

**TRANSFORMATIVE
CLIMATE
COMMUNITIES
PROGRAM**



**CALIFORNIA
STRATEGIC
GROWTH
COUNCIL**

GRANT ADMINISTRATION GUIDE

PLANNING, PROJECT DEVELOPMENT, AND IMPLEMENTATION GRANTS

INTRODUCTION

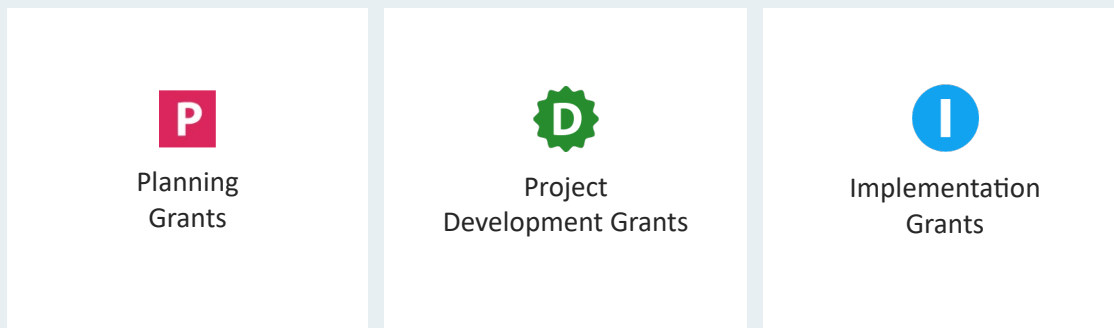
This document is the official Grant Administration Guide for **Rounds 1, 2, 3, 4, and 5** of Transformative Climate Communities (TCC) Planning, Project Development, and Implementation Grants. The Guide is provided to the Lead Grantee by the State, and the Lead Grantee may distribute the Guide directly to their Partners or use it as guidance for developing their own internal grant administration materials.

This document may be updated throughout the grant term. Please check the [Grantee Resources folder](#) linked here for the latest version, or contact your TCC Grant Manager to confirm that you have the latest edition.

If it is determined that any portion of the Guide is inconsistent with the TCC Program Guidelines or Grant Agreement, the **TCC Program Guidelines** and **Grant Agreement will take precedence**, and the Guide will be updated as necessary.

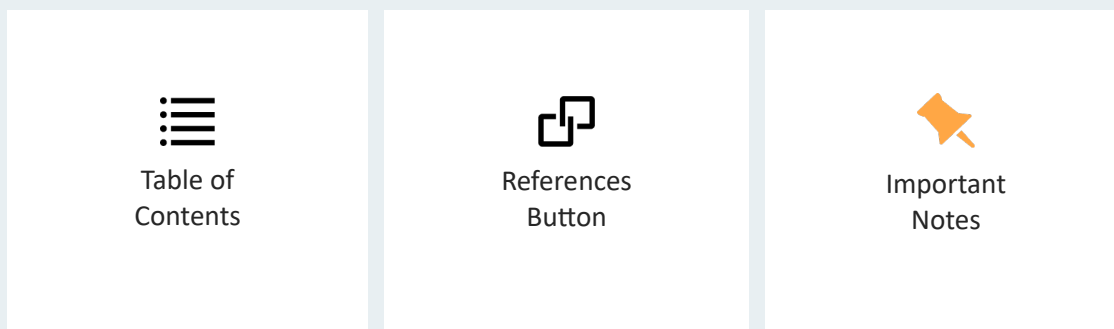
HOW TO READ THIS GUIDE

Unless otherwise specified within individual sections, all instructions in this guide apply to TCC Grantees of Rounds 1 through 5 and all three grant types: Planning, Project Development, and Implementation. Differentiation between the three grant types will be marked by the following icons:



ICONS, SYMBOLS, AND ACRONYMS

ICONS



SYMBOLS

- ◆ *Figure*
- *Table*
- *Timeline*

ACRONYMS

SGC - Strategic Growth Council
TCC - Transformative Climate Communities
DOC - Department of Conservation
CCI - California Climate Investments



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ROLES AND RESPONSIBILITIES

A. California Strategic Growth Council and the Department of Conservation

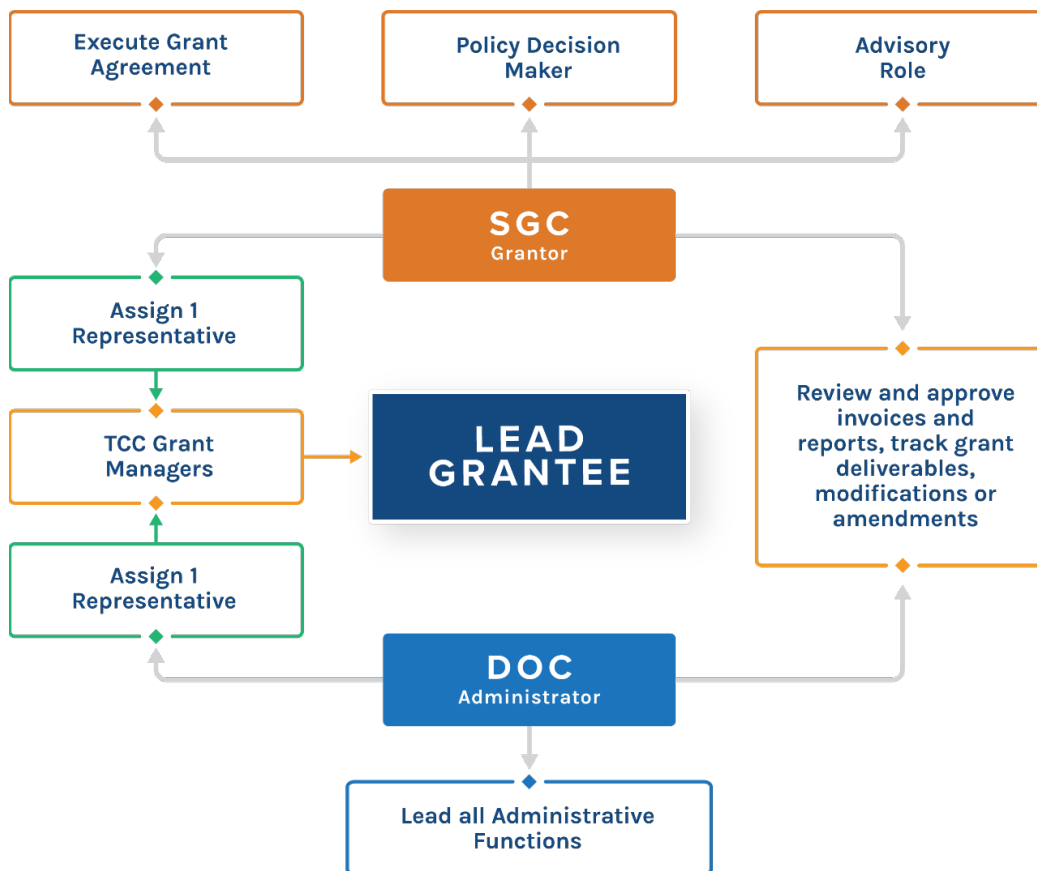
P *The Transformative Climate Communities (TCC) Program is administered by the California Strategic Growth Council (SGC) and implemented by the Department of Conservation (DOC).*



TCC Grant Agreements for each of the three project types are executed between SGC and the Lead Grantee, while DOC leads administrative functions. One SGC and one DOC representative will be assigned to each grant and will serve collectively as the “TCC Grant Managers.” In close coordination with SGC, DOC will review and approve all invoices, reports, requests to begin work, deliverables, and proposed modifications or amendments.



TCC is administered by SGC and implemented by DOC. As the grantor, SGC is responsible for all policy decisions and is the final decision maker for all aspects of the grant.



◆ Figure 1. SGC and DOC Roles and Responsibilities.

B. Grantees, Partners, and Subcontractors

The Grant Agreement is between SGC and the Lead Grantee only. All communications will be directed to the Lead Grantee, who is responsible for disseminating information to and collecting materials from their Project Partners.

The Lead Grantee is responsible for supporting their Partners and/or Subcontractors in meeting all program requirements throughout the term of the grant. The Lead Grantee plays an important role in providing Partners and/or Subcontractors with technical assistance, training, support, and is responsible for leading Project coordination.



◆ *Figure 2. Grantee Communications*

■ *Table 1: Grant Administration Roles and Responsibilities*

Grant Administration Roles and Responsibilities	
Lead Grantee	Designated Lead Applicant that has an agreement for grant funding with the State.
Partner	Entities other than the Lead Grantee that enter into a partnership with the Lead Grantee and other organizations for the purpose of implementing TCC grant activities. Partners are referred to as “Co-Applicants” during the application stage.
Lead Entity	The Lead Grantee or Partner responsible for leading the implementation of a specific Project.
Subcontractor	Subcontractors are third-party entities hired by either Lead Grantees or Partners to carry out grant-funded activities.

Unless otherwise specified in individual sections, all instructions in this guide apply to Grantees of all five rounds of TCC funding and all three grant types. Please refer to “How to Read this Guide” for more information.



R1-5 GRANT AGREEMENT REFERENCES

P Planning Grants

- **Round 1: Section 20.** Grantee's Staff, Partners, and Subcontractors
- **Rounds 2 - 3: Exhibit D.** Special Terms and Conditions: **2. Subcontractors**
- **Rounds 4 - 5: Section 17.** Subcontractors

D **I** Project Development and Implementation Grants

- **Rounds 1 - 5: Exhibit A, Part 2, Section 5.** Partners and Subcontractors

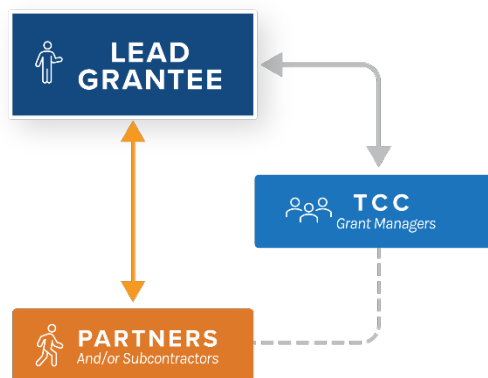
Section 2

GENERAL ADMINISTRATION

A. Day-to-Day Communications

P During the term of the Grant Agreement, **D** communication will be between the TCC Grant **I** Managers and the Lead Grantee, unless otherwise stated. TCC Grant Managers may communicate with Partners and/or Subcontractors directly to provide technical assistance to support Project implementation or other State priorities.

P Refer to the following sections of this guide for specific **D** instructions on [Reporting \(Section 4\)](#), [Invoicing \(Section 5\)](#), and [Modifications and Amendments \(Section 7\)](#) for each of the grant types.



◆ Figure 3. Grant Agreement Communication

B. Authorized Signatories

The Authorized Signatory Form should include all individuals authorized to sign any grant-related materials.

The Lead Grantee completes an Authorized Signatory Form during the grant execution process. It can be helpful to have an Authorized Signatory who is not TCC grant funded. If the Authorized Signatory is being funded with TCC funding, the Lead Grantee must ensure timesheets or time reports are signed and verified by another qualified person from the organization.

The Authorized Signatory Form should be updated and resubmitted within seven working days of any changes in signatories. Use the following naming convention for completed forms:



"[Grant #]_[Grantee Name]_Authorized Signatories_Update [#]_[Date]"



R1-5 GRANT AGREEMENT REFERENCES

P Planning Grants

- **Rounds 1 and 4 - 5: Section 4.** Authorized Signatories
- **Rounds 2 & 3: Exhibit A, Scope of Work: Section 3.** Authorized Signatories

D I Project Development and Implementation Grants

- **Rounds 1 - 5: Section 4.** Authorized Signatories



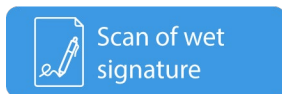
C. Submitting Electronic Materials

R1-5

All Lead Grantees, regardless of Grant type, will need to submit all documents (e.g., invoices, amendment requests, etc.) via the designated Grantee submission folder in the SGC cloud storage system, Microsoft SharePoint.

All Rounds - Upon submission of invoicing documents to SharePoint, Lead Grantees must also email the Invoice Summary (PDF) to the TCC Grant Managers and copy the SGC and Governor’s Office of Planning and Research at accountspayable@opr.ca.gov. Please see Section 5 on Invoicing for additional requirements.

The following are acceptable forms of e-signature per State of California Department of General Services policy:



R1-5 GRANT AGREEMENT REFERENCES

P Planning Grants

- **Round 1: Section 5.** Document Submission
- **Rounds 2 - 3: Exhibit A, Scope of Work, Section 6.** Document Submission
- **Rounds 4 - 5: Section 33.** Document Submission

D I Project Development and Implementation Grants

- **All Rounds: Section 7.** Document Submission

D. Naming Convention

All documents submitted by the Lead Grantee should follow this general naming convention:

 “[Grant #]_[Grantee Name]_[Document Type]_[Date]”

Examples of naming conventions for different types of documents are provided throughout the remainder of this guide.

E. Payee Data Record

The **Payee Data Record (STD 204)** should reflect the Lead Grantee’s Federal Employer Identification number, current remittance address, and authorized payee representative, among other required information. Lead Grantees complete the STD 204 during the grant execution process, and it must be kept current. Reimbursement checks will be sent to the address provided on the STD 204.

If this address has changed, Lead Grantees must submit an updated STD 204 with a bimonthly invoice and use the following naming convention for the completed form:

 “[Grant #]_[Grantee Name]_Payee Data Record_Update [#]_[Date].pdf”

F. Evidence of Insurance

Lead Grantees must provide evidence of insurance that meets the requirements outlined in the Grant Agreement and should name SGC as an additional insured for SGC funded work. Evidence of insurance must be provided within sixty calendar days of the Grant Agreement execution date.

Proof of insurance must be kept current and must be resubmitted if there are any changes to the insurance policy during the grant term. For insurance files, please use the following naming convention:

 “[Grant #]_[Grantee Name]_Insurance_[Date].pdf”

 “ [Grant #]_[Grantee Name]_Insurance Update [#]_[Date].pdf”

Lead Grantees are responsible for determining the insurance requirements for their Partners and Subcontractors. Lead Grantees must notify TCC staff if this is less than the minimum insurance requirements contained in the Grant Agreement.



GRANT AGREEMENT REFERENCES



Planning Grants

- **Round 1: Section 23.** Insurance Requirements for Term of Grant Agreement
- **Rounds 2 - 3: Exhibit D.** Special Terms and Conditions, **8. Insurance** Requirements
- **Rounds 4 - 5: Section 23.** Insurance Requirements



Project Development Grants

- **Round 5: Section 23.** Insurance



Implementation Grants

- **All Rounds: Section 26.** Insurance

Section **3**

CONDITIONS FOR BEGINNING WORK



A. Readiness Requirements

Conditions for beginning work apply to all quantifiable and non-quantifiable projects (for Implementation Grants) and to all physical projects that will be constructed during the Project Development Grant Term (for Project Development Grants).

Readiness requirements include CEQA documentation, site control, permits, project maps and designs, project schedules, operations and maintenance plans, and other strategy-specific requirements. The strategy specific readiness requirements can be found in [Appendix D of the TCC Program Guidelines for Rounds 1 and 2](#), and Appendix B of the TCC Program Guidelines for **Rounds 3-5**.

Readiness will be assessed and approved independently by SGC for each individual project. Direct project costs cannot be expended until the Lead Grantee receives written notice from SGC that readiness requirements have been met. For projects that are not ready, only pre-development and associated grant administration, project management, community engagement to solicit project input, and indirect/overhead costs are allowable until readiness is achieved. Grantee Costs are eligible for expenditure from the date of grant execution.



B. Requirements for Project Development Grants

For Project Development Grants, Lead Entities must demonstrate readiness in accordance with the relevant requirements outlined for each strategy in the TCC Program Guidelines (see Appendix A – TCC Program Guidelines) and Grant Agreement. Upon grant execution, Grantees are authorized to begin work on planning and pre-development activities.



C. Requirements for Implementation Grants

For Implementation Grants, Lead Entities must demonstrate readiness for each project within the first year of the grant term, in accordance with the requirements applicable to all strategies as well as those outlined for each strategy in the TCC Program Guidelines (see Appendix A – TCC Program Guidelines). Pre-development and associated grant administration, project management, and indirect/overhead costs can be spent by Grantees prior to achieving readiness.



Additionally, upon grant execution, Grantees are authorized to bill for Grantee Costs and indicator tracking costs, and may begin work on all Transformative Plans, including Community Engagement, Workforce Development, and Displacement Avoidance.

D. Readiness Memorandum

A **Readiness Memorandum** (“Readiness Memo”) is issued to all Implementation Lead Grantees after the Post-Award Consultation (PAC) Process detailing projects ready at grant execution and those pending further approval before implementation. Readiness deliverables are tracked via the Readiness Memo and through the Grant Agreement. Readiness documentation is submitted via a Microsoft SharePoint folder; Lead Grantees must notify TCC Grant Managers when a submission is uploaded to the folder. Such submissions can happen during the regular reporting period or outside of the reporting period once deliverables become available. The TCC Grant Manager will update the Readiness Memo as the Lead Grantee submits additional readiness documentation throughout the first year of the grant term.


E. Process for Receiving Authorization

Once the final readiness deliverables have been reviewed and approved, the TCC Grant Manager will send the Lead Grantee a written Notice of Approval, indicating that work on the Project may begin. If there are outstanding requirements, the TCC Grant Manager will provide an updated Readiness Memo outlining the remaining authorization requirements.



GRANT AGREEMENT REFERENCES


 R1-5

 **All Rounds: Section 10.** Conditions for Beginning Work



TCC PROGRAM GUIDELINES REFERENCES

 R1-2

 **Rounds 1 – 2: Appendix D.** TCC Funded Project Types, Eligibility, and Requirements by CCI Program

 R3-4

 **Rounds 3 – 4: Appendix B.** TCC Funded Projects by Strategy

 R5

 **Round 5: Appendix B.** TCC Funded Projects by Strategy

Section 4

REPORTING

A. General Requirements



Each grant is subject to reporting requirements. For Planning and Project Development Grants, Lead Grantees will submit Progress Reports with invoices at the frequency defined in the Grant Agreement and a Final Report with the last invoice. For detailed information on reporting for Planning and Project Development Grants, please see Section 4(B).

For Implementation Grants, Lead Grantees will submit the following reports: Bi-Monthly Progress Reports, Annual and Final Summary Reports, Annual and Final Leverage Funding Reports, Annual and Final Equipment Inventory Records, Annual Indicator Tracking Reports, Annual Detailed Budgets, and Project Completion Reports. For detailed information on reporting for Implementation Grants, please see Section 4(C).



Important notes about all reporting:



Lead Grantees are responsible for establishing reporting requirements for their Partners, compiling all reported Project data including information reported to the Lead Grantee by its Partners, and submitting one version of each required report.



Lead Grantees must use the most current reporting templates provided by the TCC Grant Manager for reporting purposes. The most up-to-date templates can be found in the [Grantee Resources folder](#).



All reports must be signed by the Lead Grantee's Authorized Signatory or designee on file.



SGC may request to verify reports through methods such as supporting documentation, site visits, conference calls, and/or video conferencing.



The Lead Grantee's failure to submit reports by the required deadlines may result in a delay in reimbursement.

For details on how to submit invoices, reports, and supporting documentation, please refer to [Section 5. Invoicing](#).

GRANT AGREEMENT REFERENCES



Planning Grants

- **Round 1: Section 6.** Reporting Requirements



- **▀ Rounds 2 - 3: Exhibit A**, Scope of Work, Section 7. Reporting Requirements
- **▀ Rounds 4 - 5: Section 31**. Reporting Requirements

D **▀ R5** Project Development Grants

- **▀ Round 5: Section 11**. Reporting Requirements

I **▀ R1-5** Implementation Grants

- **▀ Rounds 1 - 3: Section 12**. Reporting Requirements
- **▀ Rounds 4 - 5: Section 11**. Reporting Requirements



B. Reporting for Planning Grants and Project Development Grants

Planning Grant and Project Development Grant terms are two years from the date of Grant Agreement execution. Planning and Project Development Lead Grantees are responsible for completing and submitting two types of reports during the grant term:

- *Table 2: Reports for Planning Grants and Project Development Grants*

Progress Reports

▮ All Rounds

- Grantee will submit progress reports along with invoices. Invoices must be submitted at the frequency defined in the Grant Agreement. Typically, this is every three months for Planning and Project Development Grants.
- The reports will track the work completed during the invoice period.
- The information included in the report should match what is billed on the accompanying invoice.
- If any deliverables were completed during the reporting period, they should be listed in the report in **bold text** and the relevant document uploaded to SharePoint.

Final Report

▮ All Rounds

- Lead Grantee must submit a Final Report with the last invoice.
- Ensure the Final Report is signed by the person authorized to sign on the most current Authorized Signatory Form.
- The report must clearly demonstrate that the Lead Grantee has met all terms of the Grant Agreement and justify the final invoice payment, including the release of the 5% retention.

GRANT AGREEMENT REFERENCES



Planning Grants

- ▮ **Round 1: Section 6.** Reporting Requirements
- ▮ **Rounds 2 - 3: Exhibit A, Scope of Work, Section 7.** Reporting Requirements
- ▮ **Rounds 4 - 5: Section 31.** Reporting Requirements



Project Development Grants

- ▮ **Round 5: Section 11.** Reporting Requirements



C. Reporting for Implementation Grants

1. Reporting Periods

There are two periods that make up the TCC grant terms for Implementation Grants:

- *Table 3: Reporting Periods*

Project Completion Period



All TCC Funded Projects and Transformative Plans must be completed during the Project Completion Period.

Depending on the funding round, the Project Completion Period ends:

- **Rounds 3 & 5:** Four years after execution of the Grant Agreement
- **Rounds 1, 2 & 4:** Five years after execution of the Grant Agreement

Please refer to the specific dates outlined in your Grant Agreement.

Performance Period

The Performance Period provides additional time for Grantees to report on required indicators for projects that are completed prior to the end of the grant term, and to request reimbursement for activities associated with Indicator Tracking. In some cases, the Performance Period and the Project Completion Period may overlap.

The Performance Period begins immediately after each Quantifiable or Non-Quantifiable Project or Transformative Plan is completed (or each CCI Project is completed for Round 1 Grantees), if applicable.

For Round 5, the Performance Period will start no later than seven months before the end of the grant term.

Depending on the funding round the Performance Period will end:

- **Rounds 1 - 3:** March 31st, 2026
- **Rounds 4 - 5:** March 31st, 2029*

Please refer to the specific dates outlined in your Grant Agreement.

*Date subject to change for Round 5. Lead Grantees will be notified of the specific date should a change be made.

GRANT AGREEMENT REFERENCES

R1-5 **Rounds 1 - 5**

- **Section 1.** Definitions
- **Section 3.** Grant Term

2. Report Types

Implementation Grantees must complete four categories of reports during the grant term:

1. **Bi-monthly Progress Reports**
2. **Annual Reports** (including the Annual Summary Report, Leverage Funding Report, Equipment Inventory Record, and Indicator Tracking Report)
3. **Project Completion Reports**
4. **Final Reports** (including the Final Report, Leverage Funding Report, and Indicator Tracking Report)

These reports are detailed in Sections 4(C)(3) – (6) discussed below.



3. Bi-monthly Progress Report

Table 4: Bi-Monthly Progress Report

Bi-monthly Progress Report

All Rounds

Reports must be submitted throughout the Project Completion Period as part of the invoicing process. Reports will describe the following:

1. Work completed during the period covered.
2. Any readiness requirements achieved.
3. Deliverables completed.

Partners must provide status updates on individual projects and Transformative Plans to the Lead Grantee. The Lead Grantee compiles and submits one Progress Report to the TCC Grant Manager that includes information about all TCC Project Components (Grantee Costs, Funded Projects, and Transformative Plans).

The information included in the report should match what is billed on the accompanying invoice.

If any deliverables were completed during the reporting period, they should be listed in the report in **bold text** and the relevant document uploaded to SharePoint.

4. Annual Reports

Table 5: Annual Reports

Annual Summary Report

All Rounds

The Annual Summary Report includes high-level questions that are not captured in progress reports for each TCC Funded Project and Transformative Plan. Similar to Progress Reports, Partners must provide information on individual projects and Transformative Plans to the Lead Grantee. The Lead Grantee compiles and submits one Annual Summary Report to the TCC Grant Manager that includes information about all TCC Project Components (Grantee Costs, Funded Projects, and Transformative Plans).



Annual Leverage Funding Report

📌 All Rounds

The Annual Leverage Funding Report tracks committed leverage expenditures on stand-alone Leverage Projects, TCC Funded Projects, and Transformative Plans that are spent within the TCC Project Area and for the purposes of the TCC project. This report will capture the amount, funding source, and use of all leverage funding.

Grantees do not need to submit supporting documentation with this report, but they need to retain records of leverage expenditures in the case of an audit or a request from the State.

Annual Equipment Inventory Record

📌 All Rounds

The Annual Equipment Inventory tracks all equipment purchased with grant funds, as well as supplies costing less than \$5,000 that are prone to theft, loss, and misuse (e.g., computers, printers, smartphones, tablets, cameras, GPS devices, etc.). It will track information such as the equipment type, quantity, cost, and identifying information (serial number, registration, etc.).

RESOURCE:

📌 **Rounds 1-5: Grant Agreement, Section 29.** Ownership

Annual Indicator Tracking Report

▀ All Rounds

Grantees must report annually on the indicators developed in conjunction with the third-party Evaluation Partner. These indicators are described in the Grant Agreement.

The Evaluation Technical Assistance Team will provide final reporting templates.

RESOURCE:

▀ **Rounds 4-5: Grant Agreement, Exhibit C**, Part 1, Section 5. Indicator Tracking and Reporting; **Attachment D-5:** Indicator Tracking Tables

▀ **Round 3: Grant Agreement, Exhibit C**, Part 1, Section E. Indicator Tracking and Reporting; **Attachment D-5:** Indicator Tracking Tables

▀ **Round 2: Grant Agreement, Exhibit C**, Part 1, Section E. Indicator Tracking and Reporting; **Attachment E-6:** Indicator Tracking Tables

▀ **Round 1: Grant Agreement, Exhibit C**, Part 1, Section D. Indicator Tracking and Reporting; **Attachment E-5:** Indicator Tracking Tables

Annual Detailed Budgets

▀ Rounds 1-3

Lead Grantees must update their Detailed Budget annually. The Detailed Budget is a tool for tracking expenditures and progress, and to flag ineligible costs prior to expenditure.

The Budget must be consistent with the approved Work Plan in Exhibit B of the Grant Agreement.

5. Project Completion Reports

- Table 6: Project Completion Reports

Project Completion Report

■ All Rounds

Lead Grantees will work with Partners to submit a required Project Completion Report after completing each TCC Project Component. For Rounds 1 - 4, Project Completion Reports for Transformative Plans are included as part of the Final Report. For Round 5, Grantees must submit Project Completion Reports for each Transformative Plan.

The Project Completion Report must include supporting documentation demonstrating that all deliverables for the Project/Plan have been fully completed.

SGC will release payment of the final 5% of total requested amount for each TCC Project Component upon successful completion of the Project Completion Report and determination that the requirements of the Project have been fulfilled per the Grant Agreement.

6. Final Reports

- Table 7: Final Reports

Final Report

■ All Rounds

The Final Report includes an overall narrative of the TCC Project's implementation, an overview of the Funded Projects, and specific close-out narratives on the Transformative Plans. The overall narrative includes high-level questions regarding the successes, barriers, and lessons learned for the entire TCC Project.

The Final Report is separate from the individual Project Completion Reports that are submitted for each individual TCC Project Component.

Lead Grantees should collect information from Partners, and compile and submit one Final Report to the TCC Grant Manager.

Final Leverage Funding Report

■ All Rounds

The Final Leverage Funding Report is a final summary of all leverage funds spent between grant award and the end of the grant term.

For Round 4, the report will cover a summary of all leverage funds spent between grant award and the end of the grant term. For Round 5, the report will also cover any leverage funds spent up to one year prior to the award that were counted towards TCC leverage funds.



Final Equipment Inventory Record

The Final Equipment Inventory Record is a final summary of all equipment purchased during the Project Completion Period. It may contain additional questions regarding the long-term ownership plans and useful life for each piece of equipment.

▀ Rounds 1-4

I GRANT AGREEMENT REFERENCES

▀ R1-5 Implementation Grants

- ▀ Rounds 1 - 3: Section 12. Reporting Requirements
- ▀ Rounds 4 - 5: Section 11. Reporting Requirements

Section **5**

INVOICING

A. Payment Provisions

1. Reimbursement



Grant funds will be dispersed to Lead Grantees by SGC on a reimbursement basis, unless SGC has approved advance payments for the Lead Grantee. Advance payments are applicable to Rounds 4 and 5 only; please see Section 5(A)(4) below for additional detail.

- *Table 8: Eligible Costs*

Costs eligible for reimbursement throughout grant term:

<p>Project Completion Period</p> <p>P D I R1-5</p>	<p>Grantee Costs, Indicator Tracking, TCC Funded Projects, and Transformative Plans are reimbursable.</p>
<p>Project Performance Period</p> <p>I R1-5</p>	<p>Only Grantee Costs and Indicator Tracking costs are reimbursable.</p>

2. Reimbursement Process



To receive reimbursement payments of grant funds, Lead Grantee must submit an invoice reflecting costs incurred for eligible program activities and expenses. Additional details on invoice requirements are provided in Sections 5(B) – 5(J).

- Payment shall be made to the Lead Grantee within forty-five days upon receipt of an undisputed invoice.
- For Round 5 Planning and Project Development Grants, SGC will withhold payment of the final five percent (5%) of the total requested budget, to be paid once all terms of the Grant Agreement have been satisfied.
- For Rounds 1 – 4 Planning Grants, SGC will withhold payment of the final five percent (5%) of each invoice to be paid once all terms of the Grant Agreement have been satisfied.

Unless otherwise specified in individual sections, all instructions in this guide apply to Grantees of all five rounds of TCC funding and all three grant types. Please refer to “How to Read this Guide” for more information.

- For Implementation Grants, SGC will withhold payment of the final five percent (5%) of the total requested budget for each TCC Project Component until SGC determines that the requirements of that TCC Project Component have been fulfilled per the Grant Agreement. For Implementation Grants, the final invoice for each TCC Project Component should include a request for reimbursement of the final five percent (5%) of the Project Component budget along with the Project Completion Report and remaining deliverables.
- For Project Development and Planning Grants, the final invoice should include a request for reimbursement of the 5% retention, along with the Final Report and remaining deliverables.

Please refer to your Grant Agreement for the specific retention policy applicable to your Project.

3. Managing Funds with Partners

- Partners must invoice the Lead Grantee before the Lead Grantee requests reimbursement from the State. Partners will not submit invoices directly to the State.
- The Lead Grantee is not required to pay its Partners before requesting reimbursement from the State, though they may do so according to their own policies.
- The Lead Grantee is responsible for dispersing funds to its Partners. The State will not issue checks directly to Partners.
- Lead Grantee must maintain as part of its records for the TCC Project all invoices and supporting documentation from their Partners.

4. Advance Pay: Rounds 4 – 5 only

Lead Grantees in Rounds 4 and 5 are eligible to receive Advance Pay. SGC may approve advance payments, and the amount of any advance payment, at its sole discretion.

The Lead Grantee may use advance payments for their own costs (including paying Partner invoices prior to receiving the reimbursement check from the State) and/or to advance payments to Partners. To advance payment to Partners, Lead Grantees will need to develop their own procedures to administer advance payment.

The Lead Grantees must ensure that each Partner to which they issue advance payment satisfies the minimum requirements found in Government Code section 11019.3, subdivision (c)(2)(A) and Government Code section 11019.1, subdivision (c)(2)(A), as explained in Section 3 of the Advance Pay Guidance for TCC Grantees (found in the [Grantee Resources folder](#)).

Unfortunately, TCC does **not** have authority to administer advance pay to federally recognized tribes. However, California Native American Tribes that are organized as a 501(c)(3) nonprofit and are not federally recognized are eligible as private, nonprofit organizations.

Advance payments shall not exceed 25%; SGC will make exceptions to this 25% cap under specific circumstances. See [Advance Pay Guidance for TCC Grantees, Section 1. Information for Lead Grantees and Partners](#).

- *Table 9: Advance Pay*



Advance Pay Request

- a. Only the Lead Grantee may request and receive advance payments.
- b. Lead Grantees can submit requests for advance payment at any time after grant execution.
- c. For each advance pay request, the Lead Grantee must complete three forms and submit additional supporting documentation of the Lead Grantee's eligibility for advance payments. The three forms can be found in the [Grantee Resources folder](#) and are:
 - i. **Advance Pay Threshold Checklist**
 - ii. **Advance Pay Request Form**
 - iii. **Advance Pay Invoice**
- d. To submit the request, email all three forms and all supporting documentation to accountspayable@opr.ca.gov and copy the TCC Grant Managers.

Advance Pay Approval and Administration

Once a Lead Grantee has received their advance payment, they must deposit it into a federally insured, interest-bearing account that provides the ability to track interest earned and withdrawals. The Lead Grantee must provide documentation (i.e., bank statements) of all advance pay transactions to SGC. See [Advance Pay Guidance for TCC Grantees, Section 2. Information for Lead Grantees, "How to Administer Advance Pay"](#) for full instructions on Advance Pay Administration.

Reporting Advance Pay Expenditures and Interests

With every standard invoicing period (bimonthly or quarterly, depending on your Grant Agreement), Lead Grantees must report their advance pay expenditures and the interest they have earned in the federally insured, interest-bearing bank account. See [Advance Pay Guidance for TCC Grantees, Section 2. Information for Lead Grantees, "How to Report Advance Pay Expenditures and Interest"](#) for full instructions on Advance Pay Expenditures and Interests.



Advancing Payments to Partners

Lead Grantees may re-issue advance pay to their Partners if they ensure each Partner to which they issue advance payment satisfies the same minimum requirements found in Government Code section 11019.3, subdivision (c)(2)(A), and Government Code section 11019.1, subdivision (c)(2)(A). The exception to this requirement is that SGC will not restrict which types of subrecipient entities may receive advance payment (i.e. Lead Grantees may advance payment to Partners of any entity type, including tribes). Lead Grantees do not need to submit documentation of the Partner’s compliance to SGC but must retain it and will be responsible for providing it in the event of an audit. See [Advance Pay Guidance for TCC Grantees, Section 3: Information for Lead Grantees Advancing Payment to Partners](#) for full instructions on Advancing Payment to Partners.

For more detailed information on Advance Pay, including guidance for Lead Grantees, Threshold Checklist, and Request Form, please see [Appendix C - Advance Pay](#).

GRANT AGREEMENT REFERENCES



Planning Grants

- **Rounds 4 - 5: Section 32.** Payment



Project Development Grants

- **Round 5: Section 12.** Payment Provisions



Implementation Grants

- **Rounds 4 - 5: Section 13.** Payment Provisions

Additional Resources: [Advance Pay](#) Guidance available in the [Grantee Resources Folder](#)

B. Submitting Invoices

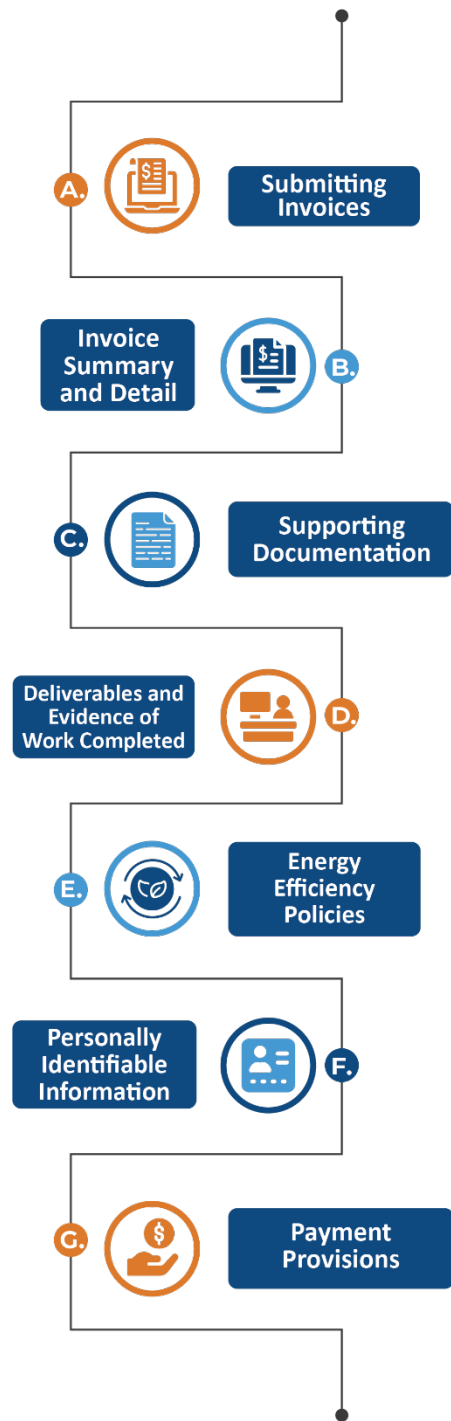
P *Invoices must be submitted at the frequency defined in the Grant Agreement. Typically, this is every two months for Implementation Grants and three months for Planning and Project Development Grants.*

D I
R1-5

Invoices should be completed using the most current template provided by TCC Program. The invoice template is included as an attachment to the Grant Agreement. The most up-to-date template can be found in the [Grantee Resources folder](#).

A full **Invoice Package** as described in Section 5(C) must be submitted according to the reporting schedule in the Grant Agreement or in alignment with Section 4 of this guide. When the report submission due date falls on a weekend or state-recognized holiday, reports will be due on the first working day that follows.

Lead Grantees will submit invoice packages via a SharePoint link provided by SGC. After uploading all documents, the Lead Grantee must email their TCC Grant Managers and copy the SGC/OPR Accounts Payable office at accountspayable@opr.ca.gov to notify them of the submission. The email should include a signed PDF of the Invoice Summary Form for processing.



◆ Figure 4: Invoicing Process

C. Invoice Package

P **D** **I** **R1-5** *Lead Grantees must submit a full Invoice Package for reimbursement. The Invoice Package must include the following:*

R1-5

▪ *Table 10: Invoice Package*



**Invoice, including the Detail and Summary
(signed PDF and original Excel files)**



Supporting documentation for all costs incurred

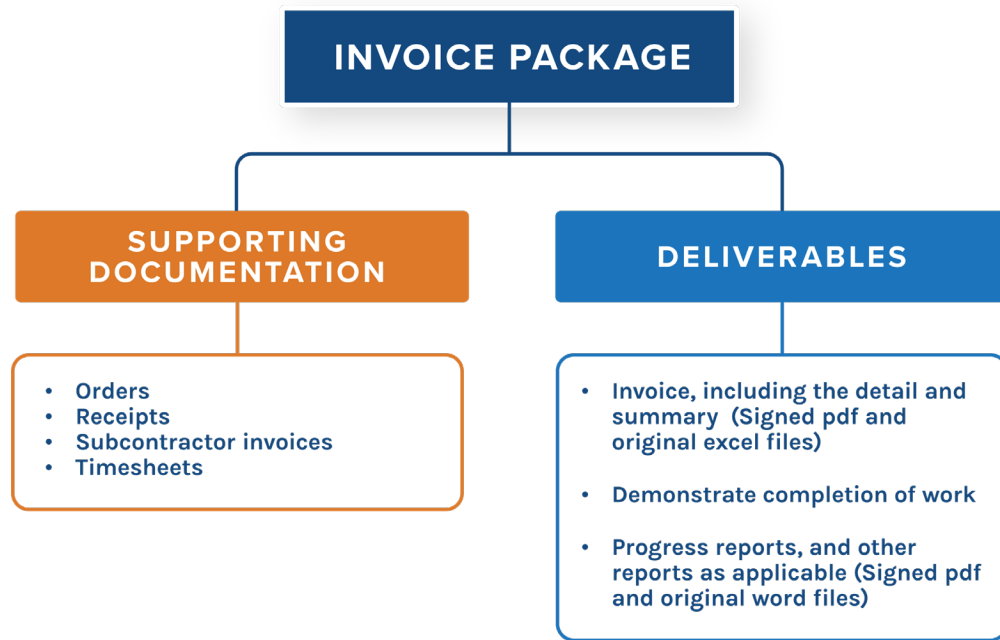


Deliverables and/or evidence of work completed



**Progress Reports, and other reports as applicable
(signed PDF file)**

Lead Grantees should use the Appendix B – Invoice Checklist to ensure their Invoice Package is complete prior to submitting. Sections 5(B) – 5(J) describe the requirements for the invoice, supporting documentation, and deliverables and/or evidence of work completed. Information on reporting is included in the [Section 4. Reporting](#).



◆ Figure 5: Invoice Package Overview

D. Invoice Detail and Summary

P The **Invoice Detail Form** shall be filled out by the Lead Grantee. The Lead Grantee must also submit supporting documentation for each expense indicated on the form. Once the Invoice Detail Form is complete, the Lead Grantee will then complete an **Invoice Summary Form**. The Invoice Summary Form is attached to each Lead Grantee’s respective Grant Agreement.

D I
R1-5


I For Implementation Grants, an Invoice Detail form must be filled out by the Lead Grantee or Partner for each of the following items:


- **R1-5** • ■ **Round 1-5: TCC Funded Project, Transformative Plan, and Grantee Costs.**


- *Table 11: Invoice Checklist*

While completing the Invoice Detail and Summary Forms, ensure that:	
<input type="checkbox"/>	Expenses are itemized at the task level.
<input type="checkbox"/>	Within each task, expenses are categorized by cost type (e.g., personnel, travel, supplies, community engagement) and a clear description of each cost is provided.
<input type="checkbox"/>	Travel, and equipment are clearly identified.

Unless otherwise specified in individual sections, all instructions in this guide apply to Grantees of all five rounds of TCC funding and all three grant types. Please refer to “How to Read this Guide” for more information.

- 

All costs seeking reimbursement are eligible costs indicated in the Grant Agreement and TCC Guidelines. TCC Grant Manager may ask for additional documentation to verify cost reasonableness.
- 

Supporting documentation is provided for each line item and the file name and page number is clearly referenced in the “Supporting Documentation/Page #” line of the Invoice Detail so that it is easy to match the expense to the supporting documentation.
- 

Any back-billed expenses (i.e., expenses incurred during prior billing periods) are clearly marked.

Once completed, the Invoice Summary and Detail should be saved as a PDF and signed by the Authorized Signatory or designee. Lead Grantees should submit the signed PDF and the original Excel file using the following naming conventions:



PDF: “[Grant #]_[Grantee Name]_Invoice [#]_[Date]_Signed.pdf”



Excel: “[Grant #]_[Grantee Name]_Invoice [#]_[Date].xlsx”

E. Supporting Documentation

P *Lead Grantees and Partners must submit supporting documentation for all itemized costs.*



R1-5

Supporting documentation should be provided as separate PDF files (one file per itemized cost). Documentation may include but is not limited to:

- **Copies of purchase orders**
- **Receipts**
- **Subcontractor invoices**
- **Timesheets or timesheet summaries for Lead Entity staff**

These items must contain sufficient information to establish that the specific service was rendered, or the purchase was made within the invoicing period. Original supporting documentation is not required to be submitted but should be retained by the Grantee.

▪ *Table 12: Supporting Documentation*



Supporting Documentation should include the following items:

Naming Convention

Save supporting documentation files using the following naming convention:

Planning and Project Development Grants

“[Grant #]_[Grantee Name]_Invoice [#]_Task [#]_SupportDocs_[File # of #]”

Implementation Grants

“[Grant #]__[Grantee Name]_Invoice [#]_Project [#]_Task [#]_SupportDocs_[File # of #]”

Example:

SGC 20123_CityofGondor_Invoice3_Project4_Task1_SupportDocs_2of3

Direct Costs

Supporting documentation must be provided for each direct cost that contains sufficient information to establish that the specific service was rendered, or the purchase was made within the invoicing period.

Documentation may include but is not limited to: copies of purchase orders, receipts, subcontractor invoices, and timesheet summaries.

Original supporting documentation is not required to be submitted with invoices but should be retained by the Lead Grantee and Partners.

Personnel/ Staff Time

A timesheet summary template has been provided to Lead Grantees to report personnel costs. This template is optional; Lead Grantees and Partners can also use their own summary format if it includes the following information:

- Identify the individual
- The date on which the work was performed
- The specific grant-related activities or objectives to which the individual's time was devoted (i.e., the task worked on)
- The hourly or salary rate
- The amount of time spent, or percent of salaried time and
- Certification signature

Grantees are responsible for certifying that the information submitted is true and correct by signing the personnel/staff time supporting documents.

If the Authorized Signatory is being funded with TCC funding, ensure timesheets or time reports are signed and verified by another qualified person from the organization.

For staff positions that don't bill at an hourly rate, Grantees should work with their payroll/financial office and TCC Grant Managers to provide



supporting documentation that reflects the staff pay for the hours worked.

**Indirect/
Overhead
Costs**


Supporting documentation does not need to be provided for Indirect/Overhead costs. However, the Lead Grantees and Partners must maintain records of Indirect/Overhead costs to be made available upon request from the State. Lead Grantees and Partners should only request Indirect Costs which have been incurred and for which proof of the costs can be produced.

Lead Grantees and Partners shall invoice in accordance with the Indirect/Overhead cost rate(s) approved for the TCC Project, based on rates established during the Post-Award Consultation (PAC) process.

Documentation Discrepancies

When there are discrepancies between a reimbursement request amount and the supporting documentation provided, TCC will only reimburse for the amount on supporting documentation. If the Grantee can demonstrate the remaining unverified costs, that amount will be applied to the following invoice reimbursement.

- *Table 13: Documentation Discrepancies*

 Examples of Documentation Discrepancies	
<p>Examples of Discrepancies</p>	<p>If an invoice detail tab requests \$500 for an employee’s 10 hours of work at \$50/hour, but the timesheet summary only lists 5 hours, TCC would only reimburse \$250 for the 5 demonstrated hours.</p> <hr style="border-top: 1px dashed orange;"/> <p>If mileage reimbursement is requested for 70 miles at the State rate, but the supporting documentation provided shows 45 miles driven, TCC would only reimburse for 45 miles.</p>
<p>Solutions for Example Discrepancies</p>	<p>If the Grantee later submitted documentation for the remaining 5 hours or the remaining 45 miles in a correction to the invoice or with a subsequent invoice, TCC would reimburse the additional funding requested.</p>

F. Deliverables and Evidence of Work Completed

P Along with supporting documents for costs incurred, Grantees must also submit deliverables or other evidence of work completed to be reimbursed, such as information provided in Progress Reports or through invoicing supporting documentation. If the Grantee has completed final deliverables as listed in the Grant Agreement that substantiate the work described in the progress report, they should submit them. If they have not yet completed those deliverables, the Grantee should periodically submit other evidence that work is being completed (such as narrative in progress report, drafts of deliverables, summaries, trackers, etc.). The TCC Grant Managers will inform Grantees if they are not submitting adequate evidence that work is being completed.



Deliverables submitted for each Project or Plan must be related to the work being reported in the Progress Report for that period and must match the description in Exhibit B of the Grant Agreement.

Deliverables submitted for each Project or Plan must be related to the work being reported in the Progress Report for that period and must match the description in Exhibit B of the Grant Agreement. Deliverables being submitted should be listed in the Progress Report in **bold text**.

Deliverables and evidence of work completed should be provided as PDF documents. Lead Grantees should use the following naming convention for the filename:

- **Planning, Project Development, and Implementation Grants**



“[Grant #]_[Grantee Name]_Invoice [#]_Project [#]_Task and Subtask [#]_[Deliverable Name].pdf”

The TCC Grant Managers will review submitted deliverables to determine whether a task has been sufficiently accomplished. If a deliverable is not approved, the TCC Grant Manager will request updates from the Lead Grantee and/or Partner to bring the deliverable to a satisfactory level.

The Lead Grantee will work with the TCC Grant Manager to update and maintain a “deliverables tracker” throughout the grant term to measure Lead Grantee progress towards completing the scope of work and submitting all deliverables.

GRANT AGREEMENT REFERENCES



Planning Grants

- **Round 1:** Section 7. Payment; Section 8. Invoice Preparation
- **Rounds 2 - 3:** Exhibit B, Budget Detail and Payment Provisions, Section 1. Payment, Section 2. How to Submit Invoices
- **Rounds 4 - 5:** Section 32. Payment; Section 33. Document Submission



D R5 Project Development Grants

- **R5: Section 12.** Payment Provisions; **Section 13:** Invoicing

I R1-5 Implementation Grants

- **All Rounds: Section 14.** Invoicing

G. Personally Identifiable Information

P Partners must ensure that deliverables and documentation of work completed do not contain personally identifiable information. For example, deliverables and supporting documentation should not connect pieces of personal information together, like names and home addresses. Documents containing such information must be redacted prior to submission.

D I R1-5

H. Disputes

P SGC will notify the Lead Grantee if any invoicing or reporting materials are deemed insufficient and incomplete within fifteen (15) working days of receiving the Materials. The TCC Grant Manager will send an email notifying the Lead Grantee of the additional information needed in order to fully process an invoice. This email communication initiates the invoice dispute process.

D I R1-5

Disputes will follow the process outlined in the Grant Agreement. The dispute must be attempted to be resolved by the Lead Grantee, Partners, and TCC staff, as quickly as possible. During a dispute process, the Lead Grantee must comply with any stop work orders put into effect. The Prompt Payment Act invoice review clock is reset once a fully undisputed invoice and supporting documents are resubmitted.

GRANT AGREEMENT REFERENCES

P R1-5 Planning Grants

- **Rounds 4 - 5: Section 20.** Dispute Resolution
- **Rounds 2 - 3: Exhibit B,** Budget Detail and Payment Provisions, Section 3. Invoice Dispute; **Exhibit D,** Special Terms and Conditions, Section 5. Dispute Resolution, Section 9. Stop Work
- **Round 1: Section 11.** Disputes; **Section 12.** Stop Work Orders

D R5 Project Development Grants (**R5**)

- **Section 28.** Disputes



- Section 29. Stop Work Order

I **R1-5** Implementation Grants (All Rounds)

- Section 31. Disputes
- Section 32. Stop Work Order

I. Eligible and Ineligible Costs

1. Eligible Costs

P All invoice costs must be eligible and pre-approved in Exhibit B of your Grant Agreement, or an amendment, to be reimbursed. Specific eligible and ineligible costs for each TCC Funded Project and Transformative Plan are included in the executed Grant Agreement and in the [TCC Program Guidelines](#). (Please note that eligible/ineligible costs vary between funding rounds.)



All costs must also be reasonable to be eligible. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

General cost eligibility requirements are listed below; additional details are provided in the TCC Program Guidelines for each funding round.

- *Table 14: Cost Eligibility Requirements*

P D I General Cost Eligibility Requirements for Planning, Project Development, And Implementation Grants

Indirect/Overhead Costs

Costs of doing business that are of a general nature and not directly tied to the grant, but necessary for the general operation of the organization.

Rounds 4 - 5: Indirect/overhead costs may account for up to 12% of awarded TCC funds, minus any funds for equipment purchases with a per unit cost of \$5,000 or more. Individual TCC Funded Projects, Transformative Plans, and Grantee Costs may invoice at the approved Partner indirect cost rate in Exhibit B of the Grant Agreement. No entity (Lead Grantee or Partner) may exceed the 12% cap on Indirect Costs except for California Native American Tribes in Round 5, who may request a higher indirect cost rate, provided the applying California Native American Tribe substantiates the rate with supporting documentation. Reimbursement requests for indirect/overhead costs must be proportionate to the direct costs billed in the invoice.



	<p> Rounds 2 - 3: Indirect/Overhead costs may account for up to 10% of the total awarded TCC funds. </p> <p> Rounds 1: Indirect costs are not reimbursable with TCC funds but may account for up to 10% percent of the Leverage Funding requirement. </p>
<p>Direct Costs</p>	<p>Direct implementation costs are directly tied to the implementation of the Grant Agreement including, but not limited to personnel costs, operating expenses, subcontracts, equipment costs, travel expenses, etc. Certain equipment, vehicle, and land lease or purchase for infrastructure development costs (as defined in the TCC guidelines) may also be eligible as direct costs. Grantees must adhere to specific requirements related to pre-development costs, basic environmental infrastructure costs, use of heavy-duty trucks and equipment, travel, and insurance premiums. These specific requirements can be found in the TCC Program Guidelines for each funding round.</p>

General Cost Eligibility Requirements for Implementation Grants Only

<p>Project-Specific Allowable Costs</p>	<p>Project-specific allowable costs are costs that are only allowed under certain strategies, as outlined in the TCC Guidelines and in the Grant Agreement section on Payment Provisions. These direct costs are allowed for Project implementation, and therefore may not be subject to the indirect cost restrictions.</p>
<p>Community Engagement and Outreach Costs</p>	<p>Costs must be directly related to implementation of the TCC Project per the TCC Guidelines. Community Engagement costs, including Displacement Avoidance costs, may account for up to eight percent (8%) of awarded funds and should be reasonable relative to the budget for the individual funded projects. Costs related to community engagement and outreach activities will not be considered as an administrative cost.</p>
<p>Displacement Avoidance Costs</p>	<p>Costs must be used to support displacement avoidance activities for low-income households and local and small businesses, per the TCC Guidelines. Grantees may allocate up to three percent (3%) of the total grant award allocated to the Community Engagement budget to support displacement avoidance activities.</p>



Workforce Development, Training, and Educational Program Costs

Costs must be for eligible job training programs and activities that meet all the criteria per the TCC Guidelines. The Workforce Development and Economic Opportunities Plan costs may account for up to five percent (5%) of awarded TCC funds.

Indicator Tracking Costs

Indicator tracking costs are for tracking and reporting required indicators. Grantees are required to budget three percent (3%) of total requested funding for required indicators to hire a pre-qualified third-party evaluation partner, which will assist with tracking and documenting the TCC Project’s progress and impact.

In addition to the three percent (3%) budget allocation, the lead and co-applicants must ensure adequate budget is allocated to individual Project and Plan costs to gather data and report to the evaluation partner and participate in evaluation activities such as focus groups, surveys, and interviews.

Based on previous TCC awards, two to three percent (2-3%) of the total TCC award will cover lead and co-applicant costs for indicator tracking and program evaluation activities. The lead and co-applicants can include this in their direct costs.

2. Ineligible Costs

P For detailed guidance on specific ineligible costs in each funding round, including ineligible costs for each TCC strategy, please see the [TCC Program Guidelines](#).



R1-5

- *Table 15: Ineligible Costs*

The following ineligible costs apply to all strategies:

- Exceeding cost caps for indirect or pre-development costs
- Lobbying
- Advocacy work, such as direct lobbying for the passage of specific bills or local propositions
- Commission fees
- Ongoing operational costs beyond the grant term
- Using funds for any cost that has been or will be paid through another funding source, or to finance any activities designed to supplant rather than supplement existing local agency activities or activities with pre-existing designated funding

- Using funds for mitigation activities that are already mandated by local or state governing bodies or agencies
- Ceremonial expenses
- Expenses for publicity not related to the awarded TCC project implementation
- Bonus payments of any kind
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise
- Services, materials, or equipment obtained under any other State program
- Real estate brokerage fees and/or expenses
- Stewardship of legal defense funds
- Costs associated with automobile or motorcycle parking (excluding electric vehicle charging infrastructure that may be located at a parking spot)
- Reimbursement for any interest accumulated in order to finance the Project

■ *Table 16: Ineligible Costs for Implementation Grant Transformative Plans*

I The following are ineligible costs for Implementation Grant Transformative Plans:

- **Climate Resiliency and Adaptation:**
 - Climate resiliency and adaptation must be integrated into the Projects, Transformative Elements, and Vision. Climate adaptation and resiliency planning activities must be paid for with leverage funding only. Implementation measures and design features integrated into the TCC Project are fundable as direct Project costs.
- **Community Engagement and Outreach:**
 - Direct cash benefits or subsidies to participants
 - Alcoholic refreshments
 - Participant incentives, such as door prizes, which are unrelated to specific community work products
 - General meetings that do not specifically discuss or advance implementation of the TCC Project
- **Displacement Avoidance:**
 - Costs for implementing existing policies, plans, ordinances, or programs (e.g., local government staff salaries, supplies, meetings, etc.)
 - Direct cash benefits or subsidies to participants
 - Alcoholic refreshments
 - Participant incentives, such as door prizes, which are unrelated to specific community work products
- **Workforce Development and Economic Opportunities:**



- Programs that do not include clear career pathways for residents of the Project Area or committed partnerships for high-quality job placement
- Programs that provide workforce readiness skills (i.e., “soft skills” training) but are not directly linked to employment credentials or pathways
- Work-appropriate clothing or attire (other than essential equipment and safety wear) ***Please Note:** This requirement changed in **Round 5**. Work appropriate clothing is an **eligible** expense for Round 5.
- Direct cash benefits or subsidies to participants (other than transit subsidies)
- Food and refreshments

For a comprehensive list of Eligible and Ineligible Costs across grant types, please refer to the following documents:

- **Round 1: TCC Program Guidelines**, Appendix D, Appendix H, and Appendix I.
- **Round 2: TCC Program Guidelines**, Appendix D, Section II.B.3, and Section II.B.6.
- **Round 3: TCC Program Guidelines**, Appendix B, Appendix C, Appendix D, and Section II.E.
- **Round 4: TCC Program Guidelines**, Appendix B and Appendix C.
- **Round 5: TCC Program Guidelines**, Section 8.2, Appendix B, and Appendix C.

For a comprehensive list of links to TCC Program Guidelines, please refer to [Appendix A](#).

GRANT AGREEMENT REFERENCES



R1-5 Planning Grants

- **Round 1: Section 7.** Payment
- **Rounds 2 - 3: Exhibit B,** Budget Detail and Payment Provisions, Section 5. Cost Principles
- **Rounds 4 - 5: Section 35.** Cost Principles



R5 Project Development Grants

- **Round 5: Section 12.** Payment Provisions



R1-5 Implementation Grants

- **All Rounds: Section 13.** Payment Provisions

J. Audit and Record Retention

- Lead Grantee, Partners, and subcontractors must maintain copies of Project records for four years after the Performance Period or end of the grant term.
- The State retains the right to conduct an audit each year during the grant term and up to four years after the end of the grant term.

GRANT AGREEMENT REFERENCES

- Planning Grants**
 - Rounds 4 - 5: Section 8.** Records Retention, Section 9. Audit
 - Rounds 2 - 3: Exhibit C,** General Terms and Conditions, Section 4. Records Retention, **Section 5.** Audit
 - Round 1: Section 13.** Accounting Records and Audits
- Project Development Grants**
 - Round 5: Section 21.** Audit and Record Retention
- Implementation Grants**
 - All Rounds: Section 24.** Audit and Record Retention

Section **6**

LEVERAGE FUNDING

I A. Leverage Funding

Leverage funding for Implementation Grants must be spent within the Project Area and for the purposes of the TCC Project.

- Lead Grantees may report leverage funding expenditures from the grant award date until the end of the grant term. Round 5 Lead Grantees may satisfy up to half of their total leverage funding requirements with leverage funds expended up to one year prior to TCC grant application deadline if they meet the requirements in the Round 5 Guidelines.
- If leverage funding sources change during the grant term, the Lead Grantee will notify SGC at the subsequent bimonthly reporting due date. **This allows SGC and DOC to assess the eligibility of the new sources.**
- Changes in leverage funding sources that impact the budget and schedule of deliverables may require an amendment to the Grant Agreement.
- Changes in leverage funding sources that affect the fifty percent (50%) eligibility requirement in the TCC Program Guidelines and application may require a remedy determined by the Lead Grantee and SGC.

For additional information on funding leverage by specific TCC funding Round, please see the TCC Program Guidelines.

I **R1-5** TCC PROGRAM GUIDELINES REFERENCES

- **R1** **Round 1: Section II.B.** Transformative Requirements and **Appendix E:** Additional Indicators and Leverage Funded Project Type Examples
- **R2** **Round 2: Section II.B.** Transformative Requirements
- **R3-4** **Rounds 3-4: Section II.E.** Transformative Elements and **Appendix C-5:** Leverage Funding
- **R5** **Round 5: Section 8.5** Transformative Elements and **Appendix C-5:** Leverage Funding



B. Leverage Partners




“Leverage Partners” implement stand-alone leverage Projects to meet the leverage funding requirements of the TCC Program. They do not receive reimbursement from the TCC Program but are responsible for the following annual reporting:



Section **7****MODIFICATIONS AND AMENDMENTS****A. Overview**

P **D I** **R1-5** *The Lead Grantee may request modifications or amendments to the Grant Agreement. Such requests must be submitted in writing to the TCC Grant Manager using the forms provided by SGC and must include supporting documentation.*

The request must detail:

-  *The purpose of the request*
-  *How the request is consistent with the guidelines and intent of the TCC Program*
-  *The impact of denying the request*

All requests will be considered at the sole discretion of SGC. Requests that increase the overall grant amount or significantly alter the deliverables of the TCC Project will not be approved because of the competitive nature of the TCC Program.


All forms for modification and amendment are located in the [Grantee Resources folder](#). If a Lead Grantee has submitted a request for modification or amendment, those changes are NOT valid until approved in writing or signed by the State.

B. Modifications

P **D I** **R1-5** *Modifications are minor changes to the Grant Agreement that can be approved in writing between the Lead Grantee and the TCC Grant Managers. Modification requests must be submitted in writing to TCC Grant Managers at least thirty calendar days prior to when the modification will take effect. Please refer to the Grant Agreement Sections noted below for specific guidance.*

01 
SUBMIT REQUEST
(Written Request)

02 
PROCESSING TIME
AMENDMENTS:
60 DAYS
MODIFICATIONS:
30 DAYS

03 
APPROVAL
MODIFICATIONS
Approved by Grantee & TCC Grant Manager
AMENDMENTS:
Requires signatures from Grantee and SGC authorized signatories

04 
EFFECTIVE DATE
MODIFICATIONS
Minor changes
AMENDMENTS:
Material changes

◆ *Figure 6: Request Overview*

C. Amendments

P Amendments are required for material, significant changes to the agreement that will require signatures from both the Lead Grantee and SGC authorized signatories. Depending on the nature of the amendment, additional review by SGC’s Executive Director or the Council may be necessary.

D I Amendment requests must be submitted in writing to TCC Grant Managers at least sixty calendar days before the amendment will take effect. Please refer to the Grant Agreement for specific guidance.

R1-5

D. Timeline and Process

P TCC will only process modifications or amendments once per grant year unless mission critical changes are needed.

D I As each request may take some time and correspondence to review and resolve, there will be windows of time for submission, review, and processing as indicated in Timeline 1 below.

R1-5



- *Timeline 1: Request Timeline*

Unless otherwise specified in individual sections, all instructions in this guide apply to Grantees of all five rounds of TCC funding and all three grant types. Please refer to “How to Read this Guide” for more information.

SUBMITTING, TRACKING, AND APPROVING REQUESTS

1. Lead Grantee collects modification and amendment request forms from Partners.
2. Lead Grantee compiles, consolidates, and logs all requests in one TCC Amendments and Modifications Request Form, located in the [Grantee Resources folder](#).
3. Lead Grantee submits the TCC Amendments and Modifications Request Form to their TCC Grant Manager. Upon approval of the request, Grantee reflects requests in track changes in a Word version of the last amended Exhibit B of the Grant Agreement.
4. Lead Grantee submits the following to the TCC Grant Manager:
 - a. Final Modifications and Amendments Request Form
 - b. Exhibit B of the Grant Agreement (in Word with redlined requests)
5. Lead Grantee uses the following naming convention for the documents:



"Grant [#]_[Grantee Name]_[Amendment/Modification] [#]_Request Form_[DATE]"



"Grant [#]_[Grantee Name]_[Amendment/Modification] [#]_Grant Agreement – Exhibit B_[DATE]"



All forms for modification and amendment are located in the [Grantee Resources folder](#).

GRANT AGREEMENT REFERENCES

P **R1-5** Planning Grants

- **Rounds 4 - 5: Section 37.** Modifications; **Section 38.** Amendments
- **Rounds 2 - 3: Exhibit B,** Budget Detail and Payment Provisions; **Section 7.** Work Plan and Budget Modifications; **Section 8.** Amendments
- **Round 1: Section 9.** Modifications and Amendments to the Grant Agreement

D **I** Project Development Grants and Implementation Grants

R1-5

- **Rounds 1 - 5: Section 9:** Amendments and Modifications

Section 8

PUBLICITY

A. Guidelines

All TCC Project publicity must adhere to the specifications provided in the TCC Publicity Guidelines. These specifications apply to, but are not limited to, all Project branding, media, signage, communications materials, and social media.

Publicity Guidelines are included in the Grant Agreement. Current TCC Communications and Publicity materials can be found in the [Grantee Resources folder](#).



Lead Grantees should notify their TCC Grant Managers of upcoming communications events or materials to ensure SGC can review, provide input, or help amplify the message.

B. Community Calendar

Grantees should add all significant community events (e.g., groundbreakings, significant Project milestones, non-routine engagement events, etc.) to the [TCC Community Calendar](#) using the online form located at the following web address:

<https://outlook.office365.com/book/TCCCommunityCalendar@oprca.onmicrosoft.com>.

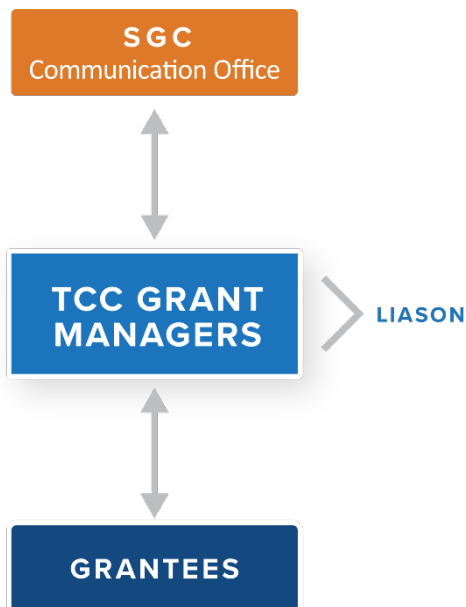


SELECT A SERVICE

<p>Tour <input type="radio"/></p> <p>A tour of projects or program elements. No... Read more</p> <p>15 minutes</p>	<p>Meeting <input type="radio"/></p> <p>A program or project meeting and/or prese... Read more</p> <p>15 minutes</p>
<p>Community Engagement Gathering <input type="radio"/></p> <p>Any other event scheduled to engage with ... Read more</p> <p>15 minutes</p>	<p>Groundbreaking <input type="radio"/></p> <p>Any celebration of NEW work to be started.... Read more</p> <p>15 minutes</p>
<p>Ribbon Cutting <input type="radio"/></p> <p>Any celebration of COMPLETED work/proje... Read more</p> <p>15 minutes</p>	<p>Collaborative Stakeholder Structure Gathering <input type="radio"/></p> <p>Recurring meetings/events with partners of... Read more</p> <p>15 minutes</p>

◆ Figure 7: TCC Community Calendar Form

C. Communication



◆ Figure 8: Coordination

TCC Grant Managers will serve as the liaison between Grantees and the SGC Communications Office, as the Communications Office reviews publicity materials for milestones such as groundbreakings, request speaking roles or quotes from the SGC Executive Director or amplify the Grantees’ work through SGC’s social media channels.



GRANT AGREEMENT REFERENCES

P **R1-5** Planning Grants

- **Rounds 4 - 5: Section 25.** Publicity; Exhibit E, TCC Grantee Publicity Guidelines
- **Rounds 2 - 3: Exhibit D,** Special Terms and Conditions; **Section 10.** Publicity
- **Round 1: Section 14.** Publicity

I **R5** Project Development Grants

- **Round 5: Section 50.** Publicity; **Attachment C-4:** TCC Grantee Publicity Guidelines

I **R1-5** Implementation Grants:

- **Rounds 4 - 5: Section 53.** Publicity; **Attachment D-8:** TCC Grantee Publicity Guidelines
- **Round 3: Section 52.** Publicity; **Attachment D-7:** TCC Communications Kit
- **Rounds 1 - 2: Section 52.** Publicity

Section 9

BEST PRACTICES FOR GRANT IMPLEMENTATION

Below are TCC Grant Managers' tips for grant implementation including assembling, reviewing, and submitting invoice packages that are complete to facilitate quick review and payment.

A. Tips on Invoicing

▪ *Table 17: Invoicing Tips*



Invoicing Package Checklist

- Use the Invoicing Package Checklist when compiling the invoice packages. Please see Appendix B – Invoice Checklist.



Condensed Invoice Package

- Remember that Partners and subcontractors may submit more information than the State needs for invoicing purposes (e.g., timesheets or cancelled checks) when all TCC Grant Managers need is an invoice or summary labor report. Additional documentation should be retained for auditing purposes.
- Please help expedite the invoicing process by removing any unnecessary materials from the invoice package before sending to your TCC Grant Manager.



Consistency

Help Partners align their systems with reporting needs, ensuring all conventions are correct so they don't have to be revised with each invoice:

- **File Naming Convention**
Follow the established convention in this Grant Administration Guide.
- **Supporting Documentation**
All costs seeking reimbursement must have supporting documentation provided that clearly justifies costs and is clearly identifiable.
- **Deliverables**

Grantees must provide deliverables or other evidence of work completed during the billing period. Deliverables should be clearly labeled using the language from Exhibit B.

- **Work Plan & Budget in Exhibit B**

Ensure the invoice and progress report matches the task numbers and descriptions in Exhibit B. All expenses must be tracked by task number and cost type as it appears in Exhibit B. TCC Grant Managers use Exhibit B to authorize payments requested under each task.

- **Staff Time**

Records documenting time spent performing the work must identify the individual, the date on which the work was performed, the specific grant-related activities or objectives to which the individual's time was devoted, the hourly or salary rate, and the amount of time spent or percent of salaried time.

A **Timesheet Summary Template** has been provided to report personnel costs but note that Partners and Lead Grantees can also use their own summary format as long as it includes the above information. Individual employee timesheets and/or payment records do not need to be submitted as supporting documentation, though should be retained by the Partners in case of an audit. It is the responsibility of the Partner or Lead Grantee to certify that the information submitted is true and correct.

- **Indirect Costs**

Indirect costs must be invoiced at the approved rate in Exhibit B. Supporting documentation is not required to be submitted but must be retained by the Grantee in case of an audit.



Cost Eligibility

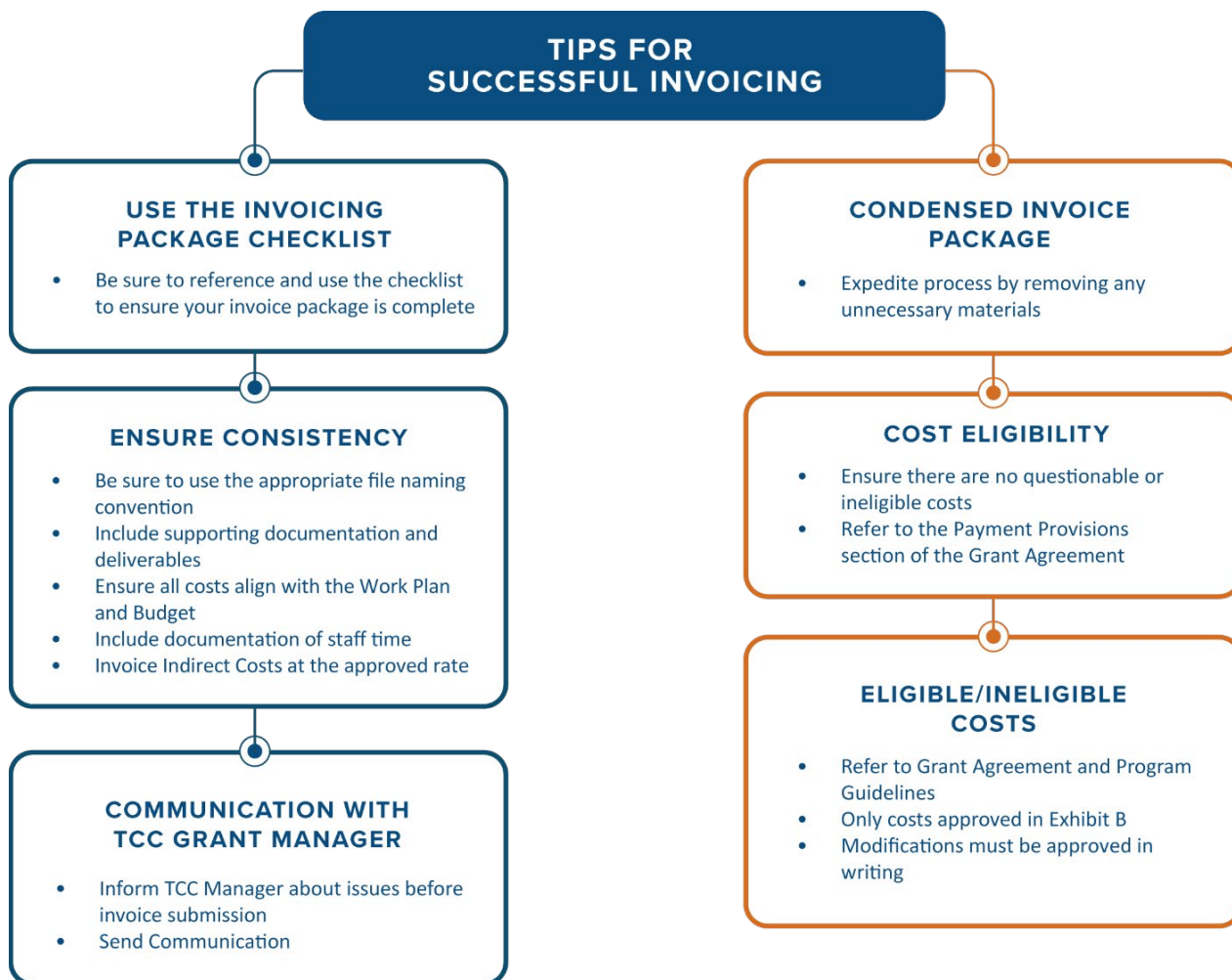
- Ensure there are no questionable or ineligible costs. Only costs that contribute to the work defined within Exhibit B and comply with the TCC Guidelines will be reimbursed.
 - **Please note:** If a Lead Grantee has submitted a request for modification or amendment, those changes are NOT valid until approved in writing or signed by the State.
- Refer to the Payment Provisions section of the Grant Agreement and/or the TCC Program Guidelines for details on ineligible and eligible costs.
- If a Partner feels there are costs aligned with a Plan/Project, but is not sure about eligibility, they should refer to the Grant Agreement Exhibit on Special Terms Conditions and/or the TCC Program Guidelines.
 - If it is still unclear, contact your TCC Grant Manager. If necessary, staff will consult with the relevant program

coordinators on eligible costs, but this can take time, so costs should be identified as early as possible.



Communication

- Regular and transparent communication with TCC staff is helpful to keep Projects/Plans on track and troubleshoot issues early and often. Implementation Lead Grantees have bi-weekly check-ins with TCC staff, and Planning and Project Development Lead Grantees have monthly check-ins. Check ahead of time with the TCC Grant Manager if questions arise.
- If there are any issues you think may be a red flag, let your TCC Grant Manager know prior to invoice submission. Staff can begin reviewing and discussing potential issues before the submission and conduct simultaneous review to not delay the rest of the invoice reimbursement.
- Communication from Partners to TCC Grant Managers should generally include the Lead Grantee. However, TCC staff are available to meet with Partners as needed.



◆ *Figure 9: Tips for Successful Invoicing*

B. Tips from TCC Grantees

■ *Table 18: Tips from TCC Grantees*



Roles and Responsibilities

- Implement a dual-track system where there are two individuals responsible for tracking budgets, deliverables, submissions, etc.
- In the event of a discrepancy (i.e., transposed numbers, missing information, etc.), it can be more easily identified and corrected.



Planning for File Management

- Prepare budget tracking and file management systems ahead of Project implementation.

- Identify central project management tools and a shared, cloud-based content management repository.
- Develop filing procedures and identify a team member to monitor and continually organize these Project files.



Internal Partnerships

- Develop a “TCC Team” system of support. Implementation of the TCC grant can be a large undertaking, so Grantees have found it helpful to have multiple dedicated staff members to support decision-making, project management, stakeholder coordination, and financial analyses.
- Develop strong working relationships with your administrative/finance and legal teams.
 - Administration/finance can help establish effective accounting processes that accommodate multiple sub-Grantee partners, multiple funding sources, and support the Grantee meeting the TCC grant’s reporting requirements.
 - The legal team can help establish appropriate agreements with TCC Partners and initiate contracts quickly.
- Identify point-personnel in departments that support the financial management, communications, development, and legal services aspects of the TCC grant.



Meetings and Trainings

- Host multiple trainings with staff and Partners on invoicing and reporting submissions. Previous Lead Grantees found that they should have had more trainings with their Partners and staff on how to properly fill out and submit bimonthly invoices as well as annual reports. On that same note, setting a submission deadline for staff and Partners can be helpful to allow enough time for internal review prior to invoice submission to TCC staff.
- Participate in regularly scheduled check-in meetings with Partners to maintain a clear picture of how each Project/Plan is progressing, where issues are occurring, and how to best remedy any serious complications.
- Plan for regular check-ins with the Evaluation TA provider to make sure all reporting obligations are understood. Have the Evaluation TA provider meet with Project/Plan Partners to clarify required reporting.



External Partnerships

- As the TCC Grant Agreement is nearing execution, the Lead Grantee should prepare to execute Sub-Agreements with all Partners so that their work can be reimbursed promptly and ensuring TCC grant requirements are in compliance, such as document retention and insurance.
- While many Lead Grantees recommend maintaining standardized templates, there are certain Partners and Projects/Plans that will require additional language and requirements. It is important to have legal counsel review the Grant Agreement and specific Partner obligations to ensure that the necessary items are captured.
- For Partners/vendors receiving funds from more than one TCC Project/Plan, it is recommended for the Lead Grantee to detail these totals in the agreement with the Partner. While breaking down totals by line item for each Project is not required, it is recommended to document the overall allocated funds and reference the corresponding budgets and workplans in the master Grant Agreement. This practice aids in effective funding tracking.

TIPS FROM CURRENT TCC GRANTEES

ROLES AND RESPONSIBILITIES

- Implement a dual-track system with two individuals responsible

PLANNING FOR FILE MANAGEMENT

- Prepare systems ahead of Project implementation

INTERNAL PARTNERSHIPS

- Ensure a strong internal “TCC Team” and system of support
- Foster strong working relationships with your administrative/finance and legal teams

MEETINGS AND TRAININGS

- Host multiple trainings with staff and Partners
- Hold regular check-in meetings
- Schedule regular check-ins with the Evaluation TA

EXTERNAL PARTNERSHIPS

- Ensure you enter into clear and thorough agreements with partners and subcontractors before Project implementation

◆ *Figure 10: Tips from Current TCC Grantees*

Section 10 APPENDICES

A. Appendix A – TCC Program Guidelines

Table 19: TCC Program Guidelines

Round	TCC Program Guidelines
R1	Round 1 TCC Final Program Guidelines
R2	Round 2 TCC Final Program Guidelines
R3	Round 3 TCC Final Program Guidelines
R4	Round 4 TCC Amended Program Guidelines
R5	Round 5 TCC Amended Program Guidelines

B. Appendix B – Invoice Checklist

Use the checklist below to make sure your Invoice Package is complete:

INVOICE

Table 20: Invoice Checklist

<input type="checkbox"/>	Invoice Summary is printed on Lead Grantee letterhead, including correct remittance address
<input type="checkbox"/>	Invoice Summary is signed by the Authorized Signatory or designee
<input type="checkbox"/>	Invoice is labeled with the Grant Agreement number
<input type="checkbox"/>	Invoice # and billing period dates are correct on summary and details sheets
<input type="checkbox"/>	All amounts match on the Invoice Summary, Invoice Details, and Progress Report
<input type="checkbox"/>	No part of the invoice has been submitted in a previous billing period <ul style="list-style-type: none"> If back-billing for a previous reporting period, please mark costs as “back-billing” and include on their own line items
<input type="checkbox"/>	Travel costs are all at the State rate
<input type="checkbox"/>	Supporting documentation is provided for all costs, except indirect/overhead costs
<input type="checkbox"/>	Expenses are broken out by cost type (i.e., personnel, travel, supplies, etc.)
<input type="checkbox"/>	Any Personally Identifying Information (PII) included in documentation has been removed or redacted prior to submission

PROGRESS REPORTS


▪ *Table 21: Report Checklist*



<input type="checkbox"/>	All required Reports are included
<input type="checkbox"/>	Reports signed by Authorized Signatory/designee
<input type="checkbox"/>	Invoice # and billing period dates are correct
<input type="checkbox"/>	Where relevant, please note in the reporting if there is any “back-billing” for the reporting period, as applicable
<input type="checkbox"/>	Progress has been reported at the task or subtask level, as applicable
<input type="checkbox"/>	Activities are reported for the tasks/sub-tasks being billed


DOCUMENTS TO SUBMIT

▪ *Table 22: Documents to Submit Checklist*

Invoice Summary and Details

- 

PDF, signed by the Authorized Signatory or designee. Naming convention:
 “[Grant #]_[Grantee Name]_Invoice [#]_Signed.pdf”
- 

Original Excel file of the Invoice Summary/Detail. Naming convention:
 “[Grant #]_[Grantee Name]_Invoice [#].xlsx”


Reports



- 

PDF, signed by the Authorized Signatory or designee. Naming convention:
 “[Grant #]_[Grantee Name]_[Report Type and #]_Signed.pdf”
- 


Original Word (or converted PDF) of the Report. Naming convention:
 “[Grant #]_[Grantee Name]_[Report Type and #].docx”



Supporting Documentation

- 

PDF of all supporting documentation for the Invoice (Reference these documents on the Invoice Detail):
 Implementation Grants: “[Grant #]_[Grantee Name]_Invoice [#]_Project [#]_Task [#]_Support Docs_[File # of #].pdf”
 Planning and Project Development Grants: “[Grant #]_[Grantee Name]_Invoice [#]_Task [#]_Support Docs_[File # of #]”

Deliverables or Evidence of Work Completed

- 

PDF of all deliverables for the Invoice:
 Implementation Grants: “[Grant #]_[Grantee Name]_Invoice [#]_Project [#]_Task and Subtask [#]_[Deliverable Name].pdf”
 Planning and Project Development Grants: “[Grant #]_[Grantee Name]_Invoice [#]_Task and Subtask [#]_Deliverable Name[.pdf]”

Reminder for Timely Invoice Processing:

- Make sure the deliverable name, task and/or subtask number matches Exhibit B or the Grant Agreement
- Evidence of Work documents should be titled to match the task or subtask that have been completed

C. Appendix C - Advance Pay

Table 23: Advance Pay Resources

1.	Advance Pay Guidance for Grantees
2.	Advance Pay Request Form
3.	Advance Pay Threshold Checklist
4.	Grantee Resources Advance Pay Folder

1 D. Appendix D – Solar Installation and Energy Efficiency Policies

Appendix D on Solar Installation and Energy Efficiency Policies applies only to Implementation Grants. Grantees must follow additional requirements for Projects that include solar installations and energy efficiency retrofits. The following policies apply to the Rounds and Strategies specified below:

Table 24: Solar Installation and Energy Efficiency Policies

R1	<p>Decarbonized Energy and Energy Efficiency Strategy:</p> <p>Low-Income Weatherization (LIW) Policies</p>
R2	<p>Decarbonized Energy and Energy Efficiency Strategy:</p> <p>Decarbonized Energy and Energy Efficiency Policies</p>
R3	<p>Strategy 4: Solar Installation and Energy Efficiency:</p> <p>Decarbonized Energy and Energy Efficiency Policies</p>
R4	<p>Strategy 4: Solar Installation, Energy Efficiency, and Appliance Electrification:</p> <p>Decarbonized Energy and Energy Efficiency Policies</p>
R5	<p>Strategy: Solar Installation, Energy Efficiency, and Appliance Electrification:</p> <p>Decarbonized Energy and Energy Efficiency Policies</p>

1. Billing

Grantees must follow the instructions below when invoicing for solar photovoltaic (PV) and energy efficiency installation activities:

Single-Family Residence Solar PV Installations

Single-Family Residence Solar PV Installation Projects may be invoiced on an agreed dollar per watt basis. Partners provide a justification of costs for the per watt rate to be approved during the PAC process, including an estimated breakdown of materials, labor, and staff time (positions and hourly rates).

Once the rate has been reviewed and approved by TCC program staff, invoicing for the Project may only be at the established per watt rate. TCC program staff may request additional supporting documentation as needed.



Partners submitted per watt justifications as part of the Post Award Consultation Process. Any changes to the agreed upon rates in the executed Grant Agreement must be proposed using the template provided and approved by TCC Grant Manager prior to invoicing.

Multi-Family Residence Solar PV Installations

Multi-family Residence Solar PV Installation Projects must follow the invoicing requirements already defined within Section 5 on Invoicing, of this Grant Admin Guide. Itemized invoice details are required, and Grantees will need to provide supporting documentation of actual hours worked and actual costs incurred to receive reimbursement.

Energy-Efficiency Installations

Energy-Efficiency Direct Installations Projects may be reimbursed using an itemized invoice for actual hours worked and costs incurred, or by providing justification for the following:

- Project management costs can be billed at an agreed dollar per household rate.
- Installation costs can be invoiced on an agreed dollar per measure basis. This includes estimated costs for materials, labor, and construction management.

Partners must split out a justification of costs and submit it to TCC program staff. Once this justification has been reviewed and approved by TCC program staff, invoicing for the Project may only be at these established rates. Any changes to the rates must be reviewed and approved by TCC program staff prior to invoicing. TCC program staff may request supporting documentation as needed.

Repair Costs

This strategy allows limited repair costs to facilitate the installation of measures. Such repairs (including but not limited to: dry rot repair, water heater platform repair, remediation of electrical hazards, and roof repairs) are capped at 20% of the total TCC funded project budget. Repair budgets may be increased beyond 20% of the total TCC funded portion of the project budget only with prior written approval from TCC staff. Repairs for solar PV installation must be cost effective per the Savings to Investment Ratio (SIR).

- To track this cost cap, repair costs must be billed separately from the “per watt” or “per measure” rates noted above.

2. Documentation of Work Completed

Please use the following guidance when submitting deliverables and other documentation of work completed:

Single-Family Residence Solar PV Installations

- **Documentation of work completed:** With each bimonthly invoice request, please provide a summary table that clearly logs the progress of each household during that bimonthly billing period. This should include, but is not limited to address, method of contact/intake, date of assessment, date permits pulled, date of installation, number of KW installed, final inspection report, and connection verification. A solar installation is considered complete for reimbursement once it has been connected.
- **Final Deliverable:** A final summary table that logs all participating residences, date installed, and number of KW installed. Partners should not submit additional household-level installation documentation but must keep it on file in the event of an audit or staff request.

Single-Family Residence Energy Efficiency Installations

- Documentation of work completed: With each bimonthly invoice request, please provide a summary table that clearly logs the progress of each household during that bimonthly billing period. This should include, but is not limited to address, method of contact/intake, date of assessment, date of installation, number and type of measures, and cost per measure.
- Final Deliverable: A final summary table that logs all participating residences, date installed, and total measures installed. Partners should not submit additional household-level installation documentation but must keep it on file in the event of an audit or staff request.

Multi-Family Residence Solar PV Installations

- Documentation of work completed: As the progress is made on a multi-family site, please provide documentation of each installation milestone. This includes, but is not limited to site agreements, permits, and assessments.
- Final Deliverables: Documentation of the installed solar PV system, interconnection, operations and maintenance policies, and other deliverables per the Grant Agreement.

NOTE: Remove any Personal Identifiable Information on documentation of work completed – address by itself is allowable, but remove or redact names, and contact details.

3. Exhibit C Certifications

The relevant sections in the Grant Agreement (referenced below) describe Project-specific terms and conditions for each Rounds’ corresponding Solar Installation and Energy Efficiency Projects. All eligibility and compliance requirements must be self-certified by the property owner, tenants,

and partner, as applicable. Grantees will not submit support documentation on a regular basis, but intake forms or signed self-certifications must be kept on file in the case of an audit.

1 4. Solar Consumer Protection

Solar providers submitting applications to interconnect residential solar customers in the investor-owned utility service areas of Pacific Gas and Electric Company (PG&E), Southern California Edison (SCE), and San Diego Gas & Electric (SDG&E) are required to collect customer initials and a signature on the California Solar Consumer Protection Guide.

Partners are responsible for confirming whether this applies to all TCC funded installations (please see: <https://www.cpuc.ca.gov/solarguide/>). If applicable, clients will need to provide a signature prior to installation.



◆ Figure 11: Transform Fresno Solar Installation

1 5. Income Eligibility Resources

The relevant sections of the Grant Agreement state that "Household income eligibility must be established at either 80 percent of the Area Median Income (AMI), or 80 percent of the State Median Income (SMI), whichever results in a higher allowable maximum income."

▪ *Table 25: AMI & SMI Sources*

The TCC program uses the following sources for AMI and SMI:

Area Median Income (AMI)

Please use the values published by the California Department of Housing and Community Development: <https://www.hcd.ca.gov/grantsand-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits>.

- AMI is listed by county and household size.
- This information is updated annually, so please check that you are using the most current values.

State Median Income (SMI)

Please use the values published by the U.S. Department of Health and Human Services (HHS) [Low Income Home Energy Assistance Program \(LIHEAP\) Program](#).

- SMI updates are published annually on the LIHEAP [Information Memoranda](#) page.
- [LIHEAP IM 2023-02 State Median Income Estimates for Optional Use in FFY 2023 and Mandatory Use in FFY 2024](#) memorandum and calculation methodology for household size.
- [LIHEAP IM 2024-02 Federal Poverty Guidelines and State Median Income Estimates for Optional Use in FY24 and Mandatory Use in FY25](#)

6. Eligible Energy Efficiency Measures

The energy efficiency measures eligible under the TCC Program are listed in Appendix D of the [TCC Program Guidelines](#) (Rounds 1 - 3) and Appendix B, Strategy 4 (Rounds 4 - 5). Partners may not seek reimbursement for other measures that may be eligible under other state or federal energy efficiency programs. Due to reporting requirements, TCC can only reimburse for the measures listed in the TCC Program Guidelines.

R1-5 GRANT AGREEMENT REFERENCES

Round 1 - 3: Exhibit C, Part 2, Section D

Round 4 - 5: Exhibit C, Part 2, Section 4

R1-5 TCC PROGRAM GUIDELINES REFERENCES

Round 1 - 3: Appendix D: TCC Funded Project Types, Eligibility, and Requirements by Strategy

Round 4 - 5: Appendix B: TCC Funded Projects by Strategy



TRANSFORMATIVE
CLIMATE
COMMUNITIES
PROGRAM



CALIFORNIA
STRATEGIC
GROWTH
COUNCIL



California
Department of Conservation