



**Notice of Funding Availability  
Adaptation Planning Grant Program  
FY 2022 – 2023  
January 6th, 2023**

**TO: All Potential Applicants**

**FROM: APGP Staff, Governor's Office of Planning and Research**

**SUBJECT: NOTICE OF FUNDING AVAILABILITY – TOTAL OF \$8,000,000  
FOR PLANNING GRANT AWARDS FOR ROUND 1 OF THE  
ADAPTATION PLANNING GRANT PROGRAM**

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The Governor's Office of Planning and Research (OPR) is pleased to announce the availability of funding for Round 1 of the Adaptation Planning Grant Program (APGP) through this Notice of Funding Availability (NOFA). OPR anticipates that \$8,000,000 will be available for competitive awards in round 1. Funding for the APGP is provided by the General Fund.

Planning Grant Applicants must submit the "Request for Full Application: APGP Intent Survey" in order to receive the link to submit unique applications.

### **Program Summary**

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OPR through ICARP administers the APGP and received funds to implement the program through the provision of grants and staff support. The APGP Guidelines include relevant information for potential applicants, including the components and criteria that should be submitted in an application. Applications can request between \$150,000 and \$650,000 in total state funding for planning projects spanning thirty months.

## Planning Grants

### Eligible Applicants

Eligible applicants may include, but are not limited to: Local Public Entities, California Native American Tribes, a Native American Tribe that is on the contact list maintained by the Native American Heritage Commission (NAHC) for the purposes of Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073) and Community-Based Organizations.

There should be a minimum of one (1) co-applicant in addition to the lead applicant. More than one (1) co-applicant is encouraged. Either the lead applicant or one of the co-applicants should be a public entity or Tribe. All local public entities mentioned above applying for projects targeted at benefitting vulnerable communities in their constituencies should partner with one or more community-based organizations. Strong and diverse partnerships will be comprised of partner entities that bring unique strengths and approaches that are community informed with a proven track record of engaging communities in those ways

### Planning Activities

Planning grants are intended to provide communities the resources to identify climate resilience priorities, engage in integrated climate planning activities, support the development of social and physical climate resilient infrastructure projects, and strengthen local coordination, leadership, knowledge, and skills to implement co-beneficial projects and increase access to additional state and federal funding.

### Application Process

#### PHASE 1: REQUEST FOR FULL APPLICATION – APGP INTENT SURVEY

All Planning Grant Applicants must submit a [Request for Full Application - APGP Intent Survey](#) which constitutes the first phase of the application process. Prospective applicants, comprised of a Lead Applicant and/or Co-Applicant(s), are required to complete the Survey to indicate their intent to apply and gain access to an individualized SharePoint folder which contains all Application Materials. Completed Surveys will be accepted on a rolling basis from November 7, 2022, to March 31, 2023. Completion of the Survey also allows prospective Applicants to provide a broad overview of their proposed project, contact information, and estimated budget. APGP staff strongly encourage Applicants to fill out the survey as soon as they are able.

#### PHASE 2: FULL APPLICATION

The Full Application which constitutes the second phase of the application process. The full application and application materials will be released via individualized SharePoint folders to all prospective Applicants who completed the Request for Application Materials: APGP



Intent Survey. All application materials are due by **5:00 p.m. March 31, 2023**. Completed Applications will consist of the following application materials:

- Narrative Questions
- Application Workbook template to provide Applicant(s) Summary, Work Plan, and Budget
- Up to three Letters of Support

All of these Application materials and associated templates are available in the individualized APGP SharePoint folders.

Application resources are available on [OPR's website](#) including how to access and submit an application via the Microsoft SharePoint folder. The anticipated date of announcement for the selection of Planning Grant recommendations is May 2022.

Applications must meet all eligibility requirements upon submission. Applications with material inconsistencies will not be rated and ranked. Modification of the application by the applicant after submission is prohibited. It is the applicant's responsibility to ensure that the application is clear, complete, and accurate.

After the application deadline, APGP staff may request clarifying information or inquire as to where the application-specific information is located provided that such information does not affect the competitive rating of the application. No information, whether written or oral, will be solicited or accepted if this information would result in a competitive advantage to an applicant or a competitive disadvantage to other applicants.

## Application Scoring

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. Applications will be evaluated based on scoring criteria set forth in Section II.E, "Scoring Criteria" of the APGP Guidelines, including the extent to which the proposed planning activities will accomplish plan objectives, satisfy State planning priorities, and consider vulnerable communities.

## Basis of Appeals

1. Upon receipt of a notice that an application has been determined to be ineligible, fail threshold review, or not awarded based on final scores, APGP Applicants under this NOFA may appeal such decision(s) to OPR pursuant to this section.
2. Appeals submitted by an applicant appealing a decision of OPR relating to another Applicant's eligibility, point score, award, denial of award, or any other matter related thereto, will not be considered
3. The appeal process provided herein applies solely to the decision of OPR made in this program NOFA and does not apply to any decisions made with respect to any



previously issued NOFAs or decisions to be made pursuant to future program NOFAs.

## APPEAL PROCESS AND DEADLINES

1. Process: To file an appeal, Planning Grant Applicants should submit to OPR, by the deadline set forth below, a written appeal, which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant should provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information known to the Applicant at the time they submitted their original application, and which could have been provided in the original application to provide a competitive advantage to the Applicant, will be considered. Once the written appeal is submitted to OPR, no information of materials will be accepted or considered thereafter. Appeals must be submitted to OPR at [icarp.grants@opr.ca.gov](mailto:icarp.grants@opr.ca.gov).
2. Filing deadline: Appeals must be received by OPR no later than five business days from the date of OPR's threshold review or score letters, representing OPR's decision made in response to the application.

## APPEAL DECISION

Any request to appeal to OPR's decision regarding a Planning Grant application shall be reviewed for consistency with the APGP Guidelines, its goals, and this NOFA. All decisions rendered are final, binding, and conclusive, and constitute the final action of OPR.

## Planning Grant Application Support

Staff will hold at least three Application Workshops that will provide additional information and assistance to prospective Applicants seeking to apply to the program. ICARP staff will ensure that the workshops are accessible virtually and via phone

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 during application webinars or submit written questions via mail or electronic mail. APGP staff will offer drop-in technical assistance office hours and the opportunity to meet 1:1 with OPR staff to discuss application questions throughout the entire application period. ICARP will respond to all questions with a high-level 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. Any verbal communication with ICARP staff concerning this solicitation is not binding to 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.

### **MICROSOFT SHAREPOINT FOLDER**

Instructions on utilizing the APGP Application Microsoft SharePoint folder will be explained during the application webinar. Those unable to attend the webinar may request application information from APGP staff directly. Applicants that are unable to access an online application via the APGP SharePoint folder may contact OPR for assistance. If Applicants experience any ADA accessibility issues with application materials, please contact OPR for assistance.

## **OTHER TERMS AND CONDITIONS**

### **State Prevailing Wages**

Program funds awarded under this NOFA are subject to State prevailing wage law, as set forth in Labor Code Section 1720 et seq. and require the payment of prevailing wages unless the project meets one of the exceptions of Labor Code 1720 (c) as determined by the Department of Industrial Relations. Applicants are urged to seek professional advice as to how to comply with State prevailing wage law.

### **Disclosure Application of Information**

Information provided in the Planning Grant applications will become a public record available for review pursuant to the Public Records Act. As such, any materials provided will be disclosable to any person making a public records request. Applicants should use discretion in providing information that is not specifically requested, including, but not limited to bank account numbers, personal phone numbers and home addresses. By providing this information in an application, the applicant waives any claim of confidentiality and consents to the public disclosure of all submitted material. Awarded applications will be posted on the OPR website.

### **Right to Modify or Suspend**

OPR reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including without limitation, the amount of funds available hereunder. If such an action occurs, APGP staff will notify all interested parties via email and will post the revisions to the APGP website.



## Conflict Conflicts

In the event of any conflict between the terms of this NOFA and either applicable state or federal law or regulation, the terms of the applicable state or federal law or regulation shall control.

## RESOURCES AND QUESTIONS

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Information about the APGP, including the Program Guidelines, application resources, technical assistance, and other resources can be found at the [OPR website](#).

Questions may be directed to the APGP by email at [icarp@opr.ca.gov](mailto:icarp@opr.ca.gov).

