the **green** infrastructure leadership exchange

A Project of Global Philanthropy Partnership

2022 Collaborative Grant Program
Grant Agreement

October 7, 2022

Reid Bogert
Senior Stormwater Program Specialist
City/County Association of Governments of San Mateo County

Dear Reid:

On behalf of the Green Infrastructure Leadership Exchange ("the Exchange"), a project of Global Philanthropy Partnership (GPP), we are pleased to award a 2022 Collaborative Grant of $70,000 USD to [Member] ("Grantee"). These funds will be used to implement the Climate Resilience Resources Guide: Part 2 – Decision Process Framework for GSI-Resilience Integration project. The work is described in greater detail in the Final Project Proposal, Appendix A.

GPP will enter into a separate agreement with Geosyntec Consultants for $70,000 USD of the grant funds. Grantee-approved payments will be made from GPP to the contractor directly for the deliverables noted in Table 1. However, the Grantee is considered the project lead by GPP. They are ultimately responsible for all invoice approvals, deliverables, and reporting.

Grant Summary.
- **Participants:**
  - **Lead Community:** City/County Association of Governments of San Mateo County
    - **Project Lead:** Reid Bogert, Senior Stormwater Program Specialist, email: (rbogert@smcgov.org), phone: 650-863-2126
  - **Other Participating Member Communities**
    - Adrienne Aiona, Senior Engineer, City of Portland - Adrienne.Aiona@portlandoregon.gov
    - Stephanie Chiorean, Environmental Staff Scientist and Planner, Philadelphia Water Department - stephanie.chiorean@phila.gov
    - Kimberly Grove, Chief, Office of Compliance and Laboratories, City of Baltimore
    - Willis Logsdon, Watershed Planner, San Francisco Public Utilities Commission - WLogsdon@sfwater.org
    - Sonja Vangjeli, Design Project Manager, Public Realm, Waterfront Toronto - SVangjeli@waterfrontoronto.ca
  - **Other Participating Partners**: Geosyntec Consultants

● **Project Term:** November 2022-December 1, 2023

Table 1. Schedule of Project Deliverables and Payments.

#	Activity	Deliverable	Due Date	Payment / Recipient
	Agreement(s)	Signed Grant agreement(s)	Not later than 30 days after award notification	
	Communications Briefing	Discuss and develop a framing and messaging approach with Exchange staff: • Establish roles and expectations • Discuss / confirm a promotional plan	Upon signing of grant agreement	
	Progress Update 1	250-word update	Update 1: Q1 January 11, 2023	
1	Activity 1: CRRG Part 2 Project Team Kick-off and Visioning	Deliverable 1: Kick-off meeting presentation and minutes, project visioning statement and goals; full project schedule including project management meetings and opportunities to disseminate CRRG 2 as well as received input from other GI Exchange forums	Date: January 13, 2023	Payment #1 upon receipt of Deliverable 1: $5,000
2	Activity 2: Develop Decision Process Framework Outline/Memo	Deliverable 2: Draft/Final Decision Process Framework Outline/Memo Outline/memo will describe strategy for addressing decision support processes for GSI-resilience integration with a focus on ensuring equity in local program decision making and methods to ensure action, i.e., recommendations for staff training	Date: February 24, 2023	Payment #2: upon receipt of Deliverable 2: $4,000
	Progress Update 2	250-word update	Update 2: Q2 April 12, 2023	
3	Activity 3: Develop/Distribute Decision Process Survey and Host Stakeholder Interviews/Roundtable	Deliverable 3: Draft/Final Decision Process Survey, Stakeholder Interviews (including identified CBOs)/Roundtable presentation(s), minutes • Identify desired stakeholder audience for survey to be distributed to • Create distribution plan for decision support process survey	Date: May 31, 2023	Activity 3: Develop/Distribute Decision Process Survey and Host Stakeholder Interviews/Roundtable: $16,000

		• Host multiple agency representative and/or CBO representative interviews as needed during survey process • Tabulate results from decision process survey • Host one roundtable bringing together project team, agency representatives and CBO representatives to evaluate		
4	Activity 4: Develop CRRG Part 2	Deliverable 4: Draft Decision Process flowcharts, tables, narrative outline • Flowcharts/tables for each major phase of GSI implementation Outline for full CRRG Part 2	Date: August 31, 2023	Payment #4: upon receipt of Deliverable 4: $15,000
5	Activity 5: Develop Final CRRG Part 2 and integration with Part 1	Deliverable 5: Draft/Final CRRG Part 2, including photos, refined formatting, linkages to Part 1; integration of Part 1 and 2 of the CRRG to create a single complete formatted and themed resource	Date: December 1, 2023	Payment #5: upon receipt of Deliverable 5: $30,000
	Final Reporting	Final Grantee Report and Budget Reconciliation	December 1, 2023	

Grant Reporting Requirements. Grantees are responsible for the following:

1. **Communications.** Grantees will be asked to attend a kick-off meeting with Exchange staff, to discuss roles and expectation and confirm a dissemination and promotional plan for the work. The goal is that others in the Green Stormwater Infrastructure (GSI) field will be aware of / benefiting from the outputs.
2. **Quarterly Updates.** A paragraph of 250 words or less describing progress to date will be submitted to fund management per the schedule in Table 1.
3. **Final Grant Reporting**. At the end of the grant period, the Grantee will submit a Final Grantee Report. This documents outcomes in 5 pages or less and requests a detailed record of expended funds.
4. **Debriefing Call:** Near the end of the grant terms, Grantees debrief with the Fund Manager and Exchange Staff to understand what worked, what can be improved, and possible next steps.
5. **Grant Products**. All products produced from the collaboration will be received by fund management and posted on the Exchange website and social channels for member use.
6. **Presentations**. Grantees should expect to present updates and outcomes with Exchange Peer Learning Circles and at Exchange convenings as requested by staff, and to promote final materials in other venues where the lessons and outputs can help others.

Reference the Award Guidelines and Policies for more information on fund processes.

Intellectual Property Rights and Additional Terms. Intellectual property created, made, or originated from this grant project by the Grantee or its subcontractors or partners is jointly owned by the Grantee and the Exchange / GPP. Finished products may be shared publicly by the Exchange / GPP.

- Grant funds cannot be used for lobbying.
- Grant funds must be expended per the proposed budget. Variances above 10% for any line item require written permission from the Fund Manager.
- This project is a collaboration with the entities named in the Grant Summary.
- The products in Table 1 will be delivered by Dec 1, 2023.
- The Lead Member Grantee accepts full responsibility of project management, coordination, and reporting.
- Reid Bogert will be the primary contact.

We congratulate you for your efforts and are delighted to share the news of this award with you.

Sincerely,

_____   _____

April K. Donnellan   Date
Executive Director, Global Philanthropy Partnership

*cc: **Barbara Hopkins**, Exchange Director (barbara@giexchange.org)*

Acceptance of Grant Terms

The Grantee, City/County Association of Governments of San Mateo County **accepts the terms of this agreement.**

Organization Name: City/County Association of Governments of San Mateo County

Name: _____

Title: _____

Date: _____

Signature: _____

EIN/Tax ID: _____

Invoicing instructions. Invoices should be addressed to Global Philanthropy Partnership with the following information. They should be emailed to fund management for review prior to processing:

> Reference: Exchange Collaborative Grant Program GIEx17 – San Mateo County Part 2
> Attn: April Donnellan, Executive Director
> Global Philanthropy Partnership
> 1916 N. Mohawk Street, #7
> Chicago, IL 60614
> april@global-philanthropy.org

Make payment to: _____

Payment address: _____

_____

Contact information should payment questions arise:

Name: _____

Phone: _____ **Email:** _____

Appendix A. Awarded Proposal

Proposal Form – All Application Types

1. **Proposal Type.**

    Member-to-Member GSI Collaborations

2. **Project Title.**

Climate Resilience Resources Guide: Part 2 – Decision Process Framework for GSI-Resilience Integration

3. **Amount Requested.**

Not to exceed $70,000

4. **Project Timeline.**

The project will be completed by December 1, 2023.

5. **Project Purpose.**

The proposed project would develop a focused decision-making framework to support municipalities integrate resilience planning and design into local GSI programs.

6. **Lead Exchange Member.**

Reid Bogert, Senior Stormwater Program Specialist, email: (rbogert@smcgov.org), phone: 650-863-2126

7. **Other Primary Exchange Member -OR- Grassroots Community Leader -OR- Primary Participants** *(depending on proposal type – see participation requirements above).*
   - Adrienne Aiona, Senior Engineer, City of Portland - Adrienne.Aiona@portlandoregon.gov
   - Stephanie Chiorean, Environmental Staff Scientist and Planner, Philadelphia Water Department - stephanie.chiorean@phila.gov
   - Kimberly Grove, Chief, Office of Compliance and Laboratories, City of Baltimore
   - Willis Logsdon, Watershed Planner, San Francisco Public Utilities Commission - WLogsdon@sfwater.org
   - Sonja Vangjeli, Design Project Manager, Public Realm, Waterfront Toronto - SVangjeli@waterfrontoronto.ca

8. **Other Participants.**

Geosyntec Consultants developed the CRRG Part 1. The Project Team appreciated Geosyntec's topical expertise and facilitation of the project. The Project Team recommends continuing to work with Geosyntec on Part 2 of the CRRG if awarded.

9. **Network Focus Area(s).**

Placing Equity at the Center – As detailed in the CRRG Part 1, climate resilience in GSI (GSI-resilience) is an important component of ensuring the most vulnerable communities are protected against future extreme conditions, but there must be effective community engagement in planning and implementation and proper recognition that not only can GSI not effectively prevent the worst of what climate change may bring to local community impacts, but it also could potentially displace underrepresented and more vulnerable community members. Part 2 of the CRRG will continue to address this important area of work by connecting the dots between necessary data and indicators to drive adaptation work with equity-focus outcomes identified in local planning and community engagement efforts.

Asset Management – Part 2 of the CRRG will support municipalities with decision support processes in areas that will influence future asset management programs. The developed tools can be leveraged to consider future climate shifts and how GSI at difference scales might be planned spatially and temporally to increase overall asset performance in the face of climate impacts. The decision support tools could also include recommended facility-based guidance for modified maintenance activities, schedules and help with developing future maintenance/rehab/replacement costs and risk factors in support of resilience in GSI asset management.

Innovations in Funding & Financing – Though not a core focus of the proposed Part 2 of the CRRG, advancing decision support processes for climate resilience in GSI planning and design will ensure municipalities a smoother transition towards integrating resilience into existing programs. The decision support framework proposed in this project will include specific guidance around establishing climate resilience priorities and goals in GSI programs, including thoughtful integration of community benefits and equity considerations.

Planning and Resilience – The project team envisions this as the second part of what may end up being a two-part resilience planning guide building on Part 1's summary of the core impacts, phases of climate resilience integration with existing GSI programs and exploration of next steps and recommendations. Part 2 will facilitate activation of climate resilience planning and design at the local level. It will also support intergovernmental coordination by helping agencies with multiple departments working on GSI or separate agencies coordinating on GSI planning and implementation formulate new or modify existing goals for GSI that have a foundation in climate resilience. An ongoing obstacle to climate adaptation in GSI work is gaining agency buy-in with respect to the impetus for climate change adaptation in water quality based permitting structures, so this will be one of the key values added from Part 2 of the CRRG.

Innovations in Design – While climate change impacts on GSI and the value of different GSI solutions to address climate impacts will vary by region, the CRRG Part 2 will support design level integration of climate resilience with GSI by developing decision-making criteria for evaluating a variety of GSI facility types that may be relevant to GSI practitioners across North America. The goal here would be to guide practitioners through the process of identifying relevant data, indicators and metrics that may influence planning and design of GSI facilities and develop proposed thresholds or at minimum categories of thresholds and performance metrics to ensure GSI is sufficiently responsive to regional climate change impacts.

Maximizing GSI Performance – Beyond ensuring GSI is designed to performance standards per current conditions, Part 2 of the CRRG will provide the decision tools and bases for incorporating new/modified design standards to properly address future conditions and will also advance technical guidance for O&M processes, by referring directly to existing partner agency design and O&M documents and linking proposed processes related to GSI facility functions (i.e., infiltration, filtration, detention, capture and use, etc.) to resilience priorities and/or vulnerabilities.

10. Summary.

As follow on to Part 1 of the CRRG, we propose to further develop GSI-Resilience decision making processes and identify suggested data, indicators, and metrics needed to carry out those processes. The processes developed will touch on each high-level section described in the CRRG, including Policy and Regulations, GSI Planning, GSI Design, and GSI O&M. The proposed Part 2 CRRG is a natural outgrowth of Part 1. At the conclusion of Part 1, it became clear that several next steps and recommendations from Part 1 of the CRRG would lead naturally to a second part of the guide intended to support decision-making processes related to the main phases of GSI programming detailed in the first phase of the guide. Specifically, we propose that Part 2 of the CRRG focus on the highlighted next steps identified in Table 5 of the CRRG Part 1 (see Attachment 1 - yellow highlighted items focus on management questions and decision making processes directly and green highlighted items focus on data, information and metrics to support decision making).

The processes developed will be shown in a single or set of visual flow chart(s) and narrative structure and will delineate the processes through different stages of implementation (i.e., policy, planning, design, O&M) while describing how early decision making will affect later stages.

11. Innovation.

Part 2 of the CRRG will address pressing questions about how to implement our programs effectively. To ensure the proposed process-based guidance materials are effective, we plan to engage our project partner agencies and others in the GI Exchange in evaluating and developing policy and planning processes through discussions with environmental services division directors or directors or public works, etc., as available to participate in a roundtable or interviews to target key decision making components for GSI and resilience. These outputs will be translated into a sequential method for identifying policy and planning priorities that could be broadly used among member agencies and beyond.

12. Definition of Success.

The full success of the CRRG hinges on the development of the next phase. Building off Part 1 focused on information gathering and conceptual understanding of climate integration with GSI, leading towards full decision support and actionable policy-making designed to inform local GSI-resilience integration.

13. Expected Benefits.
   a. **Gain valuable knowledge and best practices from new connections**

The CRRG is intended to guide GSI practitioners towards effective GSI-resilience integration. Water quality regulations, institutional structures, funding mechanisms are all likely obstacles but also are the essential components of making GSI-resilience integration actionable. The CRRG Part 2 will promote necessary in-house institutional changes to activate integration at all critical stages of decision making in the policy, planning, design and implementation of GSI, with an emphasis on equitable decision-making processes and community involvement. This work represents a new way of doing business, and we see this as an important set of resources to change how GSI is evaluated and thought about at every level.

b.   Solve an important problem and save time and money for members

This project will save GSI program managers and practitioners time and resources in addressing the institutional challenges associated with climate adaptation integration. Without a comprehensive decision support tool/framework, cities/water utilities, etc. will need to figure out how to approach effective and data driven GSI-resilience integration on their own. Part 2 of the CRRG will provide the entire decision-process scaffolding for this badly needed, but complex focus area.

c.   Change programmatic approaches, policies, and/or processes because of peer learning.

The CRRG Part 2 aims to include a series of interviews or a peer learning roundtable to focus on learning about existing member agency GSI programs and decision making process needs as a means to identifying barriers, opportunities, necessary data/information needs and proposed process guidance. This peer learning based component would broaden participation in the project among project team members and other member agency staff in the GI Exchange and inform the project outputs with real agency context and alignment, so that the decision support tools are not just developed in a "black box" which would likely decrease effectiveness and relevancy.

d.   Involve partners

As with the CRRG Part 1, the project team would look to the broader GI Exchange membership for input at key touchpoints – existing decision process data and information collection/needs, decision support framework development and integration with/dissemination to relevant peer learning circles (i.e., Planning and Resilience, Asset Management, Equity, Innovations in Design, Maximizing Performance). As a result of this project, we anticipate greater focus on climate resilience integration within the GI Exchange and stronger relationships among member agencies as we continue to advance GSI-resilience.

e.   Integrate equity considerations into the work products

The conceptual framework for the overall CRRG embeds an equity lens at each major phase of policy setting, planning and implementation of GSI-resilience integration. Part 2 of the CRRG will maintain this theme especially in relation to addressing institutional challenges around assumed or implicit bias and power structures that are a common characteristic of local government and may be manifested as significant challenge to equitable GSI practices as this field evolves. This project will look to gain insights on these institutional challenges from GI Exchange member agencies and local community-based partners through short and focused surveys during the proposed interview/roundtable tasks.

f.   Increase the quality and pace of project implementation, adoption, and scaling

A primary goal of this project is to influence program managers and department heads with conceptual frameworks, carefully crafted management questions, and key data needs to support widespread integration of climate change adaptation and GSI. The overall approach is intended to by systematic, comprehensive, and actionable to help change the standard thinking and practice of GSI to effectively incorporate adaptation and planning for the future. Though the emphasis is on program level resilience integration and decision support at every major phase of GSI implementation, the project proposes to incorporate recommendations and considerations for internal/external training to support the full integration of climate adaptation into GSI programs.

g.   Be sustained, if applicable, communicated widely, and replicated by others

Together Parts 1 and 2 of the CRRG will be a sustainable and applicable resource. Part 1 of the CRRG included an appendix of resources that is intended to support moving the needle on the policy and science of GSI-resilience integration and it is explicitly a living resource. Part 2 of the guide will be a tangible and relevant asset for any agency looking to adopt climate adaptation into a more holistic/multi-benefit and forward thinking GSI program locally.

14. Project Management.

Schedule of Grant Deliverables and Payments

#	Activity	Deliverable	Due Date	Payment Source and Recipient
1	Activity 1: CRRG Part 2 Project Team Kick-off and Visioning	Deliverable 1: Kick-off meeting presentation and minutes, project visioning statement and goals; full project schedule including project management meetings and opportunities to disseminate CRRG 2 as well as received input from other GI Exchange forums	Date: January 13, 2023	Payment #1 upon receipt of Deliverable 1: $5,000
2.	Activity 2: Develop Decision Process Framework Outline/Memo	Deliverable 2: Draft/Final Decision Process Framework Outline/Memo • Outline/memo will describe strategy for addressing decision support processes for GSI-resilience integration with a focus on ensuring equity in local program decision making and methods to ensure action, i.e., recommendations for staff training	Date: February 24, 2023	Payment #2: upon receipt of Deliverable 2: $4,000
3.	Activity 3: Develop/Distribute	Deliverable 3: Draft/Final Decision Process Survey, Stakeholder	Date:	Payment #3: upon receipt of Deliverable 3: $16,000

	Decision Process Survey and Host Stakeholder Interviews/Roundtable	Interviews (including identified CBOs)/Roundtable presentation(s), minutes • Identify desired stakeholder audience for survey to be distributed to • Create distribution plan for decision support process survey • Host multiple agency representative and/or CBO representative interviews as needed during survey process • Tabulate results from decision process survey • Host one roundtable bringing together project team, agency representatives and CBO representatives to evaluate	May 31, 2023	
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5.	Activity 5: Develop Final CRRG Part 2 and integration with Part 1	Deliverable 5: Draft/Final CRRG Part 2, including photos, refined formatting, linkages to Part 1; integration of Part 1 and 2 of the CRRG to create a single complete formatted and themed resource	Date: December 1, 2023	Payment #5: upon receipt of Deliverable 5: $30,000
			Total Cost	$70,000