

# **Integrated Climate Adaptation and Resiliency Program**

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## **Adaptation Planning Grant Program**

### **Round 1 DRAFT Program Guidelines**

**FY 2022 - 2023**



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# I. Introduction

## A. Background

The Governor's Office of Planning and Research (OPR), through the Integrated Climate Adaptation and Resiliency Program (ICARP), received \$25M to fund the Adaptation Planning Grant Program (APGP) through the State's 2021-2022 Budget [Senate Bill (SB) 170 (Skinner, 2021)], which funded ambitious measures to build climate adaptation and resilience through planning, research, capacity building, restoration, and sustainable infrastructure. The APGP advances ICARP's statutory mission to develop a cohesive, equitable, and integrated response to the impacts of climate change through direct funding support for local, regional, and tribal adaptation planning across California [SB 246 (Wieckowski, 2015)]. The APGP program will fund integrated climate planning activities throughout the state.

Current state law requires that considerations for climate change and associated risk be integrated into General Plans, Climate Adaptation Plans, and Local Coastal Programs, with further incentives to integrate adaptation in Local and Multi-Jurisdictional Hazard Mitigation Plans (LHMP/MJHMP). These plans guide the development of long-term community vision, infrastructure investments, community health and safety, emergency response and hazard mitigation, as well as economic development.

*General Plans:* SB 379 (Jackson, 2015), which amended Government Code (GC) § 65302(g)(4), requires that local governments address climate change adaptation and resilience in the safety element of all general plans in California. Specifically, "upon the next revision of a local hazard mitigation plan, adopted in accordance with the Federal Disaster Mitigation Act of 2000 (Public Law 106-390), on or after January 1, 2017, or, if a local jurisdiction has not adopted an LHMP, beginning on or before January 1, 2022, the safety element shall be reviewed and updated as necessary to address climate adaptation and resiliency strategies applicable to the city or county." GC § 65302(g)(4) requires that the following be included in the preparation of the climate adaptation and resiliency strategy:

- A vulnerability assessment that identifies the risks that climate change poses to the local jurisdiction and the geographic areas at risk from climate change impacts, including, but not limited to, an assessment of how climate change may affect the risks associated with existing natural hazards that must be addressed in the safety element.
- Information that may be available from federal, state, regional, and local agencies that will assist in developing the vulnerability assessment and the adaptation policies and strategies required.



- A set of adaptation and resilience goals, policies, and objectives based on the information specified in the vulnerability assessment, for the protection of the community.
- A set of feasible implementation measures designed to carry out the goals, policies, and objectives identified.

*Climate Adaptation Plans:* SB 1035 (Jackson, 2018) further amended [GC § 65302\(g\)\(6\)](#) to require that local agencies update the climate adaptation portion of the safety element at least every eight years to identify “new information relating to flood and fire hazards and climate adaptation and resiliency strategies applicable to the city or county that was not available during the previous revision of the safety element.” This update is triggered upon either the next LHMP update or the next Housing Element update, at the jurisdiction’s discretion, but not less frequently than every eight years.

*Local Coastal Programs (LCPs):* LCPs carry out the Coastal Act at the local level through land use and implementation strategies and provide the legal standard for new and existing development and coastal resource protection. Required Elements of LCPs include (California Coastal Act, P.R.C. Division 20 § 30000):

- Policies to implement the Coastal Act at the local level.
- Minimizing risks and maximizing coastal resource protection (public access, recreation, marine, and terrestrial resources, coastal-dependent development), including consideration of sea level rise.
- Public outreach and participation for development, updates, and amendments.
- Consistency with the Coastal Act

*Local Hazard Mitigation Plans (LHMPs):* As outlined in U.S. Code title 42, section 5165 and Code of Federal Regulations Title 44, section 201.6, to receive FEMA mitigation project assistance, local governments must have an LHMP that was reviewed by the State Mitigation Officer and then approved by FEMA, before November 1, 2004. LHMPs must be revised, reviewed, and approved every five years. Federal rules direct state and local governments to develop comprehensive and integrated plans that are coordinated through appropriate state, local, and regional agencies, as well as non-governmental interest groups. Moreover, state and local governments are encouraged to consolidate the planning requirements for different mitigation plans and programs to the extent feasible and practicable.

Although the LHMP and the general plan safety element are not intended to be identical documents, State law increasingly incentivizes the integration of these plans. For example, AB 2140 (Hancock, 2006) added GC Sections 8685.9 and 65302.6 to allow (but not



require) a county or city to adopt and/or incorporate by reference its current, FEMA-approved LHMP into the general plan safety element by providing a disaster mitigation funding incentive that authorizes the state to use available California Disaster Assistance Act (Cal. Code of Regulations, title 19, Chapter 6.) funds to cover local shares of the 25% non-federal portion of grant-funded post-disaster projects.

Currently, OPR provides guidance and technical assistance to support local and regional climate adaptation and resilience planning, including through the [OPR General Plan Guidelines](#), [Cal-Adapt Enterprise](#), the ICARP “[Defining Vulnerable Communities in the Context of Climate Adaptation](#)” resource guide, and the [State Adaptation Clearinghouse](#).

## B. Program Summary

ICARP administers the APGP and received \$25M in Fiscal Year (FY) 2021-2022 to implement the program through the provision of grants and staff support. The APGP Grant Guidelines include relevant information for potential applicants, including the components and criteria that should be submitted in an application. Applications can request between \$25,000 and \$600,000 in total state funding for planning projects spanning a twelve- to thirty-month period.

The program will be administered in three rounds. Below is the anticipated funding available for each round:

- Round 1: \$6,600,000
- Round 2: \$6,600,000
- Round 3: \$6,600,000

## C. Program Goals

The APGP provides funding to help fill planning needs, provides communities the resources to identify climate resilience priorities, and supports the development of climate resilient projects across the state.

The key priorities of ICARP’s APGP are the following:

- **Help communities plan for and respond to multiple climate risks** by supporting an all-risk approach to adaptation planning. These grants allow communities to conduct integrated planning activities. As California experiences accelerated impacts of climate change, many communities are faced with planning for and responding to



cascading and compound impacts (e.g., flooding and landslides following wildfires, or riverine flood and sea level rise).

- **Support equitable outcomes** and wide geographic and economic diversity in applicants.
- **Support much-needed integrated infrastructure planning to achieve community resilience.** The program provides flexible funding to meet multi-sector/issue planning needs that intersect with climate risks, including but not limited to land use, transportation, housing, natural resource management, public infrastructure, and hazard mitigation issues.
- **Build community planning and capacity** by supporting peer-to-peer learning, information sharing, and publishing replicable case studies in the State Adaptation Clearinghouse.

## D. Program Timeline

The proposed timeline below is subject to change. The most up-to-date timeline can be found at <https://opr.ca.gov/planning/icarp/grants/adaptation-planning-grant.html>

<b>Milestones</b>	<b>Dates</b>
Guideline Public Comment Period	September 28, 2022 – October 28, 2022
Solicitation Release	November 7, 2022
Technical Assistance Application Webinars	November 7 – December 16, 2022
Deadline for submitting Technical Assistance Questions by 5:00 p.m.	November 23, 2022
Deadline for Submitting Applications by 5:00 p.m.	December 16, 2022
Anticipated Notice of Recommended Awards Posting Date	January – February 2023
Anticipated Start Date	April 1, 2023
Program TA Workshop Suite – Series 1	Q3-Q4, 2023
Program TA Workshop Suite – Series 2	Q3-Q4, 2024
Program TA Workshop Suite – Series 3	Q2-Q3, 2025
Anticipated End Date	September 30, 2025
Invoice Deadline	June 30, 2026



## II: Planning Grant Program

### A. Eligible Applicants

#### Lead Applicants

Eligible applicants may include, but are not limited to:

- **Local Public Entities**, including cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), and Councils of Governments (COGs). Public entities may also include California institutions of higher education, districts, public authorities, public agencies, political subdivisions, and public corporations ([California GC § 811.2](#)). *All public entities mentioned above applying for projects targeted at benefitting [vulnerable communities](#) in their constituencies should partner with at least one community-based organization.*
- **California Native American Tribes**, including federally and non-federally recognized tribes or tribal-serving organizations
- **Disadvantaged Unincorporated Communities (DUCs)** are encouraged to apply. A DUC is defined as an inhabited and unincorporated community that includes 10 or more dwelling units in proximity or where 12 or more registered voters reside and have an annual median household income that is 80 percent or less of the statewide median housing income (SB 244 [Wolk, 2011]).
- **Community-Based Organizations**, including, but not limited to 501(c)(3) nonprofit organizations, non-governmental organizations, philanthropic organizations, foundations, and other organizations with a history of representing vulnerable communities. Such organizations need not be 501(c)(3) organizations but should be legal entities authorized and empowered to enter contracts and hold funds. *Community-based organizations should partner with a local public entity as listed above.*

For-profit entities are *not* eligible to apply as lead applicants or fiscal agents but can be subcontracted to provide research or other services.

#### Co-Applicants

There should be a minimum of one (1) co-applicant in addition to the lead applicant. More than one (1) co-applicant is encouraged. Priority in scoring will be given to applications that can demonstrate strong, diverse, and multistakeholder partnerships, or plan to establish a partnership. See community partnership for more detail.

While applicants are strongly encouraged to include robust, diverse, multi-stakeholder partnerships, this is not always possible for communities. In such instances, the applicant





should explain why partnership is not feasible at the time of application and/or outline in their application a plan to engage with and build partnership opportunities.

Collectively, “lead applicants” and “co-applicants” are referred to as “applicants”.

### **Public Entity Support**

Either the lead applicant or one of the co-applicants should be a public entity. If public entity support is not feasible applicants are required to submit a justification to explain why.

### **Community Partnership**

Priority in scoring will be given to applications that can demonstrate strong, diverse, multi-stakeholder partnerships, or plans to establish a such partnerships, in their planning approach. Strong, diverse, and multi-stakeholder partnerships will be comprised of partner entities that bring unique strengths and approaches with a proven track record in serving communities in those ways. Diverse partnerships will represent, but are not limited to, community-based organizations, disadvantaged communities, educational institutions, businesses, and other stakeholder groups. Successful projects will demonstrate meaningful, actionable internal and external collaboration that reflects a strong commitment to the proposed planning efforts from the applicant and partner organization(s) and will be evaluated accordingly. Applicants should also submit an explanation of the partnership structure and roles and responsibilities of each partner in the narrative section of the application.

If partnership is not feasible, applicants should submit an explanation as to why partnership is not feasible and/or plans to establish a partnership. Community partnership plans should meaningfully include key stakeholders and other potential partners early, using proven methods of community engagement such as participatory budgeting or the creation of an advisory board.

The community partnership plan must describe, at a minimum:

1. Key stakeholders
2. Recent history of engagement with stakeholders, including stakeholder involvement in any planning or adaptation planning activities.
3. Process used to identify the needs of stakeholders during the proposal development phase.

If California Native American tribes or California tribal communities are included as lead applicants or co-applicants, tribes’ sovereign status should be respected and upheld through the development of the partnership. The partnership agreement should additionally outline measures that will be taken to protect the confidentiality of tribal data and traditional ecological knowledge collected or shared as part of the grant activities.

Applicants cannot partner with or submit letters of support from a California state agency or department.





## Consistency with Existing Local, Regional, or Statewide Plans

Applicants should demonstrate that proposals are consistent with relevant local or regional plans such as general plans, local hazard mitigation plans, climate action plans, tribally led and created plans, designations, zoning, building intensity, and density requirements, design guidelines, and applicable goals, policies, and programs. An applicant should demonstrate consistency by describing the proposal's consistency with all relevant plans as described above through the application narrative. Note that planning proposals may also include efforts to revise land use plans consistent with the jurisdiction's goals and policies.

## B. Examples of Eligible and Ineligible Planning Activities

### Eligible Activities

The following examples of eligible adaptation planning activities derive from feedback provided throughout the 2022 Adaptation Planning Grant Program's Listening Sessions and are structured around the [California Adaptation Planning Guide](#) (2020), which outlines a step-by-step process broken into four planning phases that communities can use to plan for climate change. The guide is designed to be flexible and responsive to community needs and includes summaries of statewide guidance, resources, examples, and tools throughout each phase. Additionally, equity and community engagement are integrated throughout all phases and should be considered for all proposed activities.

Activities eligible for reimbursement must fit into one or more of the four phases included below, as defined by the California Adaptation Planning Guide.

*While the following eligible activities are outlined in phases, eligible projects can occur at any stage of this planning framework.*

#### PHASE 1: EXPLORE, DEFINE, AND INITIATE

- Identification of goals, objectives, and scope of work for an adaptation planning activity or set of activities through community visioning and engagement activities.
- Development of educational resources, training, and workshops for decision-makers, planners, and community members to provide the knowledge and resources necessary for preparing and/or contributing to a useful and meaningful planning product or suite of products.
- Design or enhancement of community outreach and engagement approach that results in the innovative and meaningful program(s) and/or practice(s) built upon the input and expertise of diverse stakeholders, including public entity staff, community-based organizations, workforce development boards, and overburdened individuals and groups.
- Mobilizing volunteer efforts, CalVolunteers programs, or other community service programs in support of other planning activities.



- Creation or enhancement of collaboratives, working groups, and advisory bodies to build community capacity for participating in an adaptation planning activity or set of activities.
- Identification of goals, objectives, and scope of work for a hazard mitigation planning activity, Local Hazard Mitigation Plan (LHMP), or set of activities through community visioning and engagement activities.
- Identification of a federal climate resilient infrastructure funding program to apply for. Examples include but are not limited to FEMA's Hazard Mitigation Assistance Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), Fire Management Assistance Grant (FMAG), and HUD's Community Development Block Grant Mitigation (CDBG-MIT) program.
- Creation or enhancement of collaboratives, working groups, and public-private partnerships to build community capacity for participating in a hazard mitigation planning activity or set of activities through community visioning and engagement activities.

Learn more about Phase 1 [here](#).

## **PHASE 2: ASSESS VULNERABILITY**

- Development of a climate vulnerability assessment or suite of assessments that identify and characterize the climate hazards and other climate effects a community and/or place faces. This includes identification of exposure and sensitivity to climate hazards, assessment of potential impact and adaptive capacity, and then identification of vulnerability to climate impacts. If a public entity is a lead applicant, the applicant should review all requirements implemented by SB 379 and SB 1035 (chaptered at GC 65302(g)(4)) to ensure compliance with these statutes.
- Development of a risk assessment that includes information on previous occurrences of hazard events and the probability of future hazard events, and an overall summary of each hazard and its impact on a community.
- Community engagement and collaboration with diverse stakeholders to identify neighborhood strengths, assets, and climate change effects (ex. participatory asset mapping, storytelling timelines, and community-based participatory research), and incorporation of these community-driven identifications into a vulnerability assessment or suite of assessments.
- Execution of studies and analyses (e.g., analysis of fiscal impacts) that inform a community's efforts to address the impacts of climate change.

Development of a FEMA-approved Benefit-Cost Analysis (BCA) to quantify the future risk reduction benefits of a hazard mitigation project. A project is considered cost-effective when the Benefit-Cost Ratio (BCR) is 1.0 or greater.

Learn more about Phase 2 [here](#).



**PHASE 3: DEFINE ADAPTATION FRAMEWORK AND STRATEGIES**

- Preparation, adoption, and implementation of a general plan or general plan element(s) that incorporate(s) climate risk, aligned with GC § 65302(g)(4).
- Preparation, adoption, and implementation of another plan or suite of plans that incorporate climate risk (ex. community plans, specific plans, corridor plans).
- Preparation, adoption, and implementation of climate action and/or adaptation plan.
- Preparation, adoption, and implementation of a mitigation strategy that identifies a comprehensive range of specific mitigation actions and potential projects to reduce the effects of natural hazards, with an emphasis on new and existing buildings and infrastructure.
- Community engagement to identify strategies and actions responsive to local climate risks.
- Incorporation of shared data, vision, strategies, and processes across suites of plans to promote alignment and integration.

Learn more about Phase 3 [here](#).

**PHASE 4: IMPLEMENT, MONITOR, EVALUATE, AND ADJUST**

- Preparation of an action plan, or funding plan to put a strategy or set of strategies into action.
- Preparation of federal implementation grant applications or other similar grant funding opportunities.
- Preparation of a Local Hazard Mitigation Plan (LHMP) to be eligible for FEMA hazard mitigation assistance funding.
- Complete application development for a federal climate resilient infrastructure or hazard mitigation funding program.
- Creation of a monitoring program to track future strategy implementation, and establishment of an accompanying evaluation process to assess how long the strategy(ies) and accompanying vulnerability assessment(s) will serve the community.
- Evaluation, update, and streamlining of various policies and codes currently enforced by local departments (e.g., public works, health and safety, fire, parks, and open space, etc.) to incorporate climate risk and resilience.
- Identifying and preparing project sites for implementation of a community adaptation strategy or set of strategies, including site identification, feasibility studies, and planning for project readiness.
- Community engagement and collaboration activities in support of any of the above.

Learn more about Phase 4 [here](#).



## Ineligible Activities

Some activities, tasks, project components, etc. are not eligible under this grant program. If an application has any of the following elements, it will be disqualified.

- Implementation of construction projects, including:
  - Direct and indirect construction costs
  - Initiation documents
  - Engineering plans and design specification work
  - Capital costs or maintenance costs
- Environmental studies, plans, or documents normally required for project development under the California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA).

## C. Threshold Criteria

Applications should meet the threshold criteria below to be considered eligible for funding:

1. Fully completed application form on the Departments of Water Resources GRanTS portal. (See [Appendix D: Application](#) for template).
2. Applicant Eligibility:
  - a) Lead applicant and co-applicants are eligible organizations (see eligible applicants for details).
3. Proposed Project Description:
  - a) See application components for details.
4. Applicant labeled, structured, and stored required application documents (see application components for details):
  - a) Budgets contain sufficient detail and are accompanied by all necessary supporting documentation. Three to fifteen percent (3-15%) of the budget is allocated for evaluation; three to fifteen percent (3-15%) is allocated for peer-to-peer learning; three to fifteen percent (3-15%) is allocated to new partner development (see [Budget Template](#)).
  - b) Work plans adhere to the thirty-month anticipated end date and contain sufficient detail (see [Work Plan Template](#)).
  - c) Up to three letters of support from the community, local, and/or regional decision-makers and leaders.



## D. Application

Planning grants will be evaluated and awarded through a competitive process. Applicants will submit applications electronically through the Department of Water Resources GRanTS portal with the application materials. Application portal will close at exactly 5:00 p.m. on the application deadline and no additional materials will be accepted after this point. All applications and submitted materials are subject to the Public Records Act ([GC § 6250](#)) requirements and certain information may be publicly disclosed pursuant to those requirements. ICARP will post a summary of all applications received prior to funding decisions.

### Questions

During the application process, direct questions to ICARP staff through the address or contact information listed below:

Integrated Climate Adaptation and Resiliency Program (ICARP)  
Governor's Office of Planning and Research  
1400 Tenth Street Sacramento, California 95814

Telephone: (916) 758-0597

E-mail: [icarp.grants@opr.ca.gov](mailto:icarp.grants@opr.ca.gov)

Applicants may ask questions at the webinars or can submit written questions via mail or electronic mail. However, all technical questions must be received by the deadline listed in the program timeline. Non-technical questions (e.g., questions concerning format requirements or attachment instructions) may be submitted to ICARP staff at any time prior to the deadline for applying.

ICARP will respond to all technical questions with a question-and-answer (Q&A) document that will be posted on the APGP webpage and announce the release of this document through ICARP e-blasts. If an ambiguity, conflict, discrepancy, omission, or other error is discovered in the Q&A at any time prior to the submission deadline, the applicant may notify ICARP staff in writing, via email, or phone call, and request modification or clarification of the solicitation. ICARP, at its discretion, may provide modifications or clarifications either by an addendum to the solicitation or by written notice to all parties who requested the solicitation. At its discretion, ICARP may re-open the question/answer period to provide all applicants the opportunity to seek any further clarification required. Any verbal communication with ICARP staff concerning this solicitation is not binding on the State and will in no way alter a specification, term, or condition of the solicitation. Therefore, all communication should be directed in writing to assigned ICARP staff using the contact information above.

### Application Review Process

OPR APGP staff will first evaluate applications to ensure that they are both eligible and complete. The staff and an interagency review panel will evaluate applications using the



scoring criteria below. Applicants will receive a single score out of 100 points. APGP staff will recommend awards based on these scores.

## Consideration of Vulnerable Communities

Vulnerable communities experience heightened risk and increased sensitivity to climate change and have less capacity and fewer resources to cope with, adapt to, or recover from climate impacts. These disproportionate effects are caused by physical (built and environmental), social, political, and/or economic factors (s), which are exacerbated by climate impacts. These factors include, but are not limited to, race, class, sexual orientation and identification, national origin, and income inequality. For more information, please see the [Defining Vulnerable Communities in the Context of Climate Adaptation](#) resource found on the [Adaptation Clearinghouse website](#).

OPR will consider whether an applicant is located in or represents a vulnerable community, including rural communities and tribal lands, in reviewing grant applications and will prioritize funding applications from those communities.

OPR recognizes that natural and working lands are a critical yet currently vulnerable sector in the climate adaptation and resilience landscape. The preservation and protection of rural, working lands are critical priorities for California.

Furthermore, the APGP recognizes the critical role that tribes play in transforming the State's climate adaptation potential and respects the sovereignty of California Native American tribes and their decision on how they engage with the program. The APGP team is working to ensure funds are accessible and can support tribal-led climate adaptation and resilience projects.

## Application Components

Below is a summary of the application components to be completed in the GRanTS portal:

### ELIGIBILITY

- Documentation that the application meets all eligibility requirements described in the Eligible Applicants and Examples of Eligible Activities sections.

### PROJECT DESCRIPTION

- Description of how the project vision, goals, and objectives advance an integrated approach to climate adaptation.
- Description of how the project will identify, prioritize, and address an unmet planning need.
- Description of how the project will lead to multiple benefits across sectors and resilience across multiple climate stressors.
- Description of how the project will bolster the adaptive capacity of the community.
- Description of a community partnership between two or more parties that outlines the responsibilities of each of the parties as well as the long-term goals of the collaboration.



- *If the partnership is not already established, the applicant provides a detailed plan for the future partnership or an explanation as to why a partnership is not feasible.*
- Description of how the applicants' organizational capacity, including administrative experience and programmatic expertise, will enable them to complete the project.

#### **ADDITIONAL CRITERIA**

- Description of how the proposed project is consistent with the [State's Planning Priorities](#), [State Hazard Mitigation Plan](#), and/or the [2021 California Climate Adaptation Strategy's priorities](#), or other sector and climate impact-specific statewide plans.
- List of state, regional, tribal, and local plans, policies, or programs that will be addressed by the proposed project.
- Documentation of intention to utilize local and/or regional climate projections to identify climate risks and exposures, describe the impact of climate change risks and exposures on the community, and identify and prioritize climate adaptation measures and objectives that address such impacts (See [Appendix C](#) for additional guidance and resources).

#### **ADDITIONAL DOCUMENTATION**

- Budgets contain sufficient detail, broken down by task and line item, and are accompanied by all necessary supporting justifications. Three to fifteen percent (3-15%) of the budget is allocated for evaluation, three to fifteen percent (3-15%) is allocated for peer-to-peer learning, three to fifteen percent (3-15%) is allocated to new partner development.
- Work plans adhere to the thirty-month anticipated end date and contain clear timelines, discrete tasks, and detailed deliverables.
- Up to three letters of support from the community, local, and/or regional decision-makers and leaders.





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## E. Scoring Criteria

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### Project Vision

*10 points*

Develop a vision statement that conceptualizes the collective goals, objectives, and aspirations of the proposed project. This vision statement should:

- Align with or advance an integrated approach to climate adaptation by describing the project in terms aligned with the approach to climate adaptation described in the [2017 ICARP Vision Statement](#), a resilient Californian community, and ICARP's seven adaptation principles to guide actions for achieving this vision.
- Reflect on the goals, objectives, and principles of the APGP, as outlined in [Section I.C.](#)

Communicate a concise set of desired outcomes that would result from actions taken by the applicant(s) and/or community partners to build climate adaptation and resilience through project activities.

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### Project Objectives

*10 points*

Proposed planning activities will address objectives to:

- Develop actionable plans that build and integrate climate resilience considerations in decision-making and provide multiple benefits.
- Explicitly include [vulnerable communities](#) and prioritize actions that promote equity, foster community resilience, and protect those [vulnerable communities](#).
- Protect critical green/physical infrastructure while building social infrastructure.
- Prioritize natural and green infrastructure solutions to enhance and protect natural resources, as well as urban environments.
- Take all opportunities to identify and avoid investment decisions that could lead to maladaptation, worsen the situation, or transfer the challenge from one area, sector, or social group to another.
- Base everyday planning, policy, and investment decisions on the best available science, including local and traditional knowledge, including consideration of future climate conditions out to 2050 and 2100, and beyond.
- Utilize localized climate projections to identify climate risks and exposures, describe the impact of climate change risks and exposures on the community, and identify and prioritize climate adaptation measures and objectives that address such impacts (See [Appendix C](#) for additional guidance and resources).



- Employ adaptive and flexible governance approaches by utilizing collaborative partnerships across scales (from household to regional scales) and between sectors to accelerate effective problem-solving.
- Take immediate actions to reduce present and near future (within 20 years) climate change risks while also thinking in the long term and responding to continual changes in climate, ecology, and economics using adaptive management that incorporates regular monitoring.
- Remain consistent with the State Planning Priorities and/or the [2021 California Climate Adaptation Strategy](#) priorities.

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## Community Need and Priorities

*20 points*

Applicant(s) demonstrate a process by which to identify projects based on the community need and prioritize these projects based on feasibility.

Key considerations include:

- What efforts have been made to engage the community, including vulnerable populations or organizations representing vulnerable populations, in scoping the project design and identifying community priorities prior to submission of the proposal?
- Does the project have strong community support, including, but not limited to, support from elected officials, neighborhood associations, business and civil leadership organizations, environmental advocacy, environmental justice groups, etc.?

Will the project directly and meaningfully benefit vulnerable communities, involve or build on community priorities based on a substantial public engagement process involving members of these communities, and help build or support climate leadership and resilience efforts in those communities?

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## Co-Benefits

*10 points*

Proposed planning activities should provide climate mitigation co-benefits (which can range from social equity to environmental co-benefits) by:

- Effectively incorporating nature-based solutions which can reduce a range of climate risks (e.g., drought, heat, flooding, sea-level rise, extreme precipitation/weather, wildfire, etc.) while providing co-benefits (e.g., public health and safety are enhanced while also improving environmental conditions).



- Prioritizing social services that support climate adaptation and co-benefits such as education access, poverty alleviation, economic inclusion, and food security.
- Building climate-responsive energy solutions that improve community capacity to respond to supply deficits and provide mitigation co-benefits.

Investigating innovative financing solutions to provide co-benefits of enhanced air quality, water quality, and increased water supply.

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## **Adaptive Capacity**

*10 points*

Adaptive capacity is the ability of humans, institutions, systems, and other organisms to adjust to potential damage, take advantage of opportunities, or respond to consequences. Vulnerable communities have less adaptive capacity to cope with, adapt, and recover from climate impacts. Adaptive capacity can be assessed by using publicly accessible tools (See *Appendix C*).

Proposals can bolster the adaptive capacity of their community by:

- Prioritizing building and/or reconfiguring infrastructure and services that enhance the adaptive capacity of the most vulnerable.
- Development-oriented projects should prioritize climate resilient development, centering the common goals to achieve multiple benefits.
- Preventing climate-related displacement and involuntary migration of vulnerable communities by developing social safety nets that support climate adaptation.

Enhance the adaptive capacity of ecological systems by preserving and restoring habitat and prioritizing green infrastructure.

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## **Community Partnership**

*10 points*

The community partnership structure is how the applicant, partners, and other stakeholders organize themselves, facilitate project management, and work to build network capacity.

- Partnership structure is composed of a diverse representation of residents and key stakeholders (e.g., community leaders, California Native American tribes or tribal-serving organizations, labor unions, non-profits, faith-based groups, community-based organizations, academics, economic development institutions, workforce development groups, businesses, representatives from local School District, Community College District, and others).



- The partnership agreement and letters of commitment demonstrate that members of the partnership bring unique strengths and approaches with proven track records of serving communities in those ways.
- The processes, strategies, and features that guide the functioning of the partnership structure can provide reviewers with a sense of the community partnership's commitment to equity, ability to self-govern, and the likelihood of sustaining itself beyond the grant term.

While applicants are strongly encouraged to include robust, diverse, multi-stakeholder partnerships, this is not always possible for communities. In such instances, the applicant should explain why partnership is not feasible at this time and/or outline in their application a plan to engage with and build partnership opportunities.

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## **Organizational Capacity**

*10 points*

Organizational capacity to implement the proposed activities above is critical to the success of the overall proposal.

- Applicants demonstrate readiness and capacity to implement the proposed work on time and within budget.
- Applicants demonstrate the experience and organizational capacity necessary to implement the APGP proposal.
- Applicants demonstrate an ability to project manage grants, coordinate amongst diverse partners, and demonstrate an ability for fiscal and project management including internal processes for financial tracking and accountability.
- Applicants demonstrate an ability to provide advanced payment to co-applicants (only if the proposal includes advanced pay as a mechanism of payment).
- Lead applicant resume demonstrates fiscal agent's expertise in gathering and reporting information on implementing the proposal.

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## **Budget**

*20 points*

The proposed budget narrative will accompany the proposed budget and will provide a written explanation of budget allocations, describing details and rationale for proposed expenditures. The proposed budget narrative and proposed budget should:

- Reflect the APGP objectives and align with the project vision, objectives, and activities outlined within the application and work plan.



- Provide detail adequate to understand proposed planning activities, including allocation of resources across entities within the collaborative to lead or support specific activities that reflect their strengths and experience.
- Presents reasonable tasks and deliverables, feasible financial projections, and timelines within the grant term that reflect the APGP objectives and vision.

See [Project Budget](#) for more details.

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## F. Program Elements

### Adaptation Planning Grant Action Plan

To orient, the efforts of grantees, grantees and their partners should use the beginning of the grant term to develop an action plan that specifies key activities, identifies roles and responsibilities, and establishes timelines. Action plans should be informed by an analysis of intended outcomes, capacity-building needs, and ways to maximize the impact of activities conducted through the grant. Phase 1 of the [California Climate Adaptation Planning Guide](#) is a critical resource for developing action plans and is full of helpful budgeting tips, identifying roles, preliminary research considerations, and more.

Action plans should include, at a minimum:

- Roles and responsibilities for different members of the community partnership in achieving elements of the overall work plan.
- Additional detail on activities conducted as part of the grant term.
- Analysis that identifies the necessary additional inputs, such as data or other resources, to successfully implement and maximize the impact of activities conducted as part of the grant. This may include:
  - An analysis used to identify the strengths, barriers, assets, relationships, and resources available to the community partnership to accomplish the project work plan.
  - A review and/or analysis of existing plans, community engagement, and needs assessments to help focus areas for additional engagement.
  - An assessment of local policies to identify opportunities to facilitate implementation of community priorities.

Grantees should develop action plans in partnership with community organizations and use decision-making processes established in the governance structure detailed in the community partnership agreement. The APGP action plan should build on the activities and roles submitted as part of the work plan and community partnership components of the APGP application. The action plan will serve as a tool to guide project implementation and to hold partners accountable to one another and the community around activities and outcomes.



## Evaluation Activities

Applicants will incorporate evaluation within their scope of work, allocating three to fifteen percent (3-15%) of their total project budget. By factoring evaluation into routine functions, grantees will be able to better monitor impact and assess alignment with program objectives on an ongoing basis. The purpose of this is to ensure community partnerships are meaningfully serving vulnerable communities. (See [Section H. Tips for a Successful Adaptation Planning Grant](#) for tips and resources.)

Grantee(s) will produce a project case study - collecting data, and documenting lessons learned and effective practices through this project (See case study section above and [Appendix E: Work Plan](#)). Grantee(s) will also receive support from program staff and TA providers (See [Technical Assistance](#)) to develop evaluation plans and assess progress throughout the grant term. At designated points throughout the fiscal year, the APGP staff will evaluate progress against goals and objectives, discuss new strategies to improve program outcomes, and align available funding to maximize results for the state.

In the application, applicants should provide a narrative description of how their community partnership structure will use evaluation to measure their progress towards achieving program objectives and how they intend to use the findings.

## PROGRESS REPORTS

Grantees are responsible for two categories of formal progress reports over the length of the grant term –a mid-term progress report and a final progress report.

- The mid-term progress report will track the work completed during the first half of the grant term. They will include high-level questions not captured during APGP workshops, webinars, and informal meetings.
- The final progress report will report on the overall status of the grant and track the work completed during the entire grant term.

Furthermore, both categories of progress reports should be submitted to OPR and include the following:

- The members of the community partnership, including any new members.
- Populations served
- An outline of all the activities and the outcome of each activity conducted as part of the project work plan
- Project and grant development, application, and completion
- Meetings and actions were taken by the grantee(s)
- An accounting of the administration of and expenditures made by the grantee(s).
- The efficacy of climate adaptation planning is based on indicators included within the proposed evaluation plan.



- Feedback for program staff including current barriers, challenges, and opportunities.

OPR anticipates capturing this information in the tracking of indicators and metrics as a part of the project evaluation and will work with grantees to align interim evaluation findings with the progress reports. (See the [‘Evaluation’](#) section below for more detail on data collection and tracking).

### **RECURRING TOUCHPOINTS**

In addition to providing formal progress reports, all grantees can expect to participate in regular touchpoint meetings with APGP staff. The lead applicant, as the liaison between OPR and the community partnership, will participate in more frequent check-in meetings with OPR. The grantee check-in meeting schedule will align with the invoicing frequency. Partners can expect to participate in two full collaborative check-ins each grant year.

These touchpoints are to provide a more expansive opportunity for grantees to describe their work and receive iterative feedback and guidance on draft deliverables. During each check-in meeting, APGP staff will take notes on accomplishments, challenges, and learnings to help capture emerging trends, best practices, opportunities for greater support, and success stories.

### **CASE STUDY**

To facilitate knowledge exchange and advance community planning and capacity, at the end of the grant term applicants are responsible for submitting a narrative case study to reflect on and share project outcomes and lessons learned, how the project responds to climate change impacts, and any resources that helped along the way. Case studies will be reviewed and curated for possible inclusion in the Adaptation Clearinghouse to help support a community of practice across the state. (See [Appendix E: Work Plan](#) for more information). Grantees will receive technical assistance for support in developing case studies. (See [Program Technical Assistance](#) for more info)

### **New Partnerships**

Applicants may set aside three to fifteen percent (3-15%) of grant funds from the budget to account for new Partners added during the grant term.

The list below provides eligible costs for using grant funds. Applicants should ensure that the costs proposed in the project budget are eligible for funding. Costs deemed ineligible in the application review process will be removed and the project’s recommended total award will be adjusted accordingly.

### **Technical Assistance**

ICARP staff will provide technical assistance in the application development, project development, implementation, and evaluation of projects. Unfortunately, third-party technical assistance is not currently available for applicants to the APGP. In subsequent rounds of the APGP, ICARP intends to allocate additional funding to provide third-party technical assistance providers to assist with application development, implementation, and evaluation.





## APPLICATION TECHNICAL ASSISTANCE WEBINAR

To support the development of competitive proposals, ICARP will hold one Technical Assistance Application Webinar to review the guidelines and answer questions from potential applicants. ICARP staff will also host two targeted, application workshops, one for rural and one for tribal communities. Participation is optional but encouraged. Attendees may participate via the internet (Zoom), or via conference call on the date, time, and location listed on the APGP webpage. The Technical Assistance Application Webinar will be recorded and made available on the APGP webpage. Additional questions may be submitted to ICARP staff via the [Application Questions](#) process outlined above.

## PROGRAM TECHNICAL ASSISTANCE

All awarded grantee(s) will receive implementation technical assistance from ICARP program staff, as well as other State and Federal agencies, and other possible third-party entities throughout the grant term. Each grantee(s) will participate in regular check-in meetings with APGP staff (see recurring touchpoints above). Through these regular check-in meetings, program staff will support grantees in meeting the various administrative criteria and building connections between grantee(s) and State and Federal agencies.

Grantees will have access to workshops throughout the grant term geared towards building short-term capacity to support grant implementation and long-term technical capacity for adaptation planning. Workshops will cover a collection of topics and resources tailored to the needs of grantees during the given stage of the grant term.

Technical assistance and workshop topics include the following:

- **Peer-to-Peer Learning:** ICARP staff or partners will host quarterly peer-to-peer learning sessions. Grantees are encouraged to meet with peer jurisdictions more frequently than quarterly if helpful in advancing the work plan. Applicants should set aside three to fifteen percent (3-15%) of their total budget for peer-to-peer learning and knowledge exchange through existing networks and relationships and/or facilitated opportunities (e.g., meetings, events, roadshows, and convenings of communities of practice). Peers can range from similar groupings and organizations, such as neighboring jurisdictions, community-based organizations, and climate adaptation practitioners, to those who have not historically engaged in climate adaptation planning or practice.
- **Climate Adaptation 101: Visioning, Pre-planning, and Getting Started**
  - This topic includes introductory information about climate adaptation planning. Learn how to refine the project motivation and scope, identify necessary teams and resources, and get started with identifying climate effects and community elements. Learn about introductory best practices and explore example projects and plans.
  - Resources: California 2020 Adaptation Planning Guide and the State Adaptation Clearinghouse.
- **Introduction to Integrated Planning and Plan Alignment**



- This topic includes training on Plan Alignment, specifically resources, best practices, and frameworks for successful whole-community planning approaches and collaboration.
- Resources: ICARP Climate Resilience Plan Alignment Toolbox.
- **Climate Impacts, Vulnerability, and Risk**
  - This topic includes an introduction to understanding and working with climate change impact information and conducting climate vulnerability assessments.
  - Resources: Cal-Adapt Enterprise; ICARP Guide to Defining Vulnerable Communities; OPC Sea Level Rise Guidance; and other resources.
- **Developing Climate Adaptation Strategies and Actions**
  - This topic includes introductions to frameworks for developing, organizing, and prioritizing strategies and actions, as well as examples from around the state.
  - Resources: State Adaptation Clearinghouse, California Adaptation Planning Guide, OPR General Plan Guidelines, etc.
- **Pathways Towards Funding and Implementing Adaptation**
  - **Planning Implementation, Funding, Monitoring, and Evaluation**

This topic covers how to prepare an implementation program, including how to identify resources, track progress, and adjust over time.
  - **Navigating Federal Hazard Mitigation Assistance (HMA) Grant Funding Opportunities**

This topic includes information on eligibility requirements, best practices, and tips for navigating HMA funding opportunities.
  - **Navigating State Grants and Applications**

This topic includes both informational and skills-building exercises to find and navigate appropriate state funding programs and build capacity for applying for state implementation funds.

## Reporting Templates and Forms

OPR will provide templates for the progress reports, work plan, budget, invoice form, and reimbursement request forms. These documents will record the project's expenditures and assess general progress on deliverables.

## G. Submission of Proposals

The method of delivery for responding to these guidelines is through the Department of Water Resources' Grants Review and Tracking System (GranTS), a web-based grants application tool, available at: <https://www.water.ca.gov/Work-With-Us/Grants-And->



[Loans/GRanTS/](#). This online tool allows applicants to submit their electronic documents to OPR before the date and time specified in this solicitation. Electronic files must be in Microsoft Word XP (.pdf format) and Excel Office Suite formats. Attachments requiring signatures may be scanned and submitted in PDF format. Completed Budget Forms must be in Excel format. The system will not allow users to submit a planning application after the due date and time.

First-time users of the GRanTS platform must register as new users to access the system. Applicants will receive an email after documents have been submitted and received by the State. This email indicates that OPR has received something from the applicant and is NOT a confirmation that all submitted or required documents were received. The applicant is solely responsible for ensuring all required documents are received through the GRanTS platform. A tutorial of the system is available online, and the system will be discussed at the Technical Assistance Application Webinar, which will be recorded and made available on the OPR website.

As part of completing the Application Questionnaire (See [Appendix D: Application](#)) in the GRanTS Application system, applicants will be asked to develop a project narrative based on five specific criteria. Below is a description of each section of the submission package. Completeness in submitting all the information in each attachment will be factored into the scoring.

## H. Tips for a Successful Adaptation Planning Grant

Some guidance is provided below. However, it is not intended to be all-inclusive.

- Integrate APGP Goals (See [Section C. Program Goals](#) for the complete lists of APGP Goals).
- Incorporate and align planning activities and objectives for a variety of sectors, such as transportation, housing, land use planning, public health, etc.
- Encourage broad stakeholder collaboration:
  - Some sections of the grant application may seem redundant when discussing community partnership, vulnerable communities, overall public engagement, and stakeholder involvement. Although the general public and vulnerable communities are stakeholders in any project, for application purposes, the strategy and methods for engaging these groups will be different, as described below.
  - Overall public engagement will describe the general strategy to engage the public at large.
  - Vulnerable Community engagement will explain how the project will go above and beyond business as usual to address the specific needs of climate-



- vulnerable communities and use unique methods to involve these groups in the decision-making process.
- Stakeholder engagement will explain how partner agencies, businesses, and/or non-profit community-based organizations will be involved throughout the project.
  - Review [Community Engagement Best Practices](#).
  - Adopt an equitable planning framework:
    - Integrate an [Equity Checklist](#) and [Equity Resilience Indicators](#) into your workplan.
    - Consider disaster resilience and recovery by supporting planning activities that facilitate recovery in communities that suffered from the effects of catastrophic climate events.
    - Balance planning activities that advance equitable outcomes in the short term and long term– for example, public service availability to vulnerable populations, access to social services, uptake for disaster relief, while working toward physical infrastructure resilience.
    - Center community-driven climate resilience planning frameworks. [Here](#) are a few examples of community-driven climate resilience planning frameworks at work.
  - Each application should discuss how the proposed project will facilitate recovery activities that incorporate long-term climate resilience.
  - Consult with your local public entity for technical assistance before the application deadline.
  - Use the Samples and Checklists provided for the Application, Scope of Work, and Cost and Schedule.
  - Include ICARP staff as active partners in the application process.
  - Provide additional tailored letters of support and other media (i.e., diagrams, graphics, photographs) to enhance the application. If applicants do not have the time/resources to provide additional tailored letters of support, a petition signed by supporters in a simple table format that lists the supporters and specifically how supporters will benefit from the proposed project will suffice.



## III. Grant Administration

### A. Funding Availability

OPR will award \$6,600,000 million in FY 2022-23 to implement the program through the provision of grants, staff support, and third-party technical assistance. Grant awards will cover 30 months.

- The application submission period will begin in Fall/Winter 2022 and close by December 16, 2022.
- The minimum grant award is \$25,000.
- The maximum grant award amount is \$600,000.
- Awarded projects should be completed no later than 30 months after the start of the grant agreement. The anticipated grant agreement start date is April 1, 2023.

The period of grant fund availability spans approximately 30 months for grant project activities after the grant agreement is executed and OPR issues a Notice to Proceed. Refer to [Section D. Program Timeline](#). for details regarding the anticipated grant project start and expiration dates.

#### Award Amount

Applicants have the flexibility to request the amount of funding needed to carry out the work described in their proposal for the two-and-a-half-year grant term. Requests should fall within the range of \$25,000 to \$600,000.

Minimum and maximum award amounts will be determined based on the entity type of the applicant and the scope of their project. Minimum and maximum awards ranges are as follows:

ENTITY	MINIMUM AWARD AMOUNT	MAXIMUM AWARD AMOUNT
<i>Regional Government / CBOs Planning Activities</i>	\$300,000	\$500,000 (single organization); above \$600,000 to be considered for partnership applications
<i>Local Governments / CBOs Planning Activities</i>	\$150,000	\$400,000 (single organization); above \$400,000-500,000 to be considered for partnership applications)



<i>California Native American tribe and Community Planning Activities</i>	\$25,000	\$300,000 (single organization); \$300,000-400,000 thousand to be considered for partnership applications
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## Funding Targets

### CALIFORNIA NATIVE AMERICAN TRIBES

The APGP program intends to target two (or more) planning projects from California Native American tribes, an eligible entity having co-ownership with a California Native American tribe, or an eligible entity established by a California Native American tribe to undertake climate adaptation planning projects.

This funding target is intended to prioritize a portion of APGP funding for tribal entities and is intended to be designed with maximum flexibility to meet the needs of California Native American tribes and tribal communities in their climate adaptation processes. The APGP recognizes the critical role that tribes play in transforming the State's climate adaptation potential and respects the sovereignty of California Native American tribes and their decision on how they engage with the program. The APGP team is working to ensure funds are accessible and can support tribal-led climate adaptation and resilience projects.

To the extent applications received are not sufficient to meet eligibility requirements, OPR reserves the right to waive these funding targets.

### LIMITED WAIVERS OF SOVEREIGN IMMUNITY

Federally recognized tribes serving in the role of Lead or Co-Applicant will not be required to submit a limited waiver of sovereign immunity to OPR.

### RURAL COMMUNITIES

The APGP program intends to target two (or more) planning projects from rural communities.

This funding target is set to prioritize a portion of APGP funding for rural communities because the APGP recognizes that natural and working lands are a critical yet currently under-resourced sector in the climate adaptation and resilience landscape. The preservation and protection of rural, working lands are critical priorities for California. Furthermore, rural, natural resource-dependent communities are particularly vulnerable to the effects of climate change, as they are often those most closely linked to natural ecosystems for their economic, social and environmental well-being.

To the extent applications received are not sufficient to meet eligibility requirements OPR reserves the right to waive these funding targets.



## FEMA HMA FUNDING

The APGP intends to target two (or more) project applications for FEMA's Hazard Mitigation Assistance (HMA) funding programs from either Federally Recognized tribes or economically disadvantaged rural communities (EDRC) as defined by FEMA. EDRCs are identified as communities with a population of 3,000 or less, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on the best available data.

This funding target is intended to prioritize a portion of APGP funding for Federally Recognized tribes and EDRCs to support vulnerable communities and build capacity against climate-driven natural disasters. APGP recognizes that FEMA HMA funding can be challenging to navigate for many under-resourced communities that lack the technical expertise, partnerships, and resources to track and apply to competitive federal funding opportunities. Furthermore, federally recognized tribes and EDRCs experience a heightened risk of climate change and limited resources to cope with, adapt to, and recover from climate-related disasters.

To the extent applications received are not sufficient to meet eligibility requirements OPR reserves the right to waive these funding targets.

## Project Budget

The project budget should provide detail and align with the project vision, objectives, and activities outlined within the application and work plan. A strong project budget will clearly outline proposed planning activities, including allocation of resources across co-applicants and partners to lead or support specific activities, reasonable tasks and deliverables,

It is important that the project budget reflects organizational strengths and experiences, and represents feasible financial projections within the 2.5-year grant period

Key considerations when developing a project budget:

- Number of funded partners
- Number and complexity of activities
- Consultant services and other contracting needs
- Feasibility of activities to complete within the 30-month grant period
- Community engagement and participation costs
- Evaluation costs (3-15% of total budget)
- Peer-to-Peer Learning (3-15% of total budget)
- New partnership development (3-15% of total budget)

The exact award amounts provided are contingent on the competitive selection process. Possible reasons for why an applicant might not receive their full funding request include:

- Concerns regarding the feasibility of all proposed activities within the grant term





- Removal of ineligible costs that are included in the proposal
- If funding remains after awarding the highest scoring
- Applicant, partial awards may be made to the next best-scored applicant(s)

### Match Funding and Cost Sharing

Grants will be awarded at a 100% agreed grant rate for a maximum amount of \$600,000. Therefore, no match funding is required.

The APGP wishes to fund viable projects. The APGP funding may be used to provide the required match funding to release other funding or grant opportunities. If additional funding is needed in addition to the APGP funding for the project to be executed, details must be provided in the budget and work plan, including the likely timescale for securing the additional funding. Additional funding should be included and referenced in letters of support from project partners and local community organizations.

### Eligible Costs

The list below provides eligible costs using grant funds. Applicants should ensure that costs proposed in the project budget are eligible for funding. Costs deemed ineligible in the application review process will be removed and the project's recommended total award will be adjusted accordingly.

- **Staff Costs:** Grant recipients, subgrantees, and their contractors' staff costs, including salary at an hourly rate, benefits, taxes, and leave. Staff may be full or part-time employees. If applicants wish to use grant funds to pay for interns, fellows, or other positions that are not on an organization's payroll, these costs should be classified in the budget as a direct cost via a consultant contract.
- **Program Meeting/Workshop Attendance:** Applicants are required to hold up to fifteen percent (15%) of their total project budget to participate in program meetings and workshops, including regular check-in meetings. Peer-to-peer learning sessions, and virtual technical assistance events.
- **Travel Costs:** Travel reimbursements should adhere to the State rates and conditions established on the CalHR website, except for "incidentals" and out-of-state travel, which will not be reimbursable under this grant.
- **Language Access:** Translation and interpretation for meetings and written materials
- **Evaluation Activities:** Costs associated with the evaluation of project activities.
- **Administrative Costs:** Costs incurred by the recipient to administer the grant, or costs incurred by subgrantees to perform the tasks necessary to fulfill the deliverables outlined in these guidelines. Administrative costs include, but are not limited to:



- Operating expenses and equipment costs not included as part of direct project costs (functions such as accounting, budgeting, audits, business services, information technology, janitorial; and rent, utilities, supplies, etc.).
- Tools, subscriptions, and software (subscriptions to tools and other software that will help increase capacity, facilitate communication, or otherwise facilitate implementation of the project such as project management software, videoconferencing technology subscriptions, and mapping software.
- Prorated general liability, workers' compensation (may be included in payroll), and automotive insurance.
- **Engagement, Outreach, Education, and Training:** Costs related to the development and administration of engagement, outreach, education, and training activities under the grant, including, but not limited to:
  - Materials developed for outreach events, training, and other grant activities
  - Access to proprietary data or research materials to conduct research, market, and feasibility studies, compiling and analyzing community needs-related information studies, and access proprietary data.
  - Facilitation of meetings
  - Marketing and advertisements
  - Participant compensation that is an exchange of payment for services rendered in the development of community work products, and appropriately documented with deliverables such as sign-in sheets or written surveys
  - Transportation stipends and provision of transportation services for community residents, such as a vanpool
  - Rental costs of equipment, facilities, or venues
  - Provision of childcare services for community residents at Collaborative sponsored events
  - Food and refreshments that are determined to be an integral part of the event. Examples of activities where it would be appropriate to approve food purchases would include a design charrette held in the evening, where the meal is consumed as part of the event and replaces a meal otherwise missed by attending the event
- **New Partnerships:** Applicants may set aside up to fifteen percent (15%) of grant funds from the budget to account for new Partners added during the grant term.

## Ineligible Costs

Grant funds may not be used for the following costs and are not reimbursable:



- Costs that occur outside of the grant agreement term
- Direct lobbying
- Office furniture purchases, or other capital expenditures
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- The following costs associated with 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
  - General meetings that do not specifically discuss or advance implementation of the APGP Project
- Anything listed under ineligible activities (See [Section B. Ineligible Activities](#))

## Review Process and Grant Agreements

All proposals submitted for the APGP 2022 Grant Program will be reviewed by the APGP Interagency Review Panel and administrative staff, who will review applications for eligibility, content, submission of proper documentation, meeting technical criteria, overall relationship to statewide planning efforts, and compliance with state planning requirements.

Applications will be evaluated based on how well they describe the project, justify the need for the project and the APGP funding, reflect the program evaluation criteria, and articulate a concrete work plan and project timeline.

APGP staff encourages those public entities that have not yet progressed climate resilience planning in their jurisdiction to apply, as well as those who are further ahead. Projects that reach vulnerable communities and meet multiple criteria will be evaluated favorably.

Interagency review panel recommendations will be presented to the ICARP leadership for their consideration. APGP staff will make a final determination on all grants in the Winter of 2022.

The Grant Agreement is considered fully executed once signed by OPR's authorized signatory; this is when work can commence. Grantees cannot request reimbursement for any costs incurred or work completed before grant execution.

OPR, through its programs, is dedicated to transparency and compliance with state auditing requirements and applicable records retention/disclosure rules. Applicants should expect that grant agreements will reflect consistency with these standards and ensure compliance with applicable rules and requirements.



## Disbursement and Accounting Funds

- The APGP is a reimbursement grant program. ICARP will provide the grant recipient with the necessary grant award and invoicing documents for the reimbursement process.
- OPR will withhold the last five percent (5%) of the grant, to be paid once the State has determined that the grant terms have been fulfilled.
- The grantee cannot request reimbursement for any work completed before the execution of the grant agreement.
- Grantees may request reimbursement from OPR every quarter (every three months).
- Partners should invoice the grantee before the grantee submits an invoice to OPR.
- The grantee will be responsible for compiling all invoices, supporting documentation, and reporting materials for themselves and the partners into a single package. Once the package has been approved for payment, funds will be dispersed to the grantee.
- The grantee is responsible for dispersing payment to their partners.
- OPR is not authorized to provide advance payments for the Adaptation Planning Grant Program.

## B. Errors

If a participating applicant discovers an ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the applicant should immediately notify OPR of such error in writing and request modification or clarification of the document. Modifications or clarifications will be given by written notice to all parties who requested the solicitation, without divulging the source of the request for clarification. OPR shall not be responsible for failure to correct errors.

## C. Modification or Withdrawal of Proposal

A participating applicant may, by e-mail to ICARP Adaptation Planning Grants Program staff at [icarp.grants@opr.ca.gov](mailto:icarp.grants@opr.ca.gov), withdraw or modify a submitted proposal before the deadline to submit proposals. Proposals cannot be changed after that date and time. A proposal cannot be “timed” to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: “This proposal and the cost estimate are valid for 60 days.”



## D. Immaterial Defect

OPR may waive any immaterial defect or deviation contained in an applicant's proposal. The OPR waiver shall in no way modify the proposal or excuse the successful participating applicant from full compliance.

## E. Responsibilities and Grant Agreement

These guidelines contain instructions governing a firm quotation to be submitted by interested eligible applicants, the format in which the technical information is to be submitted, the material to be included, eligibility information, and responsibilities. Applicants should take the responsibility to carefully read the entire solicitation, ask appropriate questions promptly, submit all responses completely by the required date and time, and make sure that all procedures of the solicitation are followed and appropriately addressed.

The content of these guidelines shall be incorporated by reference into the final agreement. OPR reserves the right to negotiate with grant recipients to modify the project work plan, the level of funding, or both. If OPR is unable to successfully negotiate and execute a funding agreement with a grant recipient, OPR, at its sole discretion, reserves the right to cancel the pending award and fund the next highest ranked eligible project.

Grant recipients that receive funding under these guidelines should provide an authorizing letter of commitment approved by their governing authority to agree with OPR and designate an authorized representative to sign. Applicants are encouraged to provide authorizing commitment letters at the time of proposal submission, but authorization should be submitted no later than 60 days after the notice of award.

OPR will send the approved agreement, including the general Terms and Conditions and any additional terms and conditions, to the grant recipient for review, approval, and signature. Once the grant recipient signs, OPR will fully execute the agreement. Recipients are approved to begin the proposal activities only after the full execution of the agreement.

## F. No Agreement Until Signed or Approved

No agreement between the OPR and the grant recipient is in effect until the agreement is signed by the Recipient and the OPR representative. No work shall begin until an agreement has been fully executed. OPR reserves the right to modify the award documents prior to executing the agreement.



## IV. Appendix

### Appendix A: Application Checklist

Use the checklist below to ensure all materials have been submitted as part of the Application.

- Completed Application Form
- Supporting Documentation attached to Application Form
  - Project Budget (see [Appendix G](#))
  - Work Plan (see [Appendix F](#))
  - Letters of Support (see [Threshold Criteria](#))

### Appendix B: Glossary and Acronyms

**Adaptive Capacity** - The ability of systems, institutions, humans, and other organisms to adjust to potential damage, take advantage of opportunities, or respond to consequences. Vulnerable communities have less adaptive capacity to cope with, adapt to, and recover from climate impacts. Adaptive capacity can be assessed by using publicly accessible tools.

**Applicant** - The lead applicant and co-applicants are collectively referred to as “applicants.”

**Application or Proposal** - A submittal comprised of responses and supporting documents to apply for the grant.

**Awarded** - An agency commits funding to implement projects (e.g., executed a grant agreement with a Grantee; transferred funds to another agency or program administrator).

**Benefit-Cost Analysis Toolkit** – The BCA is used to calculate the future risk reduction benefits of a hazard mitigation project and compares the benefits to its cost. A project is considered cost-effective when the Benefit-Cost Ratio (BCR) is greater than 1.0 (FEMA).

**Capacity Building** - The process of strengthening local coordination, leadership, knowledge, skills, expertise, and access to resources in vulnerable communities to help to develop or increase the ability of that community to independently compete for grants and implement projects in the future. Capacity building activities include, but are not limited to, identifying and planning for needed climate change mitigation and adaptation projects in a given region and identifying the tools and resources needed to successfully access, apply for, and receive grant funding.

**California Native American Tribe** – California Native American tribes include either a federally-recognized California tribal government listed on the most recent notice of the Federal Register or a non-federally recognized California tribal government on the



California tribal Consultation List maintained by the California Native American Heritage Commission.

**Climate Adaptation** - Adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.

**Climate Equity** - The central equity challenges for climate change policy involve several core issues: addressing the impacts of climate change, which are felt unequally; identifying who is responsible for causing climate change and for actions to limit its effects; and understanding how climate policy intersects with other dimensions of human development, both globally and domestically.

**Climate Mitigation** A human intervention to reduce the human impact on the climate system; it includes strategies to reduce greenhouse gas sources and emissions and enhance greenhouse gas sinks.

**Climate Resiliency** - Resilience is the capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, recover from shocks and stresses, and adapt and grow from a disruptive experience.

**Co-Applicant** - Entities other than the lead applicant that enter into a partnership with other organizations to apply for an Adaptation Planning Grant.

**Co-Benefits** - The ancillary or additional benefits of policies that are implemented with a primary goal, such as climate change mitigation – acknowledging that most policies designed to reduce greenhouse gas emissions also have other, often at least equally important, benefits (e.g., energy savings, economic benefits, air quality benefits, public health benefits). Also referred to as “multiple benefits” (U.S. Environmental Protection Agency).

**Community-Based Organization** - A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community and provides educational or related services to individuals in the community

**Community Engagement** - The process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people.

**Direct Costs** - Costs directly tied to the implementation of the Adaptation Planning grant, including, but not limited to personnel costs, subcontracts, equipment costs, travel expenses, etc.

**Disadvantaged Communities** - Designation of census tracts and physical locations used to identify the areas most affected by pollution and the people most vulnerable to its effects, based on geographic, socioeconomic, public health, and environmental hazards criteria. The California Environmental Protection Agency (CalEPA) historically bases designations on





analyses conducted by the California Communities Environmental Health Screening Tool (CalEnviroScreen) but can also exercise discretion in developing other criteria and methods.

**Disadvantaged Unincorporated Communities** - A DUC is defined as an inhabited and unincorporated community that includes 10 or more dwelling units in proximity or where 12 or more registered voters reside and have an annual median household income that is 80 percent or less of the statewide median housing income (SB 244 [Wolk, 2011]).

**Economically Disadvantaged Rural Community** – An EDRC is defined as a community of 3,000 or fewer individuals identified by the economically disadvantaged applicant, with residents having an average per capita annual income not exceeding 80% of the national per capita income, based on the best available data (FEMA).

**Encumbrance** - Encumbrances are obligations of all or part of an appropriation.

**Fiscal Agent** – A legal entity with legal authority, history, and capacity to administer state funds. A Fiscal Agent can make disbursements on behalf of the applicant.

**Grant Agreement** - Arrangement between the State and grantee specifying the payment of funds to be used for grants by the State for the performance of specific Adaptation Planning Grant Program Objectives within a specific grant performance period by the grantee.

**Grantee** - Designated Lead applicant that has an agreement for grant funding with the State

**Hazard Mitigation** - Any action to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**Hazard Mitigation Assistance Grant Programs** – Grant funding administered by the Federal Emergency Management Agency (FEMA) to support pre- and post-disaster mitigation activities to reduce the risk of loss of life and property due to natural hazards.

**Hazard mitigation planning** – A process used by governments to identify risks, assess vulnerabilities, and develop long-term strategies for protecting people and property from the effects of future natural hazard events.

**Indicators** - Quantitative measures, including project-related metrics that show changes in conditions over a period of time.

**Indirect Costs** - Expenses of doing business that is of a general nature. These costs are not directly tied to the grant but are necessary for the general operation of the organization. Examples of indirect costs may include but are not limited to: personnel costs associated with administrative, supervisory, legal, and executive staff; personnel costs associated with support units, including clerical support, housekeeping, etc.; and operating expenses and equipment costs not included as part of direct project costs.



**Interagency Review Panel** - Comprised of the Coastal Commission, Ocean Protection Council, California Natural Resources Agency (CNRA), Department of Forestry and Fire Protection (CAL FIRE), Office of Emergency Services (OES), Federal Emergency Management Agency (FEMA), California Department of Transportation (Caltrans), California Department of Housing and Community Development (HCD), Governor's Office of Planning and Research's Planning Team, Governor's Office of Planning and Research's Climate Team, Strategic Growth Council's Resilient Climate Collaboratives Program (RCC), Strategic Growth Council's Health and Equity program (HEP), California Department of Public Health (CDPH), and the California Environmental Protection Agency (CalEPA). The panel is responsible for the review of APGP guidelines and applications.

**Joint-powers Authority** - A government entity, formed by a formal, legal agreement, comprised of two or more public agencies that share a common power and want to jointly implement programs, build facilities, or deliver services.

**Mitigation** – An effort to reduce the loss of life and property by lessening the impact of disasters (FEMA).

**Natural Hazard** – An environmental phenomenon that has the potential to impact societies and the human environment.

**Nonprofit Organization** - Any nonprofit corporation qualified to do business in California and qualified pursuant to subdivision (c)(3) under Section 501 of the Internal Revenue Code.

**Partner** - Entities other than the Grantee that enter into a partnership with the Grantee and other organizations to implement Adaptation Planning grant activities. Referred to as "Co-Applicants" during the application stage.

**Plan Alignment** – Plan alignment is the process of leveraging connections, information, and resources to build shared language, data foundations, and processes across multiple planning efforts at any scale. The resulting products of plan alignment are:

- a suite of plans (with different scopes and purposes) that share the same data, similar underlying assumptions, aligned visions, complementary goals, strategies, and actions, and
- a shared understanding, process, and structure for multiple entities in a community or region to continue to collaborate and align efforts over the long term.

**Post-award Consultation** - Prior to the execution of the grant agreement, a period where terms and conditions of the grant agreement are determined and finalized.

**Program Objective** - Program objectives are statements that describe the desired outcomes of the program. The Adaptation Planning Grant Program includes the following four program objectives: develop actionable projects and plans; build social infrastructure; center community engagement and decision-making; and develop equity-centered processes.



**Public Entities** - Include cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), and Councils of Governments (COGs). Public entities may also include California institutions of higher education, districts, public authorities, public agencies, political subdivisions, and public corporations (California GC § 811.2).

**Risk** - The likelihood of loss of life, injury, or destruction and damage from a disaster in a given period (FEMA).

**Technical Assistance** - The process of providing the necessary education and resources for climate change mitigation and adaptation projects for any of the following:

- Project development
- Grant development and writing for state and federal grant programs.
- The successful and appropriate expenditure of grant money for the successful completion of climate change mitigation and adaptation projects.
- Post-application and project implementation assistance

**Vulnerable Community** - Vulnerable communities experience heightened risk and increased sensitivity to climate change and have less capacity and fewer resources to cope with, adapt to, or recover from climate impacts. These disproportionate effects are caused by physical (built and environmental), social, political, and/or economic factors (s), which are exacerbated by climate impacts. These factors include, but are not limited to, race, class, sexual orientation and identification, national origin, and income inequality.



## Appendix C: Climate Adaptation and Resilience Resources

Information on how to assess adaptive capacity, and identify the climate change risks and exposures within the project, may be obtained using:

- Cal-Adapt.org, an online platform that can help identify, map, and model specific climate change exposures:

<https://cal-adapt.org/>

- Using the results of a local or regional vulnerability assessment or action plan
- Other tools and data resources, such as those on the State Adaptation Clearinghouse Tools and Data page and Find a Tool feature:

<https://resilientca.org/tools/find/>

- Any other locally developed projection model

Information on how to describe the impact of climate change risks and exposures on the community, particularly vulnerable populations, may be obtained using:

- The Guide to Defining Vulnerable Communities in the Context of Climate Change:

[http://www.opr.ca.gov/docs/20200720-Vulnerable\\_Communities.pdf](http://www.opr.ca.gov/docs/20200720-Vulnerable_Communities.pdf)

- Climate Change and Health Profile Reports, created by the California Department of Public Health, which describe the impact of climate risks and exposures for vulnerable populations in each county:

<https://www.cdph.ca.gov/Programs/OHE/Pages/ClimateHealthProfileReports.aspx>

- Climate Change and Health Vulnerability Indicators for California (CCHVI) developed by the CalBRACE Project

<https://www.cdph.ca.gov/Programs/OHE/Pages/CC-Health-Vulnerability-Indicators.aspx>

- Healthy Places Index (HPI), Transformative Climate Communities Program Round 4 Guidelines April 28, 2022, Page C-14

<https://www.healthyplacesindex.org/>

- Mapping Resilience: A Blueprint for Thriving in the Face of Climate Disasters:

[https://apen4ej.org/wpcontent/uploads/2019/07/APEN-Mapping\\_Resilience-Report.pdf](https://apen4ej.org/wpcontent/uploads/2019/07/APEN-Mapping_Resilience-Report.pdf)

- CalEnviroScreen:

<https://oehha.ca.gov/calenviroscreen>



- Regional Opportunity Index (ROI) developed by the UC Davis Center for Regional Change

<https://regionalchange.ucdavis.edu/projects/regional-opportunity-index>

Resources to identify and prioritize climate adaptation measures and projects that address anticipated climate impact can be found here:

- The 2020 Adaptation Planning Guide guides on assessing climate impacts and adaptation strategies to address them:

<https://resilientca.org/apg/>

- The State Adaptation Clearinghouse hosts a range of case studies, adaptation plans and strategy documents, and state guidance:

- Topic Pages include sector-specific climate change background information, featured state guidance documents, example strategies from Appendix D of the Adaptation Planning Guide (also available in the guide PDF), and a curated search function for each topic:

- [www.resilientca.org/topics](http://www.resilientca.org/topics)

- <https://www.caloes.ca.gov/HazardMitigationSite/Documents/CA-Adaptation-Planning-GuideFINAL-June-2020-Accessible.pdf#search=adaptation%20planning%20guide>

- The Climate Equity Topic page provides information on equitable planning and achieving climate equity in adaptation and resilience efforts:

<https://resilientca.org/topics/climate-equity/>

- The Resilient CA Adaptation Planning Map (RAP-Map) provides links to local government adaptation planning documents:

<https://resilientca.org/rap-map>

- The Case Studies page includes summaries of the processes for developing plans and projects across the state:

<https://resilientca.org/case-studies/>



## Appendix D: GRanTS

Planning grant applications will be submitted through the online Grants Review and Tracking System (GRanTS), a web-based grant application and management tool that is managed by the Department of Water Resources. This submittal process takes advantage of an interagency collaborative effort, improves transparency, and significantly reduces costs associated with staff time as well as the amount of printing and paper consumed in the application and review processes.

The GRanTS platform provides a quick reference guide, FAQs, and a project mapping tool available online. Visit [www.water.ca.gov/grantsfor](http://www.water.ca.gov/grantsfor) for information about the system and to review the support documentation.

### System requirements and Compatibility:

**Browsers:** The platform can be viewed on Internet Explorer Edge and Google Chrome. If you are using a version of Internet Explorer greater than 9, please turn on “Compatibility View”. The system does not support Safari or Mozilla Firefox.

### Create a User Account:

To register for a user account, select the Registration hyperlink on the login page and complete the three sections:

- **Contact Tab:** First Name, Last Name, and Office Phone Number are required fields.
- **Organization Tab:** Select an organization from the drop-down or create a new organization by selecting “Add New”. Note: Your organization may already be in GRanTS. Start by using the search function.
- **Account Tab:** Set your Username (email address), password, and security questions. Note: Password must be at least seven characters and contain at least three of the four groups listed below.

If you have questions or for further assistance, please call the GRanTS to support staff at the Department of Water Resources at: (888) 907-4267 or email [GRanTSadmin@water.ca.gov](mailto:GRanTSadmin@water.ca.gov) Staff is available Monday thru Friday 8:00AM-8:00 AMPM to respond to your requests.



## Appendix E: Application

Available upon guidelines completion.

### Formatting Requirements

- **Font:** 11-point, Arial (excluding Excel spreadsheets, original template headers and footers, and commitment or support letters).
- **Margins:** No less than one inch on all sides (excluding headers and footers).
- **Spacing:** Single spaced with a blank line between each paragraph.
- **Pages:** Numbered
- **File Format:** MS Word version 2007 or later (.doc or .docx format) or PDF files, excluding Excel spreadsheets and commitment or support letters.
- **File Storage:** Electronic files of the application package must be submitted as part of the **GRanTS** web-based grant application submission tool.

### Submission Limitations

#### APPLICATION:

- **Program Vision** (approximately 750 words, 5,000 characters)
- **Program Objectives** (approximately 750 words, 5,000)
- **Community Need and Priorities** (approximately 750 words, 5,000 characters)
- **Co-Benefits** (approximately 750 words, 5,000 characters)
- **Adaptive Capacity** (approximately 750 words, 5,000 characters)
- **Community Partnership** (approximately 500 words, 3,500 characters)
- **Organizational Capacity** (approximately 500 words, 3,500 characters)
- **Consistency with State Priorities** (approximately 500 words, 3,500 characters)
- **Local Planning Alignment** (approximately 250 words, 2,000 characters)
- **Climate Projections and Climate Risk** (approximately 500 words, 3,500 characters)

#### ADDITIONAL DOCUMENTATION:

- **Letters of Support:** One page for each reference, a maximum of three letters (multiple organizations that are part of a coalition may sign and submit a single letter of support).
- **Attachments:** Applicants can attach up to ten separate files. Each attachment file size must be 2 GB or less. File Name Limit: 125 Characters. There are no page limits for the Budget or Work Plan.





## Appendix F: Work Plan Template

Applicants must include a completed Work Plan that identifies the specific tasks required to complete all proposed project activities. It must include a project schedule (timetable) that lists all product and meeting deliverables, and corresponding due dates. The plan should include a milestone/outcomes chart that includes major metrics and milestones that the applicant will track to demonstrate project success. The Work Plan must include the development of a project case study that will be considered for upload in the State Adaptation Clearinghouse. OPR will provide grantees with a case study template. Case studies should be submitted along with the second to last quarterly report to allow ICARP staff the time to review the draft case study and provide feedback or answer questions from grantees. All work must be scheduled for completion by September 30, 2025.

### Instructions:

The Work Plan Template contains a framework to use to complete a work plan for your proposed project. The following instructions will assist with the development of this document.

---

#### TASK LIST

*Insert the task numbers and task names for the project. Add additional rows or columns as necessary. The work effort should be divided into a series of logical, discrete, and sequential tasks. Tasks may be divided into sub-tasks to better frame the work. Each task (and to a lesser extent, subtasks) will include the following components.*

---

##### A. THE GOAL

*The goal of this task is to ... (Complete the sentence with a brief description of the goal(s). Please be brief, two to three sentences maximum.)*

---

##### B. TASK 1.0 ADMINISTRATION

*The administrative tasks must be included in every agreement. Sub-tasks should include, at a minimum, project kick-off meetings, reporting activities, and project closeout.*

---

##### C. SUBTASKS

*Subtasks should be used to describe distinct efforts and activities that will be performed to complete a task. These tasks should provide information about:*

##### 1. High-Level Activities/Milestones

*Using deliverables, benchmarks, and metrics; identity, discuss and quantify how progress will be measured and reported on for each task listed.*

##### 2. Responsible Parties (The recipient shall ...)

*List each activity with a separate bullet if there are more than two individual activities and begin each bullet with a verb to complete the sentence beginning with "The Recipient shall." Organize activities in the order in which they will occur. Use this section to describe the essential elements of the process you will use to complete the project. The contents of each product shall also be described in this section.*



**3. Timetable (in months)**

Provide anticipated start and end months for each task identified. All work should end before October 31, 2022.

**4. Task Deliverables**

Each task must include one or more deliverables that will be completed and submitted to OPR before closing out the task. Describe each deliverable and explain the method for submitting each deliverable.

**SCHEDULE OF DELIVERABLES**

Proposals must include a schedule of deliverables that lists, in chronological order, each deliverable and identifies the corresponding task number, and provides a description of the deliverable and the due date (anticipated date of submission).

**Appendix G: Budget Template**

Available upon guideline completion.

**Appendix H: State Planning Priorities****Title 7, Division 1, Chapter 1.5, Article 5 of the Government Code**

**65041.1.** The state planning priorities, which are intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety in the state, including in urban, suburban, and rural communities, shall be as follows:

- (a) To promote infill development and equity by rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed, underutilized land that is presently served by transit, streets, water, sewer, and other essential services, particularly in underserved areas, and to preserving cultural and historic resources.
- (b) To protect environmental and agricultural resources by protecting, preserving, and enhancing the state's most valuable natural resources, including working landscapes such as farm, range, and forest lands, natural lands such as wetlands, watersheds, wildlife habitats, and other wildlands, recreation lands such as parks, trails, greenbelts, and other open space, and landscapes with locally unique features and areas identified by the state as a deserving special protection.
- (c) To encourage efficient development patterns by ensuring that any infrastructure associated with development, other than infill development, supports new development that does all of the following:
  - (1) Uses land efficiently.
  - (2) Is built adjacent to existing developed areas to the extent consistent with the priorities specified pursuant to subdivision (b).



- (3) Is located in an area appropriately planned for growth.
- (4) Is served by adequate transportation and other essential utilities and services.
- (5) Minimizes ongoing costs to the taxpayers.

## Appendix I: California Climate Adaptation Strategy Priorities

Strategy Website: <http://climateresilience.ca.gov>

- **Strengthen Protections for Climate Vulnerable Communities.**
  - <https://climateresilience.ca.gov/priorities/strengthen-protections/>
- **Bolster Public Health and Safety to Protect Against Increasing Climate Risks.**
  - <https://climateresilience.ca.gov/priorities/public-health/>
- **Build a Climate Resilient Economy.**
  - <https://climateresilience.ca.gov/priorities/resilient-economy/>
- **Accelerate Nature-Based Climate Solutions and Strengthen Climate Resilience of Natural Systems.**
  - <https://climateresilience.ca.gov/priorities/natural-systems/>
- **Make Decisions Based on the Best Available Climate Science.**
  - <https://climateresilience.ca.gov/priorities/best-available-science/>
- **Partner and Collaborate to Leverage Resources.**
  - <https://climateresilience.ca.gov/priorities/partner-collaborate/>



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