California Climate Investments Roadmap Checklist

Instructions

Once the legislature appropriates Greenhouse Gas Reduction Fund (GGRF) funds, administering agencies design and implement California Climate Investments programs in accordance with the *Funding Guidelines* and any program specific statutory requirements. The *California Climate Investments Roadmap* illustrates how administering agencies use the Funding Guidelines through program design, implementation, and reporting. This checklist provides a consolidated list of activities and leads [in brackets] identified on the roadmap and can be used to keep track of progress. This is not a comprehensive resource; please refer to the Funding Guidelines for details.

Step 1: Hold initial or additional consultation with CARB upon receiving an appropriation

Module 1: Initial Consultation

A. Review sections I (p. 4) and II (p. 11) of the Funding Guidelines. **[All]**
B. Orient CARB staff to the program. **[Administering Agency]**
C. Orient administering agency to Funding Guidelines and accompanying resources. **[CARB]**
D. Finalize meeting roster and schedule regular coordination meetings with all relevant parties. **[All]**
E. Develop a rough program timeline to help determine when Funding Guideline requirements are applicable. **[All]**
F. Review Funding Guidelines and accompanying resources **[Administering Agency]**

Step 2: Design or update the program consistent with the Funding Guidelines, including the overarching principles

Module 2: How to facilitate GHG emissions reductions and further the purposes of AB 32

A. Review section II.C.1 (p. 14) and III.C (p. 36) of the Funding Guidelines. **[All]**

B. If the program will have quantifiable emissions reductions, develop a rough timeline for drafting, public review, and final posting of QM prior to first reporting round. **[CARB]**

C. Review Module 11 to understand GHG emissions reductions reporting requirements and details on QM drafting process. Agencies should maintain a draft list of metrics that will need to be quantified using a new or existing CARB QM. **[All]**

Module 3: How to target investments to priority populations

A. Read section I.C (p. 10), II.C.2 (p. 15), III.B.2 (p. 32), and section IV of the Funding Guidelines. **[All]**

B. Discuss what percentage of investments can be made directed toward priority populations. **[All]**

C. Discuss possible avenues for providing direct, meaningful, and assured benefits to priority populations. **[All]**

D. Finalize priority population targets and plan for reaching targets. **[Administering Agency]**

Module 4: How to maximize economic, environmental, and public health co-benefits to the state

A. Read sections II.C.3 (p. 16), III.C.4 (p. 16), VI.D.3 (p. 62), and VI.D.4 (p. 63). Revisit section III.C (p. 36) of the Funding Guidelines. **[All]**

B. Review *Co-benefits Assessment Methodologies.* **[Administering Agency]**

C. Identify additional metrics or key variables that the program can report on and whether quantification is necessary. **[All]**

D. Review jobs reporting requirements in the Funding Guidelines (Section VI.D.4) to determine if projects will be required to report jobs data. **[All]**

E. If projects are subject to jobs reporting requirements, review the jobs reporting tab in the reporting template and determine what mechanisms will be used to collect the required jobs metrics. **[Administering Agency]**

F. Review Module 13 to understand reporting requirements in more detail. **[Administering Agency]**

Module 5: How to foster job creation and job training

A. Read section II.C.4 (p. 16) and V (p. 47) of the Funding Guidelines. **[All]**
B. Determine if the program has AB 680 compliance obligation (section V.B). **[All]**
C. Review discussion questions to determine what workforce policies are applicable given program structure. **[All]**
D. Determine plan for integrating applicable workforce policies. **[All]**

Module 6: How to avoid potential substantial burdens or harms to priority populations

A. Read section II.C.5 (p. 17) and IV.B (p. 41) of the Funding Guidelines. **[All]**
B. Identify potential burdens through information gathering (see resource), or community engagement processes. **[Administering Agency]**
C. Identify strategies for avoiding burdens that may result from your program/funded project types. **[Administering Agency]**
D. Integrate identified burdens and avoidance strategies into program guidelines, project selection criteria, and the expenditure record. **[Administering Agency]**
E. Complete the B-HAT, submit it to the program's California Climate Investments contact person and discuss the results. **[Administering Agency]**

Module 7: How to ensure transparency, accountability and public participation

A. Read sections II.C.6 (p. 18), III.A.2 (p 26), and III.A.3 (p. 27) of the Funding Guidelines (p. 27). **[All]**
B. Review the CARB Media and Communications Style Guide and determine how the program will incorporate branding and messaging requirements. **[All]**
C. Complete Program Page template. **[CARB]**
D. Determine what information the agency needs to have posted on their own project website. **[Administering Agency]**
E. Determine if early action on other program accountability and transparency steps is needed. For example, although evaluations occur at the end of a project lifetime, agency staff should review this module early in program design to ensure adequate planning. **[All]**

F. Identify contacts at administering agency to attend the IMPACT meeting, outreach liaisons meeting and to fill out the monthly program survey. Follow California Climate Investments social media channels and sign up for newsletters. **[All]**

Module 8: How to design a robust public participation process

A. Read sections II.C.7 (p. 18) and III.A.5 (p. 29) of the Funding Guidelines. **[All]**
B. Discuss the program timeline and determine at what points to conduct outreach and engagement. **[Administering Agency]**
C. Design a plan for outreach and engagement using the best available resources; determine existing outreach and engagement efforts that the program can align with. **[Administering Agency]**
D. Take advantage of California Climate Investments channels for sharing outreach opportunities. **[All]**

Step 3: How to prepare or update an expenditure record for posting on the program website

Module 9: How to prepare or update an expenditure record for posting on the program website

A. Read section II.D (p. 22) and III.A.1 (p. 25) of the Funding Guidelines. **[All]**
B. Hold a call to discuss Expenditure Record content, engage relevant CARB staff. **[CARB]**
C. Determine timeframe for expenditure record posting in accordance with statutory requirements. **[Administering Agency]**
D. Complete Expenditure Record template and share with CARB staff for review. CARB may only provide informal review and comments. **[Administering Agency]**
E. Route Expenditure Record for administering agency review and posting. **[Administering Agency]**
F. Finalize and post Expenditure Record on program webpage. Submit a copy of the expenditure record, and the associated URL for public posting, to CARB via the GGRF Program email. **[Administering Agency]**
G. Post link to Expenditure Record to CARB website. Ensure program is listed on funded program page. **[CARB]**

Step 4: Develop guidelines and solicitation materials for projects

Module 10: How to review program guidelines and solicitation materials

A. Read section III.B (p. 31) of the Funding Guidelines. **[All]**
B. Meet with agency to review guidelines/solicitation language requirements in the Funding Guidelines. **[CARB]**
C. Fill out Program Guideline and Solicitation Review Checklist and share with CARB for review. **[Administering Agency]**
D. Meet with agency to review Program Guideline and Solicitation Review Checklist and provide requests for edits, specifying which edits are required or recommended. **[CARB]**
E. Finalize changes to guidelines and solicitation materials. **[Administering Agency]**

Module 11: How to develop the quantification methodology and calculator tool

A. Review section II.C.1 (p. 14) and III.C (p. 36) of the Funding Guidelines. **[All]**
B. Determine if QMs already exist for the project types proposed for funding and/or whether a new QM needs to be developed. **[All]**
C. Create a schedule to align QM development (if needed) with the program timeline. **[All]**
D. Compile and update existing CARB-developed methods; Consult the administering agency and technical experts to develop new project types and quantification approaches. **[CARB]**
E. If project types do not have quantifiable GHG emissions reductions, develop a qualitative description of how expenditures facilitate GHG emissions reductions and co-benefits. **[Administering Agency]**
F. Draft and seek agency feedback on QM approach. **[CARB]**
G. For new and updated methods, post final draft for at least a 2-week public comment period. **[CARB]**
H. Revise draft and post final QM. **[CARB]**

Step 5: Select and fund projects

Module 12: How to determine requirements for the application process and project selection

A. Review Section III.A (p. 25) and III.A.3 (p. 27) of the Funding Guidelines. **[All]**

B. Determine what application information that Agency needs to post publicly. **[Administering Agency]**
C. Determine CARB's role in the application process and project selection. **[All]**

Step 6: Submit data on projects consistent with the reporting requirements

Module 13: How to develop the reporting structure and template

A. Review Section VI (p. 60) of the Funding Guidelines. **[All]**
B. Determine when projects can be reported as awarded and implemented. **[All]**
C. Determine what costs (administrative, state operations, etc.) and funding sources (GGRF or other) are relevant for reporting on projects. **[All]**
D. Determine the information that must be reported for different project types funded and project stages. **[All]**
E. Determine the information needed to report benefits to priority populations, and at what level (e.g., household-level reporting). **[All]**
F. Determine which projects are subject to jobs reporting requirements (section VI.D.4) and review the jobs reporting tab to ensure jobs data is collected in advance of annual reporting. **[All]**

Module 14: How to submit data to California Climate Investments Reporting and Tracking System (CCIRTS)

A. Review section VI (p. 56) of the Funding Guidelines **[All]**
B. Determine reporting check-in schedule. **[All]**
C. Register for a new account(s) in the California Climate Investments Reporting and Tracking System (CCIRTS). **[Administering Agency]**
D. Complete available training modules and review CCIRTS User Guide. **[Administering Agency]**
E. Submit program and project data annually (Oct. 31 data cutoff). **[Administering Agency]**

Step 7: Perform program and project evaluations, where possible

Module 15: How to consider program and project evaluations

A. Review section VI.E (p. 67) of the Funding Guidelines. **[All]**
B. Coordinate with CARB early in program development to discuss what evaluation considerations are feasible and appropriate for the program and projects. **[All]**

C. Determine in-house and/or third-party experience needed to appropriately evaluate programs and projects. **[Administering Agency]**
D. Explain any evaluation and reporting-related requirements upfront in communications and program materials. **[Administering Agency]**