunity Center

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

**MEMORANDUM OF UNDERSTANDING
FOR THE TRANSFORMATIVE CLIMATE COMMUNITIES
COLLABORATIVE STAKEHOLDER STRUCTURE**

This MEMORANDUM OF UNDERSTANDING FOR THE TRANSFORMATIVE CLIMATE COMMUNITIES COLLABORATIVE STAKEHOLDER STRUCTURE (“MOU”) is made and entered into this ____ day of _____, 2018 by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California (“County”), the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), THE SANTA ANA WATERSHED PROJECT AUTHORITY, a California joint powers authority (“SAWPA”), WAKELAND HOUSING AND DEVELOPMENT CORPORATION, a California nonprofit corporation (“Wakeland”), the REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California nonprofit corporation formed under Article IX of the California Constitution, as represented by the University of California Riverside School of Medicine and the University of California Riverside School of Agriculture (“School of Medicine” and “School of Agriculture”), the RIVERSIDE UNIFIED SCHOOL DISTRICT, a California public school district (“District”), GRID ALTERNATIVES, a California nonprofit corporation (“Grid”), and the RIVERSIDE COMMUNITY HEALTH FOUNDATION, a California non-profit corporation (“Foundation”). City, SAWPA, Wakeland, School of Medicine, School of Agriculture, District, Grid, and Foundation will hereafter collectively be referred to as “Partners.” County and Partners will hereafter collectively be referred to as “Parties.”

RECITALS

A. The California Strategic Growth Council (SGC) awards grants for the development and implementation of neighborhood-level climate sustainability plans as part of the Transformative Climate Communities (TCC) program.

B. The County is the Lead Applicant and is applying to SGC for a grant to fund a range of projects that have climate, public health, pollution reduction, and economic prosperity benefits. The proposed program will hereafter be referred to as “Pathways to Health.”

C. The Partners are organizations or public entities authorized to lead community-based projects that have demonstrated the organizational capacity to support the County in the implementation of Pathways to Health.

D. The Parties have determined that there exists a need to reduce greenhouse gas emissions, foster public health and environmental benefits, and catalyze economic opportunity and shared prosperity within the greater Riverside area, as depicted in Exhibit “A” attached hereto and incorporated herein by this reference (“Project Area”).

E. The Partners fully support the objectives, goals, strategies and projects identified under the TCC grant application that was proposed by the County for approval by the Strategic Growth Council (“TCC Grant”), and the Partners agree to be Co-Applicants for the TCC Grant.

F. The Parties desire to enter into an MOU as hereinafter set forth in order to establish a collaborative stakeholder structure for matters pertaining to the TCC Grant and the use of the TCC funding ("Grant Funding") in the Project Area.

G. The Parties acknowledge and agree that other Partners may be added to this MOU from time to time.

NOW THEREFORE, in consideration of the mutual covenants, conditions and advantages herein stated, the Parties hereto agree as follows:

1. PURPOSE AND GOALS

a. The Parties agree to conduct the TCC Grant activities set forth in this MOU, jointly, under the project name "Pathways to Health."

b. The goals of Pathways to Health were developed by the Parties and are outlined and specified in the Agreement for use of Grant Funds under the Transformative Climate Communities Program by and between the Strategic Growth Council and the County of Riverside in the amount of twenty-three million dollars (\$23,000,000), dated _____, with a five year term ("Agreement for Use of TCC Grant Funds").

c. The purpose of this MOU is to formalize the partnership and understanding between the Parties and set forth the terms by which the Parties will manage, coordinate and administer TCC Grant-related activities within the boundaries of the Project Area. The Parties agree that the purpose for conducting the activities as a coordinated group shall include the following:

- (1) Implementing activities, programs, strategies, and projects as set forth in the Agreement for Use of TCC Funds;
- (2) Promoting the execution of objectives and goals set forth in the Agreement for Use of TCC Funds;
- (3) Providing a platform for community engagement and input into implementation of activities related to the TCC Grant; and
- (4) Performing such other functions as may be deemed necessary and appropriate to meet the objectives of this MOU.

2. GOVERNANCE

a. General. Parties shall actively promote community engagement and shall work in conjunction with an advisory community-based group, called the Advisory Committee. The Advisory Committee shall have the organization and powers specified below.

b. Membership. Parties shall each designate one individual to represent that Party on the Advisory Committee, with the City representative serving as the Advisory Committee chair. These designations may be done at a staff-level by the individual designated by a Party to administer this MOU and shall not require the approval of the legislative body of any Party. In addition, the City shall appoint one representative from each of the following community stakeholder groups ("Stakeholders"):

- (1) Residents of the Chicago-Linden affordable housing project;
- (2) Residents of the Mission Heritage affordable housing project;
- (3) Members of the Eastside Forum;
- (4) Participants in or graduates of the Resident Leadership Academy;
and
- (5) Members of the Eastside HealZone.

c. Additional Stakeholders. Individuals and organizations desiring to become Stakeholder members of the Advisory Committee shall submit a written request to the County. The Parties may add these additional stakeholders to the Advisory Committee by amending this MOU, in writing, with the consent of all Parties, as to this section 2, Governance. Stakeholders shall not be Parties to this MOU.

d. Advisory. Advisory Committee members shall be entitled to make recommendations about, provide input into, and assist the Parties in the implementation of activities under the TCC Grant, but they do not have any final decision making abilities.

e. Meetings. The Advisory Committee shall conduct meetings at least on a quarterly-basis, as follows:

- (1) Meetings shall be held within the City of Riverside, at a time and location previously determined by the Parties.
- (2) Meetings shall be open to the public.
- (3) Meetings shall be facilitated in a manner that promotes equity, respect, and resident empowerment.
- (4) Meeting agendas and notes shall be published and made accessible to the public in the manner provided in the Ralph M. Brown Act (Government Code Section 54940, et seq., as such sections now exist or may be hereafter amended).

f. Decision Making.

- (1) A simple majority of all members of the Advisory Committee shall constitute a quorum for the transaction of business at any meeting of the Advisory Committee.
- (2) Any decision of the Advisory Committee shall be carried upon the affirmative vote of the majority of members present at the meeting. Notwithstanding the presence of a quorum, decisions regarding TCC Grant related activities must include input from the Party designated as responsible for such activity as set forth in Section 3 below.

3. ROLES, RESPONSIBILITIES, AND RELATIONSHIPS

a. General. This MOU sets forth the roles and responsibilities for the County and all Partners in the Pathways to Health program. If at any time, the Parties wish to add, change or remove Partners to Pathways to Health, the Parties may do so by amending this MOU as to parties and attaching and incorporating the duly executed signature of the new or exiting partner to this MOU. In conducting the TCC Grant activities set forth in this MOU, the Parties individually agree to perform the following tasks or undertaking:

b. The City shall:

- (1) Serve as fiscal agent for Pathways to Health, producing financial reports and statements;
- (2) Provide a lead staff member to coordinate all activities of Pathways to Health;
- (3) Provide financial support as determined in Section 6 below;
- (4) Meet monthly with the County to discuss policy momentum, program/project deliverables, financial components, and other such issues regarding the use of the TCC Grant funds;
- (5) Provide leverage in the form of matching funds or in kind goods or services pursuant to the Agreement for Use of TCC Grant Funds;
- (6) Assist in the implementation of activities related to the TCC Grant;
- (7) Develop and maintain a webpage devoted to the Pathways to Health;
and
- (8) Assume the lead role in implementing activities related to the TCC Grant.

c. The County shall:

- (1) Through its Assistant County Executive Officer/ECD, or their designee, administer the terms and conditions of this MOU for Partners;
- (2) Provide a staff member to assist the City in coordinating activities of Pathways to Health;
- (3) Meet monthly with the City to discuss policy momentum, program/project deliverables, financial components, and other such issues regarding the use of the TCC Grant funds;
- (4) Provide leverage in the form of matching funds or in kind goods or services pursuant to the Agreement for Use of TCC Grant Funds; and
- (5) Assist in the implementation of activities related to the TCC Grant.

d. The Partners other than City shall:

- (1) As a subrecipient of TCC Grant funds, manage their approved projects in the Project Area;
- (2) Provide leverage in the form of matching funds or in kind goods or services pursuant to the Agreement for Use of TCC Grant Funds;
- (3) Assist in the implementation of activities related to the TCC Grant;
- (4) Provide a staff member to assist the City in coordinating activities of Pathways to Health; and
- (5) Provide all required reporting to the City on use of TCC Grant funds and performance measures for their projects.

4. EFFECTIVE DATE AND TERM

a. This MOU shall become effective as of the date on which the last Party executes this MOU ("Effective Date").

b. The Term of the MOU will commence on the Effective Date and continue for five (5) years, unless terminated earlier by the Parties as provided in Section 8(d) below, and will automatically terminate unless otherwise extended by a written amendment to this MOU executed by all of the Parties.

5. FINANCING AND BUDGETING

a. It is the intent and understanding of the Parties to this MOU that the activities conducted pursuant to this MOU will be financed by TCC Grant funds and matching funds pursuant to an Agreement for use of TCC Grant funds. Except for the TCC Grant funds referenced in the aforementioned sentence, the Parties acknowledge and agree that there is no agreement by the Parties to provide any additional financial support for any of the programs/projects referred to in this MOU. Any such financial commitment shall be stated in a separate written agreement subject to written approval by the Parties.

b. The general administrative budget shall be promulgated by the budget incorporated in the Agreement for use of TCC Grant funds.

6. ACCOUNTING

a. The City is designated as the fiscal agent. The City shall account separately for all funds collected or disbursed pursuant to this MOU. The City shall maintain and keep records of all expenditures and obligations incurred pursuant to this MOU and the Agreement for use of TCC Grant funds, and all income and fees received thereby according to generally recognized accounting principles. Such records shall be maintained by the City for a minimum of seven (7) years following the termination of the Agreement for use of TCC Grant funds. The records relating to this MOU shall be open to inspection and audit by the Parties or its authorized representative on an annual basis or as is deemed necessary by the Parties upon reasonable notice to the City.

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(Signatures on Following Pages)

IN WITNESS WHEREOF, the PARTIES hereto have caused this MOU to be executed by their duly authorized representatives on the dates set forth below.

COUNTY OF RIVERSIDE,
a political subdivision of the State of
California

By: _____

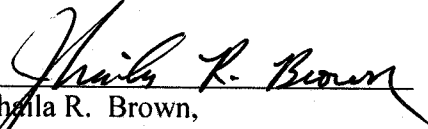
Name: _____

Its: _____

Dated: _____

APPROVED AS TO FORM:

Gregory P. Priamos,
County Counsel

By: 
Jhilla R. Brown,
Deputy County Counsel

Address:

County of Riverside
Attention: Robert Field
3403 10th Street, Suite 300
Riverside, CA 92501

CITY OF RIVERSIDE,
a California charter city and municipal corporation

By: _____

Name: _____

Its: _____

Dated: _____

ATTESTED TO:

By: _____

APPROVED AS TO FORM:

By: _____

Address:

City of Riverside
Attention: Emilio Ramirez
3900 Main Street
Riverside, CA 92522

WAKELAND HOUSING AND
DEVELOPMNT CORPORATION, a
California nonprofit corporation

By: _____

Name: _____

Its: _____

Dated: _____

ATTESTED TO:

By: _____

APPROVED AS TO FORM:

By: _____

Address:

[insert]

SANTA ANA WATERSHED PROJECT
AUTHORITY, a California joint powers
authority

By: _____

Name: _____

Its: _____

Dated: _____

Address:

SAWPA
Attention: Mike Antos
Insert Address

REGENTS OF THE UNIVERSITY OF
CALIFORNIA, a California nonprofit
corporation formed under Article IX
of the California Constitution, as represented
by the University of California Riverside
School of Medicine

By: _____

Name: _____

Its: _____

Dated: _____

Address:

UCR School of Medicine
Attention:
Insert Address

REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California nonprofit corporation formed under Article IX of the California Constitution, as represented by the University of California Riverside School of Agriculture

By: _____

Name: _____

Its: _____

Dated: _____

Address:

UCR School of Agriculture

Attention:

Insert Address

RIVERSIDE UNIFIED SCHOOL
DISTRICT, a California public school
district

By: _____

Name: _____

Its: _____

Dated: _____

Address:

RUSD
Attention:
Insert Address

**GRID ALTERNATIVES, a California
nonprofit corporation**

By: _____

Name: _____

Its: _____

Dated: _____

Address:

**Grid Alternatives
Attention:
Insert Address**

**RIVERSIDE COMMUNITY HEALTH
FOUNDATION, a California non-profit
corporation**

By: _____

Name: _____

Its: _____

Dated: _____

Address:

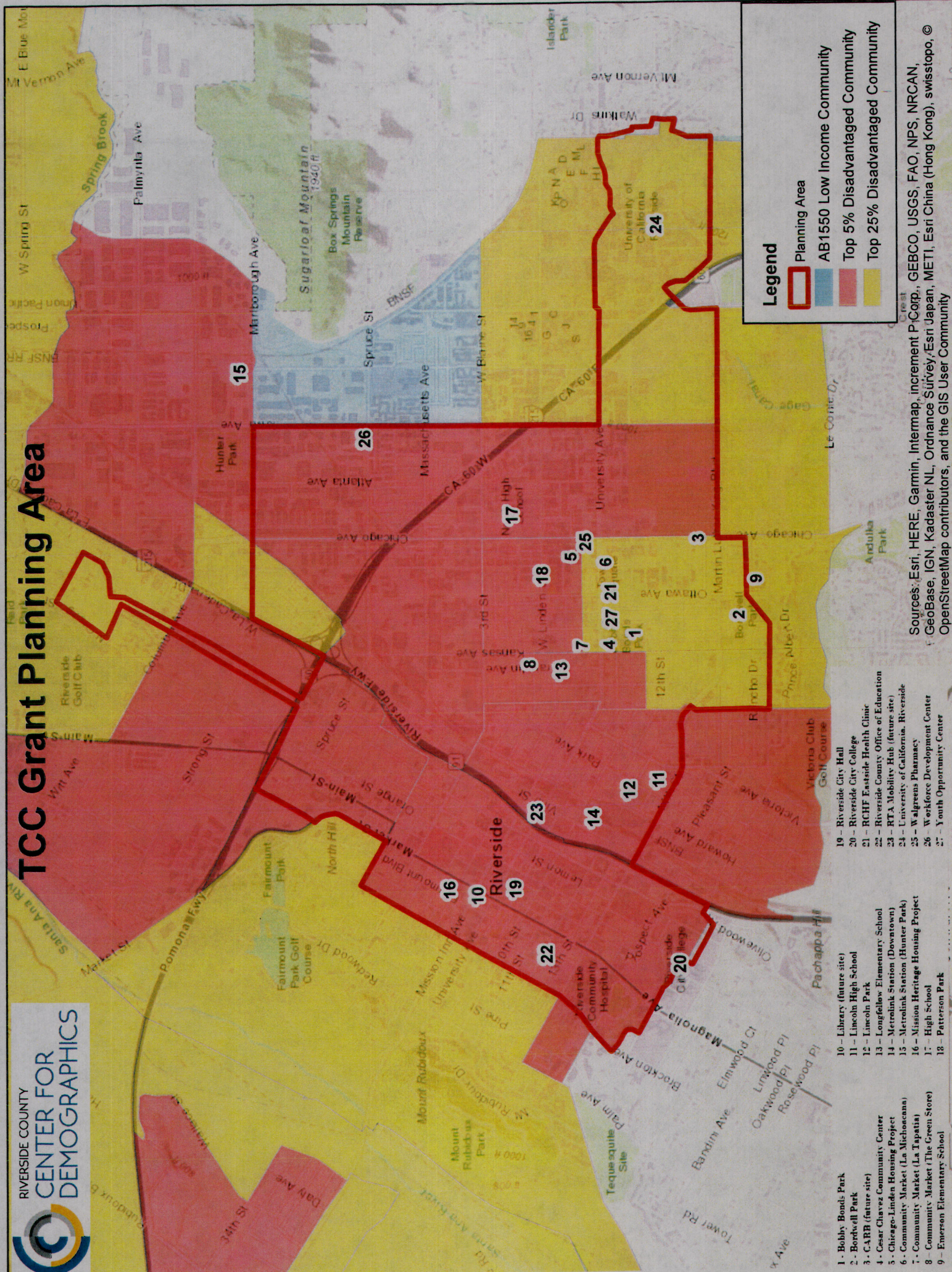
Riverside Community Health Foundation

Attention:

Address

Address

TCC Grant Planning Area



Legend

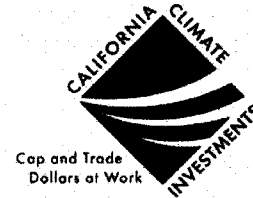
- Planning Area
- AB1550 Low Income Community
- Top 5% Disadvantaged Community
- Top 25% Disadvantaged Community

- | | |
|--|--|
| <ul style="list-style-type: none"> 1 - Bobby Bonds Park 2 - Bordwell Park 3 - CARR (future site) 4 - Cesar Chavez Community Center 5 - Chicago-Linden Housing Project 6 - Community Market (La Michoacana) 7 - Community Market (La Tapatisa) 8 - Community Market (The Green Store) 9 - Emerson Elementary School 10 - Library (future site) 11 - Lincoln High School 12 - Lincoln Park 13 - Longfellow Elementary School 14 - Metrolink Station (Downtown) 15 - Metrolink Station (Hunter Park) 16 - Mission Heritage Housing Project 17 - High School 18 - Patterson Park 19 - Riverside City Hall 20 - Riverside City College 21 - RCHF Eastside Health Clinic 22 - Riverside County Office of Education 23 - RTA Mobility Hub (future site) 24 - University of California, Riverside 25 - Walgreens Pharmacy 26 - Workforce Development Center 27 - Youth Opportunity Center | <ul style="list-style-type: none"> 19 - Riverside City Hall 20 - Riverside City College 21 - RCHF Eastside Health Clinic 22 - Riverside County Office of Education 23 - RTA Mobility Hub (future site) 24 - University of California, Riverside 25 - Walgreens Pharmacy 26 - Workforce Development Center 27 - Youth Opportunity Center |
|--|--|

Sources: Esri, HERE, Garmin, Intermap, increment P-Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community



CALIFORNIA STRATEGIC GROWTH COUNCIL



Memorandum

DATE: August 15, 2018
TO: Applicants for Round Two of the Transformative Climate Communities (TCC) Program
FROM: TCC Program Staff
RE: Instructions for the TCC Program Round 2 Implementation Grant Application

This document contains instructions for the TCC Program Round 2 Implementation Grant Application. Applicants should read through ALL the instructions prior to beginning work.

All application materials can be found on the SGC website: <http://www.sgc.ca.gov/programs/tcc/resources/>

Please contact the SGC with any questions: tcc@sgc.ca.gov or (916) 322-6138.

Deadline

All Implementation Grant Applicants must submit an application using the Financial Assistance Application Submittal Tool (FAAST) system by **5:00 pm on Tuesday, October 30, 2018**. No late applications or application revisions will be accepted after the application submittal deadline. Any hard copy submittals of the application, including all required plans and supporting documentation, must be postmarked no later than October 30, 2018. No facsimiles, electronic transmissions via email, or hand-delivered copies of complete applications will be accepted after that date.

Application Review

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

Instruction Sections

- A. FAAST - Financial Assistance Application Submittal Tool - System
- B. Threshold Uploads
- C. Application .zip File and Naming Conventions
- D. Fillable PDFs
- E. Application Workbooks
- F. Application Checklist

A. FAAST - Financial Assistance Application Submittal Tool

FAAST System

Applicants can access the FAAST system at <http://faast.waterboards.ca.gov/>. Each Applicant must create a login name and password in order to access the application.

Applicants will use the FAAST system to:

- Provide identifying information for the application
- Answer narrative questions
- Upload the Implementation Grant Application .zip file with the Workbook and upload documents. The template .zip file can be downloaded from the SGC website at: <http://sgc.ca.gov/programs/tcc/resources/>.

FAAST Webinar

A pre-recorded webinar to demonstrate the use of the FAAST system will be available to Applicants in mid-August for both Implementation and Planning Grant Applicants. The pre-recorded webinar will be available on the SGC website at: <http://sgc.ca.gov/programs/tcc/resources/>

FAAST Help Desk

If you have technical issues regarding the FAAST system, please contact the FAAST Help Desk at 1(866) 434-1083 or FAAST_ADMIN@waterboards.ca.gov.

FAAST System Tips

- Explore the FAAST system before beginning work on your application.
- Once you create a login, the system will assign a PIN to the application. Write down your PIN for easy reference.
- Prepare answers in an unformatted text document for editing. Once answers are complete and proofed, cut and paste information into the online application and ensure that your content is displayed correctly and responses are not cut off.
- Use only basic formatting. Extra symbols for layout designs can interfere with completion of the online application.
- **Save your work often**. The FAAST tool starts a 90-minute timer each time a user logs into their account. The time resets to 90 minutes each time a user saves their work to the system. When working in FAAST, you can save work-in-progress at any point, and you can then return to your application at another time.

B. Threshold Uploads

Applicants must upload the documents described below in order to demonstrate that they meet all TCC Program Thresholds. Note that in addition to these documents, Applicants are also required to answer narrative questions about the Threshold Requirements in the FAAST system. Instructions for uploading and naming documents can be found in Section C: Application .zip File and Naming Convention.

Vision for Transformation

1. Project Area

At least 51% of the geographic area of the proposed Project Area must overlap with Census Tracts within the top 5% of disadvantaged communities, per CalEnviroScreen 3.0¹. The remaining, 49% or less, of the geographic area of the proposed Project Area must overlap either with a disadvantaged community (top 25% per CalEnviroScreen 3.0) or a low-income community as defined by AB 1550². Applicants may propose a Project Area boundary that does not align with Census Tract boundaries. The Project Area should be no larger than approximately five-square miles.

- a. Upload a map of the Project Area: Applicants must provide two (2) file formats: 1) a PDF and 2) a KMZ/KML or Shapefile. Click the link provided in Appendix B of the TCC Program Guidelines to view the TCC Mapping Tool³. Use the TCC Mapping Tool to view top 5% and 25% CalEnviroScreen 3.0 Census Tracts and low-income Census Tracts as identified by AB 1550. Download the KML data and use Google Earth or geographic information system (GIS) software to develop a map of the Project Area that meets the TCC Program requirements. The map must contain the following elements:
 - i. Project Area boundary
 - ii. Labels for streets or landmarks that make up the Project Area boundary
 - iii. CalEnviroScreen 3.0 top 5% and 25% disadvantaged Census Tracts
 - iv. CalEnviroScreen 3.0 top 25% disadvantaged Census Tracts or AB 1550 low-income Census Tracts

- b. Upload a summary of the Project Area: Include the information below:
 - i. Project Area - Total Square Miles
 - ii. CalEnviroScreen Top 5% Census Tracts – Total Square Miles and Percent of the Project Area
 - iii. CalEnviroScreen Top 25% Census Tracts – Total Square Miles and Percent of the Project Area or AB 1550 low-income Census Tracts – Total Square Miles and Percent of the Project Area

Note: Applicants can include this summary in the PDF map of the Project Area if it can be easily presented in 12-point font or larger.

¹ CalEnviroScreen 3.0 - <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>

² AB 1550 - https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1550

³ TCC Mapping Tool – <http://oehha.maps.arcgis.com/apps/webappviewer/index.html?id=ba698dc09c824da1b1ab3d0dd7f5bd54>

Eligible Applicant Requirements

1. Signed Memorandum of Understanding describing the Collaborative Stakeholder Structure

- a. Upload a signed Memorandum of Understanding: Applicants must upload a Memorandum of Understanding, signed by the Lead Applicant and all Co-applicants, that describes the Collaborative Stakeholder Structure and includes the following components:
 - i. Identification of a Lead Applicant;
 - ii. Roles and responsibilities for the Lead Applicant and each Co-applicant;
 - iii. Governance of the Collaborative Stakeholder Structure, including process for handling disputes, and procedure to change, add or remove partners;
 - iv. Legal and financial considerations (i.e., assumption of liability, financial relationship between Grantee/Partners, the process the Lead Applicant will use to reimburse the Co-applicants and partners, and subcontractors procurement process);
 - v. Transparent decision-making processes;
 - vi. Non-discrimination clause;
 - vii. Meeting facilitation procedures, including frequency of meetings, minimum number of meetings open to public, means for publishing meeting agenda and notes for public access; and
 - viii. Process for involving community representatives in decision-making.

If a proposal is selected, the Memorandum of Understanding may be revised to comply with all administrative, statutory, and TCC Program requirements during a Post-award Consultation. See Section II.I, Implementation Grant Administration, in the Guidelines for additional information.

2. Support and Participation of Public Agencies

- a. Upload an adopted resolution: The Collaborative Stakeholder Structure must include a local or regional public agency as the Lead Applicant or Co-applicant. If the Lead Applicant is a public agency, they must include an adopted resolution that includes an authorization to apply for and accept a TCC Implementation Grant if selected for an award, and authority to execute all related documents.
- b. Upload a letter of support: If the public agency is a Co-applicant, then the Applicant must provide a letter of support from the public agency.

3. Management Capacity

The Lead and Co-applicants must demonstrate their ability to successfully manage the implementation of infrastructure projects that are similar in scope and size to the ones that will be funded through the TCC Program.

- a. Upload annual reports, project close-out reports, or other similar documents: Demonstrate the ability of the Lead and Co-applicants to implement similar projects in scope and size in California over the last ten (10) years by providing a portfolio of the applicant, lead staff experience, organization's annual reports, project close-out reports or similar documents.
- b. Upload at least one (1) letter of support for each Lead Entity: The letters should be from a reference for each entity leading a Project that speaks to the quality and timeliness of the work completed by either the Lead or Co-applicants.

4. Financial Capacity

The Lead and Co-applicants must demonstrate the capacity to pay expenses prior to seeking reimbursement from the State.

- a. All organizations must upload: A copy of their current annual organizational budget, most recent financial audit, or if an audit is not available, a copy of the organization's recent financial statements.
- b. Non-profit organizations must upload: A copy of their most recent Federal Form 990 and a copy of the organization's IRS 501 (c)(3) Tax Determination Letter.

5. Leverage Funding Verification

The Lead and Co-applicants must provide documentation to verify commitment of leveraged funds, either at a minimum in the form of a letter or an adopted resolution from the entity providing funds.

- a. Upload documentation for each leverage funding source that includes:
 - i. the amount of funding
 - ii. a description of the intended use of funding
 - iii. start and end date for funding, and
 - iv. whether funds are contingent on the TCC grant award.

This information should match the "Leverage Funding Sources" tab in the Summary Workbook (see "Section E. Application Workbooks" for additional instructions).

Project Area Requirements

1. Letter from Local Jurisdiction's Planning and Public Works Department

- a. Upload a letter: The letter should be from the local jurisdiction's Planning and Public Works Department verifying that the TCC Proposal is consistent with land use designations, building intensity and density requirements, as well as all applicable goals, policies and programs.

2. High Speed Rail (HSR)

Applicants from cities with planned HSR stations along the initial "Silicon Valley to Central Valley Line" must demonstrate that the TCC Project Area includes multi-modal connectivity and affordable and mixed-income housing connected and accessible to the HSR station area.

- a. Upload a map: Demonstrate multi-modal connectivity to the HSR station area and also the location of affordable and mixed-income housing connected and accessible to the HSR station area via active transportation and transit.
- b. The major street names should be labeled on the map. If transit routes are included, the frequency of buses (developed or proposed) should be labeled, color coded, or provided in a legend or description.

C. Application .zip File and Naming Conventions

Applicants must compile all application related materials into a single .zip file that will be uploaded in the online FAAST system. Applicants must download the templates for the folder and workbook on the SGC website.

All materials should be labeled using the following naming convention:

Application .zip file: TCCR2_IG_[APPLICANT NAME]_Scenario 1.zip
 TCCR2_IG_[APPLICANT NAME]_Scenario 2.zip

Per the TCC Notice of Funding Availability (NOFA), Applicants are required to develop proposals for two scenarios:

- **Scenario 1:** Grant award of \$23 million
- **Scenario 2:** Grant award of \$33 million

Applicants will download the TCC R2 Implementation Grant Application .zip file and make 2 separate versions of the **entire** application – one labeled “Scenario 1” and one labeled “Scenario 2”. Each folder should be treated as a standalone proposal with separate materials.

SGC staff will update Applicants if any information provided in the NOFA changes.

Threshold Uploads: [APPLICANT NAME]_[FILE NAME]
 OR, if there are multiple documents:
 [APPLICANT NAME]_[FILE NAME]_1 of [total # of documents]

Examples: City XYZ_Letter of Support_1 of 2.pdf
 City XYZ_Letter of Support_2 of 2.pdf
 City XYZ_Project Area Map.kmz

Folders for each of the Threshold Uploads have already been labeled. Make sure documents are saved to the appropriate folder.

Transformative Plan files: [APPLICANT NAME]_[Transformative Plan shorthand*]_[FILE NAME]

*Transformative Plan shorthand:

“Climate” – Climate Adaptation and Resiliency Plan
“Displacement” – Displacement Avoidance Plan

“Community” – Community Engagement Plan
“Workforce” – Workforce Development and Economic Opportunity Plan

Examples: City XYZ_Community_Workbook.xlsx
 City XYZ_Workforce_Questions.pdf

Folders for each of the Transformative Plans have already been labeled. Rename the Workbook and Question files using the naming conventions above.

Project folders: [PROJECT NUMBER]_[PROJECT NAME]

Examples: 1_Tree Planting
2_Family Park
3_Housing Project

Within the "3_Projects" folder, project materials are organized by Strategy. **Do not** relabel the Strategy folders. Within each Strategy folder, rename the "Template Project Folder" using the naming convention above.

If Applicants have multiple projects under each strategy, make a copy of the "Template Project Folder". Make sure the folder is still saved under the appropriate Strategy.

Project files: [PROJECT NUMBER]_[PROJECT NAME]_[FILE NAME]
OR
[PROJECT NUMBER]_[PROJECT NAME]_[FILE NAME]_1 of [total # of documents]

Examples: 2_Family Park_Workbook.xlsx
2_Family Park_Questions.pdf

2_Family Park_CEQA_1 of 2.pdf
2_Family Park_CEQA_2 of 2.pdf
2_Family Park_Site Control.pdf

2_Family Park_Quantification_1 of 2.xlsx
2_Family Park_Quantification_1 of 2.pdf

Within each Template Project Folder, template Workbooks and Questions have been provided. Complete the documents and rename them using the naming convention above.

In addition, each "Template Project Folder" includes folders for "Readiness Documentation" and "Quantification Documentation." **Do not** rename these folders.

- The "Readiness Documentation" folder should be used for all readiness documents described in the project Questions PDFs (CEQA, site control, permits, maps, design files, etc.). Name all readiness documents using the naming convention above.
- The "Quantification Documentation" folder should be used for all supporting documentation described in the project questions PDF. Name all quantification documents using the naming convention above.

D. Fillable PDFs

There are two types of Fillable PDFs: "Questions" and "Priority Population" forms.

QUESTIONS

Applicants must complete narrative questions for all Transformative Plans, Fundable Projects (Quantifiable and Non-Quantifiable), and Leverage Funded projects. Fillable PDFs contain questions that will prompt the Applicant to provide identifying information, answer narrative questions, and upload supporting documentation.

Cover Page

- Information on the cover page should match information provided in the Workbook and FFAST system.
- Project Number and Name should also match the folder/file names in the TCC R2 Implementation Grant Application .zip file.

Character Limits

- Note that all text boxes have character limits indicated in parentheses after each question.
- In addition, make sure that any answers provided are not cut-off within the text box. If any portion of the answer is not visible, it will not be printable for reviewers and will not be reviewed.

TCC Quantification Methodology

- The last section of all Project questions (with the exception of the Leverage Project questions) pertain to the inputs and supporting documentation needed to use the TCC Quantification Methodology for estimating greenhouse gas (GHG) reduction.
- These questions **are not** required for Non-Quantifiable projects.
- Applicants should refer to the TCC Quantification Methodology⁴ for additional details.
- TCC Application Technical Assistance providers may request additional information and supporting documentation from Applicants. Applicants must work with the TCC Technical Assistance providers and program staff to facilitate GHG quantification.

PRIORITY POPULATION FORMS

Applicants must complete "Priority Population" forms for all Fundable Projects (Quantifiable and Non-Quantifiable). The forms contain questions that prompt the Applicant to provide identifying information and (1) Identify Priority Population(s), (2) Address a Need, and (3) Provide a Benefit for each project.

- **Proposal Name, Project Name, and Lead Applicant** should match the information provided in the project Workbook and in the FFAST system.
- Follow the instructions provided for each section of the table.

⁴ TCC Quantification Methodology -

https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/sgc_tcc_finalqm_080218.pdf?_ga=2.194733229.1221235437.1534291934-1532182835.1514335415

E. Application Workbooks

Applicants are required to complete 4 types of workbooks: a Summary Workbook, Project Workbooks, Plan Workbooks, and Leverage Workbooks. Each workbook includes multiple tabs that must all be completed. See instructions for each workbook below.

SUMMARY WORKBOOK

This Workbook will be completed by the Lead Applicant. It must be consistent with all other submitted Project Workbooks, Plan Workbooks, and Leverage Workbooks.

Application Summary

- **Lead Applicant, Proposal Name, and City** should match information entered into the FFAST system.
- If there are more than nine (9) Co-applicants, copy and paste the table template to add more.
- If the Lead Applicant or Co-applicant Type is identified as "other", use the space below to provide an explanation or description.

Proposal Summary

- This table should list ALL Projects (Quantifiable, Non-Quantifiable, Leverage) and Transformative Plans.
- **Do not** edit any cells in gray, green, or red.
- **Lead Applicant, Proposal Name, and City** should automatically fill from the **Applicant Summary** tab.
- **PROJECT #** and **PROJECT NAME** should match the names provided in the Project Workbooks and TCC R2 Implementation Grant Application .zip file.
- Select the **PROJECT TYPE** from the drop-down menu.
- Select the **STRATEGY** from the drop-down menu.
- Insert the **TOTAL REQUESTED GRANT FUNDS** and **TOTAL LEVERAGE**, as calculated by the individual Project or Plan Workbooks.
 - Note: **Lead Applicant Indirect Costs** and **Indicator Tracking** do not appear in any other Workbooks. They will be inserted into the Summary Workbook only. Make sure these values match the numbers included in the **Requested Grant Funds** tab.
 - **Lead Applicant Indirect Costs** will be added to any Indirect Costs from other Plans and Projects in order to calculate the total Indirect Costs for the entire proposal. Indirect Costs cannot exceed 5% of the **TOTAL REQUESTED GRANT FUNDS**.
- The "Check" column will indicate whether the **TOTAL PROJECT COST** equals the sum of **TOTAL REQUESTED GRANT FUNDS** and **TOTAL LEVERAGE**
- Insert a **Description** of each Project (not required for Transformative Plans or Indirect Costs). Keep in mind that this summary sheet will be the main financial summary of the entire Proposal.
 - Note: Description should be no more than 150 characters. Use the **Character Count** as a guide.

Requested Grant Funds

- This table should include ONLY Transformative Plans and Projects that include a request for grant funds. Leverage funded projects and the Displacement Avoidance Plan **should not** be included.
- **Do not** edit any cells in **gray**, **green**, or **red**.
- **Lead Applicant, Proposal Name, and City** should automatically fill from the **Applicant Summary** tab.
- **PROJECT #** and **PROJECT NAME** should match the names provided in the Project Workbooks and TCC R2 Implementation Grant Application .zip file.
 - **Lead Applicant Indirect Costs and Indicator Tracking** do not appear in any other Workbooks. They will be inserted into the Summary Workbook only. Make sure these values match the numbers included in the **Proposal Summary** tab.
- For Projects, insert the total for each Cost Category (**PREDEVELOPMENT, PROJECT, and INDIRECT**), as calculated by the individual Project Workbooks.
 - Note: In each Project Workbook, Applicants can filter by **COST CATEGORY** to calculate each cost category (Sub)total
- For the Community Engagement and Workforce Development/Economic Opportunity Plans, insert the total for **INDIRECT** costs and **DIRECT** costs.
 - Note: In each Plan Workbook, Applicants can filter by **COST CATEGORY** to calculate each cost category (Sub)total.
- The **CALCULATED (SUB)TOTAL** row will automatically calculate for each column.
- The **CALCULATED PERCENT** row will indicate whether or not the Applicant has violated any cost caps or minimums, as defined in the TCC Program Guidelines.
- Indicate whether each project is **QUANTIFIABLE** or **READY** in the last two columns. This should match information provided in the Fillable PDFs for each project.
 - Note: Projects that are **both** ready and quantifiable must account for at least 50 percent of requested grant funds, per the TCC Program Guidelines.

Leverage Funding Sources

- Use this tab to provide a summary of all Leverage funding sources.
- **Lead Applicant, Proposal Name, and City** should automatically fill from the **Applicant Summary** tab.
- **Do not** edit any **gray** cells.
- Indicate which **Project Number, Transformative Plan, or Lead Applicant Indirect Costs** that each fund is associated with.
- Provide the name of the **FUNDING SOURCE** and **AMOUNT**.
- Indicate whether or not the funding is contingent upon the Applicant receiving the TCC Award.
- Fill in the date committed or anticipated commitment date.
- Provide the name of the associated supporting documentation for each funding source.

PROJECT WORKBOOK

Applicants must complete this workbook for all Fundable Projects (both Quantifiable and Non-Quantifiable).

Work Plan

- **Lead Applicant, Proposal Name, and City** should match information entered into the FFAST system.
- The **Lead Entity** must be either the Lead Applicant or one of the Co-applicants identified in the **Applicant Summary** tab of the Summary Workbook.
- **Task Table Formatting**
 - Applicants may add or delete Task tables if they have more/fewer than five (5) Tasks.
 - Applicants may add or delete the number of subtasks from each Task table, as appropriate.
 - Drag the lower-right corner of each task table to add additional rows, or insert rows manually.
- **Task Table Components**
 - **Subtasks** should be labeled "A, B, C, D, E..." etc.
 - **Descriptions** should be no more than 150 characters. Refer to the **Character Count** as a guide.
 - **Deliverables/Milestones** should be discrete and measurable.
 - **Responsible Parties** should be a Lead Applicant, Co-applicant, or Subcontractor,
 - **Timeline** should be measured in months from the start date (e.g. "Month 1 – Month 3")

Budget

- **Lead Applicant, Proposal Name, and City** should automatically fill from the **Work Plan** tab.
- **Budget Table Formatting**
 - Do not edit any cells in **gray, green, or red**.
 - Drag the lower-right corner of the budget table to add additional rows, or insert rows manually.
 - To insert additional **LEVERAGE SOURCE** columns, right click on **LEVERAGE X** and select "Insert Table column to the left."
 - Note: This ensures that **TOTAL LEVERAGE** represents the sum of all Leverage columns.
- **Budget Components**
 - **TASK #** should correspond to one of the Tasks identified in the **Work Plan** tab.
 - **COST CATEGORY** must be one of the 3 options provided in the drop-down menu: "Project Costs", "Predevelopment Costs", or "Indirect Costs"
 - Note: "Project Costs" should account for any engagement/outreach and workforce-related activities that Lead Entities will perform at the project level. The work plans and budgets for the actual Community Engagement Plan and Workforce Development and Economic Opportunity Plan are reserved for activities performed across the entire Project Area at the proposal level.
 - **COST DESCRIPTION** should be the name of a budget line item, e.g. a personnel position, Partner name, Subcontractor (named or "To Be Determined"), or other specific direct costs (meeting supplies, airfare, etc.)
 - **COST PER UNIT** can be an hourly rate, estimated contract amount, or other cost per unit amounts.

Budget Components (continued)

- **UNITS** can refer to a number of hours or another discrete number of items.
 - Note: If the “cost per unit” can be left as “1” if appropriate
- The **CHECK** column indicates whether **TOTAL PROJECT COST** equals the sum of **TOTAL REQUESTED GRANT FUNDS** and **TOTAL LEVERAGE**. If the cell says “FALSE”, check values.

PLAN WORKBOOK:

Applicants must complete this workbook for the Community Engagement Plan and Workforce Development and Economic Opportunity Plan. The Displacement Avoidance Plan will require the Leverage Workbook.

Work Plan

- **Lead Applicant, Proposal Name, and City** should match the information entered into the FFAST system and PDF Questions.
- **Task Table Formatting**
 - Applicants may add or delete Task tables if they have more/fewer than five (5) Tasks.
 - Applicants may add or delete the number of subtasks from each Task table, as appropriate.
 - Drag the lower-right corner of each task table to add additional rows, or insert rows manually.
- **Task Table Components**
 - **Subtasks** should be labeled "A, B, C, D, E..." etc.
 - **Descriptions** should be no more than 150 characters. Refer to the **Character Count** as a guide.
 - **Deliverables/Milestones** should be discrete and measurable.
 - **Responsible Parties** should be a Lead Applicant, Co-applicant, or Subcontractor,
 - **Timeline** should be measured in months from the start date (e.g. "Month 1 – Month 3")

Budget

- **Lead Applicant, Proposal Name, and City** should automatically fill from the **Work Plan** tab.
- **Budget Table Formatting**
 - Do not edit any cells in **gray, green, or red**.
 - Drag the lower-right corner of the budget table to add additional rows, or insert rows manually.
 - To insert additional **LEVERAGE SOURCE** columns, right click on **LEVERAGE X** and select "Insert Table column to the left."
 - Note: This ensures that **TOTAL LEVERAGE** represents the sum of all Leverage columns.
- **Budget Components**
 - **TASK #** should correspond to one of the Tasks identified in the **Work Plan** tab.
 - **COST CATEGORY** must be one of the 3 options provided in the drop-down menu: "Direct Costs", or "Indirect Costs"
 - Note: "Direct Costs" will account for Community Engagement Plan and Workforce Development and Economic Opportunity Plan activities performed across the entire Project Area at the proposal level. Any engagement/outreach and workforce-related activities that Lead Entities perform at the project level should not be included in any Plan Budgets. They will be captured as "Project Costs" in the Project Workbooks instead.
 - **COST DESCRIPTION** should be the name of the budget line item, e.g. personnel position, Partner name, Subcontractor (named or "To Be Determined"), or other specific direct costs (meeting supplies, airfare, etc.)
 - **COST PER UNIT** can be an hourly rate, estimated contract amount, or other cost per unit amounts

Budget Components (continued)

- **UNITS** can refer to a number of hours or another discrete number of items.
 - Note: If the “cost per unit” can be left as “1” if appropriate
- The **CHECK** column indicates whether **TOTAL PROJECT COST** equals the sum of **TOTAL REQUESTED GRANT FUNDS** and **TOTAL LEVERAGE**. If the cell says “FALSE”, check values.

LEVERAGE WORKBOOK

This workbook will be used for the Leverage Funded Projects and the Displacement Avoidance Plan.

Work Plan

- **Lead Applicant, Proposal Name, and City** should match the information entered into the FFAST system and PDF Questions.
- **Task Table Formatting**
 - Applicants may add or delete Task tables if they have more/fewer than five (5) Tasks.
 - Applicants may add or delete the number of subtasks from each Task table, as appropriate.
 - Drag the lower-right corner of each task table to add additional rows, or insert rows manually.
- **Task Table Components**
 - **Subtasks** should be labeled "A, B, C, D, E..." etc.
 - **Descriptions** should be no more than 150 characters. Refer to the **Character Count** as a guide.
 - **Deliverables/Milestones** should be discrete and measurable.
 - **Responsible Parties** should be a Lead Applicant, Co-applicant, or Subcontractor,
 - **Timeline** should be measured in months from the start date (e.g. "Month 1 – Month 3")

Budget

- **Lead Applicant, Proposal Name, and City** should automatically fill from the **Work Plan** tab.
- **Budget Table Formatting**
 - Do not edit any cells in **gray, green, or red**.
 - Drag the lower-right corner of the budget table to add additional rows, or insert rows manually.
 - To insert additional **LEVERAGE SOURCE** columns, right click on **LEVERAGE X** and select "Insert Table column to the left."
 - Note: This ensures that **TOTAL LEVERAGE** represents the sum of all Leverage columns.
- **Budget Components**
 - **TASK #** should correspond to one of the Tasks identified in the **Work Plan** tab.
 - **COST DESCRIPTION** should be the name of the budget line item, e.g. personnel position, Partner name, Subcontractor (named or "To Be Determined"), or other specific direct costs (meeting supplies, airfare, etc.)
 - **COST PER UNIT** can be an hourly rate, estimated contract amount, or other cost per unit amounts
 - **UNITS** can refer to a number of hours or another discrete number of items.
 - Note: If the "cost per unit" can be left as "1" if appropriate
 - The **CHECK** column indicates whether **TOTAL LEVERAGE** equals the sum of all Leverage Sources. If the cell says "FALSE", check values.

F. Application Checklist

Below are the required materials for each section of the TCC Round 2 Implementation Grant Application. Use the checklist below to ensure that the application is complete before submitting via the FFAST system.

FAAST System:

- Create a login name and password
- Complete narrative questions in FFAST

Threshold Uploads:

- Project Area
 - Project Area Map
 - Project Area Summary
- Signed Memorandum of Understanding (MOU)
- Support and Participation of Public Agencies
 - Adopted Resolution
 - Letter of Support
- Management Capacity
 - Annual Reports, Close-Out reports, etc.
 - Letters of support for each Lead Entity
- Financial Capacity
 - Organizational budget
 - Financial Audit and/or copy of most recent financial statements
 - Non-profits only: Copy of the most recent Federal Form 990 and IRS 501 (c)(3) Tax Determination Letter
- Letter from the Local Jurisdiction's Planning and Public Works Department
- High Speed Rail Map (as applicable)

Transformative Plans:

- Fillable PDF Questions
- Workbook
 - "Plan Workbook" for CEP and WDEOP only
 - "Leverage Workbook" for DAP only

Summary Workbook:

- Save to the main folder in the .zip file

Quantifiable Projects:

- Project Workbook
- Fillable PDF Questions
- Readiness Documentation
- Quantification Documentation
- Priority Population PDF

Non-Quantifiable Projects:

- Project Workbook
- Fillable PDF Questions
- Readiness Documentation
- Priority Population PDF

Leverage Funded Projects:

- Leverage Workbook
- Fillable PDF Questions

File Management:

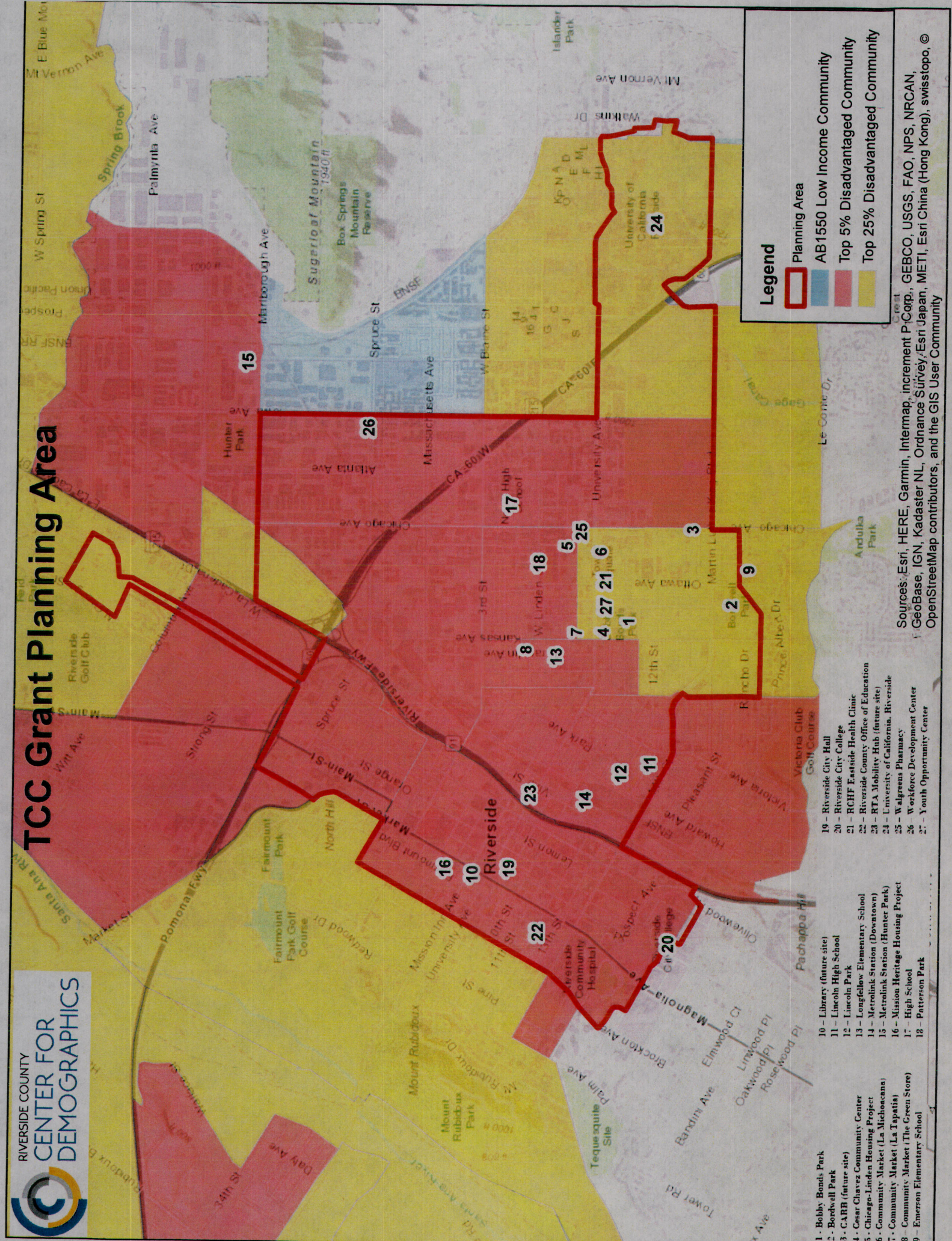
- Double check naming conventions for all files
- Double check folder structure and delete any folders that are empty/unused
- Save materials into each separate .zip file ("Scenario 1" and "Scenario 2")

FINAL SUBMISSION in FFAST:

- Double check all narrative questions in the FFAST system
- Upload .zip files in the "Attachments" tab
- Submit Application



TCC Grant Planning Area



Legend

- Planning Area
- AB1550 Low Income Community
- Top 5% Disadvantaged Community
- Top 25% Disadvantaged Community

- 1 - Bobby Bonds Park
- 2 - Bordwell Park
- 3 - CARR (future site)
- 4 - Cesar Chavez Community Center
- 5 - Chicago-Linden Housing Project
- 6 - Community Market (La Michoacana)
- 7 - Community Market (La Tapatis)
- 8 - Community Market (The Green Store)
- 9 - Emerson Elementary School
- 10 - Library (future site)
- 11 - Lincoln High School
- 12 - Lincoln Park
- 13 - Longfellow Elementary School
- 14 - Metrolink Station (Downtown)
- 15 - Metrolink Station (Hunter Park)
- 16 - Mission Heritage Housing Project
- 17 - High School
- 18 - Patterson Park
- 19 - Riverside City Hall
- 20 - Riverside City College
- 21 - RCHF Eastside Health Clinic
- 22 - Riverside County Office of Education
- 23 - RTA Mobility Hub (future site)
- 24 - University of California, Riverside
- 25 - Walgreens Pharmacy
- 26 - Workforce Development Center
- 27 - Youth Opportunity Center

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community