



REQUEST FOR PROPOSALS

San Mateo County One Watershed Climate Resilience Framework and Community-Led Plan

Date Released: October 20, 2023

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor, Redwood City, CA 94063

Closing Date/Time for Requests for Clarifications: 5:00 P.M., November 3, 2023

Proposals are due prior to 5:00 P.M., November 10, 2023

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I. INTRODUCTION

The City/County Association of Governments of San Mateo County (C/CAG), a Joint Powers Agency comprised of each of the 20 cities and the County in San Mateo County, invites firms to submit a proposal to develop the *San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan* (OneWatershed Project/Project). The OneWatershed Project is a collaborative project among the following organizations and agencies in San Mateo County with a focus on building adaptive capacity and increasing climate resilience for water infrastructure and resources, collectively referred to as the “Partners”: C/CAG’s San Mateo Countywide Water Pollution Prevention Program, the Bay Area Water Supply Conservation Agency (BAWSCA), City of San Bruno, City of South San Francisco’s South San Francisco-San Bruno Regional Water Quality Control Plant, Climate Resilient Communities, OneShoreline, and San Mateo County’s Office of Sustainability. As detailed in the Project Scope of Work (Appendix A) and the Partnership Agreement (available on C/CAG’s Request For Proposals website -

<https://ccag.ca.gov/opportunities/rfpsrfqs/>), the Project will be supported and delivered by a Project Management Team (PMT), including representatives from the Partners and the selected Consultant. As the grantee of the Integrated Climate Adaptation and Resilience Program (ICARP)’s Adaptation Planning Grant Program grant administered by the California Governor’s Office of Planning and Research (OPR) under its Fiscal Year 2022-23 grant program cycle, C/CAG will be the lead administrator of the Project and will be the contracting agency with the selected Consultant(s). Of note, Climate Resilient Communities is a Partner, but also has a designated portion of the Project Scope of Work and Budget (see Appendix A and Appendix B, Attachment 4 – Budget Detail Worksheet) associated with grant deliverables; C/CAG will execute a separate funding agreement with Climate Resilient Communities to complete the tasks and sub-tasks associated with Climate Resilient Communities’ participation in the project, including staff time and “Other Direct Costs” related to the planned Climate Change Community Team activities (e.g., compensation and accommodations for community members’ involvement in project meetings and workshops).

The OneWatershed Project seeks to advance and leverage prior and ongoing multi-jurisdictional climate resilience and adaptation efforts in San Mateo County with a new approach focused on integrated watershed management. The intent is to build off and integrate prior resilience planning work related to water to better address a suite of identified climate hazards and impacts specific to water infrastructure (including stormwater/flood, sewer, and water supply) and to create a model for supporting long-term adaptive capacity for the county’s most vulnerable communities. Specifically, the Project will establish and advance a cross-asset climate change adaptation framework and community of practice as a model for community-led risk and project opportunity area identification throughout San Mateo County and beyond. It will create a replicable watershed approach and expand opportunities for collaboratively managing stormwater, flooding, heat, sea level rise, and drought hazards cost-effectively and equitably with a focused subwatershed Community-Led OneWatershed Climate Resilience Plan in the flood-prone San Bruno Creek Watershed. Through the development of a new multi-hazard shared-risk assessment methodology centered on “One Water”, the framework and model subwatershed plan will continue to break down silos in water related infrastructure planning, increase funding opportunities for “OneWatershed Climate Resilience Infrastructure,” and demonstrate a proven

approach for systematically ensuring the resources and institutions are in place to create long-lasting resilience in neighborhoods and watersheds throughout San Mateo County.

Proposals submitted in response to this Request for Proposal (RFP) will be used as a basis for selecting the Consultant(s) for this project. The proposals will be evaluated and ranked according to the criteria provided in Section V, “Proposal Evaluation,” of this RFP.

The RFP documents for this project are available for download on the C/CAG website at <https://ccag.ca.gov/opportunities/rfpsrfqs/>. Proposers are responsible for checking the website for any Addenda to this RFP. Responses should be submitted in accordance with the instructions set forth in the RFP.

Interested firms must submit their Proposal by **5:00 PM on November 10, 2023**, in accordance with the instructions contained in the RFP. Other key RFP dates are listed below under “Tentative Schedule”.

C/CAG Point of Contact:
Reid Bogert, Stormwater Program Director
555 County Center, 5th Floor
Redwood City, CA 94063
Phone: 650-863-2126
E-mail: rbogert@smcgov.org

Proposals received after the time and date specified above will be deemed nonresponsive to the requirements of the RFP and will not be considered. The date and time of receipt of proposals will be recorded from the email timestamp on submissions. C/CAG is not responsible for submissions delayed for any reason.

Tentative Schedule

Date	Description
October 20, 2023	Issue RFP
November 3, 2023	Closing Date/Time for Requests for Clarifications
November 10, 2023	Response to RFP Due
November 24, 2023	Tentative Consultant interviews
November 30, 2023	C/CAG Stormwater Committee recommendation
December 14, 2023	C/CAG Board approval
Mid-December, 2023	Notice to Proceed and Project Kick-off
January 31, 2026	Project completion

Any questions related to this RFP shall be submitted in writing to the attention of Reid Bogert via email at rbogert@smcgov.org. Questions shall be submitted before 5:00 PM on November 3, 2023.

Period of Performance and Budget

The OneWatershed Project is being funded through an Adaptation Planning Grant Program (APGP) grant, administered by the Governor’s Office of Planning and Research (OPR). This will be an approximately 2-year project commencing in December 2023 with an estimated completion and project closeout date of January 2026. All grant funds must be expended and all deliverables completed by January 31, 2026, per the requirements of the OPR grant agreement with C/CAG. The Project is being fully funded by the OPR grant, and the total project budget is \$649,648 in grant funds (including the portion of funds allocated to the participation of Climate Resilient Communities and to cover “Other Direct Costs” for supporting community member involvement (i.e., compensation and accommodations for attending community meetings and workshops). Accounting for the dedicated grant budget allocated to Climate Resilient Communities’ participation in the Project, there is a total grant amount available of \$424,248. In accordance with the [Fiscal Year 2022-23 Round 1 APGP Grant Guidelines](#) and APGP General Terms and Conditions and Special Terms and Conditions (see Appendix B, Exhibits C and D), the Consultant must follow all pertinent local, state, and federal laws and regulations in developing a proposal for and executing this grant funded Project.

II. PROJECT DESCRIPTION AND BACKGROUND

San Mateo County is one of the most at-risk counties in the country with respect to the impending consequences of sea level rise, with the greatest population of any county in California living within projected inundation areas and an estimated \$39.1B in assets at risk to flooding in the next 50-100 years. Communities face additional and severe climate risks in the coming decades. The biggest challenges include coastal flooding and erosion, upland flooding from increasing extreme precipitation events, wildfire, increased water stress due to drought, emergent groundwater and associated impacts on infrastructure and public health, and increased urban heat especially in the highly urbanized communities along the Bayshore. The most impacted areas include historically underserved communities, including communities in the Cities of East Palo Alto, Daly City, Colma, San Bruno, Redwood City, South San Francisco and pockets of Unincorporated San Mateo County (County).

As seen in recent years, the pendulum swing between extreme heat and drought followed by torrential atmospheric river events is putting vulnerable and historically underserved communities at a disproportionate risk. The most vulnerable communities in San Mateo County experience the greatest impacts when large storms sweep the county, due to being often located in low-lying geographies where aged, undersized, and underfunded storm drain systems are failing during large storms. These impacts are expected to increase with projected future changes in precipitation. At the same time, communities throughout San Mateo County are struggling to keep up with new requirements to comply with the reissued San Francisco Bay Municipal Regional National Pollutant Discharge Elimination System (NPDES) Stormwater Permit (MRP), which include requirements for implementing and maintaining Green Stormwater Infrastructure (GSI); coordinating internally and externally to seek funding for and implement flood risk-reduction projects; develop and implement crisis preparation and recovery programs and projects related to large storms; clean air and fire-risk monitoring and associated emergency response and community health interventions; and forecasting

near and long-term water supply needs and proposed water supply diversification and conservation programs as communities continue to face longer duration drought more frequently. These challenges put a tremendous amount of pressure on local agencies and can often lead to less rather than greater integration and coordination.

To-date, climate resilience planning in San Mateo County has largely been grant-funded and/or managed in somewhat separate and siloed countywide or regional planning efforts. The establishment of the San Mateo County Flood and Sea Level Rise Resilience District (OneShoreline) in 2019 and recent developments addressing multi-jurisdictional flooding and stormwater management opportunities through OneShoreline, the County's Climate Ready SMC program, and C/CAG's regional-scale multi-benefit Green Stormwater Infrastructure (GSI) planning and pilot project implementation have supported municipalities in moving towards greater resilience and better integration as they adopt and implement local resilience and adaptation oriented plans (i.e., GSI Plans, Capital Improvement Plans, Bike and Pedestrian Master Plans, Climate Action Plans, Multi-Jurisdictional Local Hazard Mitigation Plans, Urban Forestry Plans, etc.).

Yet, there has been an ongoing need and a direct call for action among San Mateo County leaders and elected officials to take a more holistic and comprehensive approach to climate resilience in the county, and one that centers the work on supporting and integrating the communities that are at the greatest risk. The OneWatershed Project addresses this call to action through the proposed OneWatershed Climate Resilience Framework, which intentionally brings together at a countywide scale relevant water infrastructure and resource related agencies and community partners whose mission it is to help under-resourced and impacted communities become empowered to adapt to climate change impacts. Through this effort the Partners and other stakeholders will work collectively to develop an integrated approach to water related climate resilience with an explicit focus on addressing shared-risk to overlapping climate hazards. This approach is intentional in that it supports a process of evaluating climate impacts through a lens of overlapping impact on related water infrastructure within a watershed context. This will help address long-standing silos among agencies and create a common language and direction for future integrated planning and project delivery, including funding for OneWatershed Climate Resilience Infrastructure planning, design, construction and operations and maintenance. The OneWatershed Framework will then provide the basis for enhanced climate resilience planning at a watershed scale, as will be demonstrated through the development of the proposed San Bruno Creek Watershed Community-Led Plan.

Specifically, the OneWatershed Project is intended to achieve four primary goals:

- 1) **Develop an enhanced Countywide OneWatershed shared-risk water infrastructure asset and community vulnerability data inventory** focusing on stormwater/flood control, sewer, and water infrastructure and associated climate hazards (especially flood, sea level rise, storm surge, heat/drought);
- 2) Through a collaborative process involving the Partners and other relevant stakeholder entities from throughout the county (e.g., sewer and water districts, the S.F. Public Utilities Commission, climate resilience based community-based organizations and non-profits) **create a OneWatershed Framework considering infrastructure, climate hazards, and community vulnerability criteria for prioritizing OneWatershed**

Climate Resilience Infrastructure projects; and

- 3) In collaboration with the Partners and local communities within the San Bruno Creek Watershed area, apply the framework to the flood-prone San Bruno Creek watershed and **co-create a OneWatershed Climate Resilience Community-Led Plan** including 1-3 project, policy update, or program opportunities.
- 4) To support implementation of initial pilot OneWatershed Climate Resilience Projects, **develop a grant proposal for the current solicitation for the National Oceanic and Atmospheric Administration’s (NOAA) Climate Resilience Regional Challenge program under Track 2 to implement the proposed San Mateo County OneWatershed Climate Resilience Implementation Project**; this project would focus on funding a range of design, permitting, construction costs for several proposed OneWatershed Climate Resilience Infrastructure projects in various stages of development in multiple jurisdictions, advance C/CAG’s existing programmatic approach of regional-scale implementation of multi-benefit stormwater capture projects in coordination with its Partners, scale the adaptive capacity model established by the creation of the OneWatershed Framework and develop a multi-year Work Force Development Pilot Program focusing on supporting local green job needs and communities with GSI and related project operations and maintenance needs (see Appendix C Letter of Intent for NOAA funding).

C/CAG seeks to retain a consultant or team of consultants (Consultant) to assist with developing all relevant parts of the project, as described in more detail in the Scope of Work (Appendix A of this RFP). A single firm may submit a comprehensive proposal for all desired tasks; however, firms are encouraged to form a team to provide the breadth of services detailed in the Scope of Work. As detailed in the Scope of Work and breakdown of Project costs (Appendix A), Climate Resilient Communities is built into the project as a grant fund recipient to help lead the work proposed under Tasks 1-4, and as indicated above, C/CAG will enter into a separate funding agreement with Climate Resilient Communities to fund their contributions to the Project and C/CAG will execute a separate funding agreement with Climate Resilient Communities to complete the tasks and sub-tasks associated with Climate Resilient Communities’ participation in the project, including the portion of the scope and budget planned for “Other Direct Costs” to compensate community members’ involvement in project meetings and workshops (see Appendix A).

It is expected that the selected Consultant will provide overall project delivery as well as supporting OPR grant reporting and documenting requirements and coordinating and documenting invoicing, as detailed in the Scope of Work (Appendix A) and the OPR Grant Agreement (Appendix B).

III. MINIMUM QUALIFICATIONS OF PERSONNEL

Proposals must demonstrate that the firm or team submitting the proposal (Proposer) meets the following Minimum Qualifications to be eligible for consideration for this project.

1. Proposer must demonstrate to C/CAG's satisfaction that the firm, a subcontractor, or a key staff member from either the firm submitting a proposal or a subcontractor who shall be assigned to this project have successfully competed at least one multi-jurisdictional climate resilience focused water infrastructure planning project, involving three (3) or more public agencies and at least one (1) partnering community-based organization.
2. Proposers must at minimum demonstrate experience with managing and implementing large-scale state grant funded projects and successfully ensuring compliance with all applicable local, state, federal requirements for such state assistance programs.
3. Proposers must at minimum demonstrate experience with developing at least one (1) successful large-scale climate resilience related water infrastructure implementation grant application (minimum grant amount of \$10M) and must demonstrate knowledge and ability to complete and submit a federal implementation grant proposal within two (2) months of executing a Consultant contract with C/CAG.

IV. PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

General Conditions:

- Neither submission of a proposal nor C/CAG's receipt of proposal materials confers any right to the proposer nor any obligation on C/CAG. This RFP does not commit C/CAG to award a contract, nor will C/CAG defray any costs incurred in preparing proposals or participating in any presentations or negotiations.
- C/CAG accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions in response to the RFP will become the property of C/CAG and may be used by C/CAG in any way deemed appropriate.
- Only one proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response.
- C/CAG reserves the right to accept or reject any or all proposals received as a result of this request, waive minor irregularities, request additional information, negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of C/CAG to do so.
- Any contract resulting from this RFP will be awarded to the responsible offeror whose proposal is most advantageous to C/CAG, with price and other factors considered.
- The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not have any force or effect until it is approved and fully executed by C/CAG.
- If the selected Proposer fails to enter into a contract with C/CAG in a timely manner as determined by C/CAG, C/CAG reserves the right to reject the proposal and enter into a contract with the next highest scoring Proposer.

- The work performed pursuant to any resulting contract shall comply with the requirements of all federal, state and local laws without limitation, and such laws shall apply to this RFP and any subsequent contract as though incorporated herein by reference.
- The Consultant shall comply with all insurance requirements of C/CAG, included in the sample agreement in Appendix E, “Sample Agreement Template.”

Public Record:

- All proposals, protests, and information submitted in response to this solicitation will become the property of C/CAG and will be considered public records. As such, they may be subject to public review.
- Any contract arising from this RFP will be a public record.
- Submission of any materials in response to this RFP constitutes:
 - Consent to C/CAG’s release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and
 - Waiver of all claims against C/CAG and/or its officers, agents, or employees that C/CAG has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal or materials to be inspected; and
 - Agreement to indemnify and hold harmless C/CAG for release of such information under the Public Records Act; and
 - Acknowledgement that C/CAG will not assert any privileges that may exist on behalf of the person or entity submitting the materials.
- C/CAG is not seeking proprietary information and will not assert any privileges that may exist on behalf of the proposer. Proposers are responsible for asserting any applicable privileges or reasons why a document should not be produced in response to a public record request.
- If submitting information protected from disclosure as a trade secret or any other basis justifiable under the Public Records Act, identify each page of such material subject to protection as “CONFIDENTIAL”. If requested material has been designated as confidential, C/CAG will attempt to inform the proposer of the public records request in a timely manner to permit assertion of any applicable privileges.
- Failure to seek a court order protecting information from disclosure within ten days of C/CAG’s notice of a request to the proposer will be deemed agreement to disclosure of the information and the proposer agrees to indemnify and hold C/CAG harmless for release of such information.
- Requests to treat an entire proposal as confidential will be rejected and deemed agreement to C/CAG disclosure of the entire proposal and the proposer agrees to indemnify and hold the County harmless for release of any information requested.
- Trade secrets will only be considered confidential if claimed to be a trade secret when submitted to C/CAG, marked as confidential, and compliant with Government Code Section 6254.7.

Proposal Submittal Requirements:

Proposers must submit one (1) electronic copy of the proposal by no later than 5:00 P.M. on

November 10, 2023 via email to rbogert@smcgov.org. The proposals must be submitted in PDF format. Each page shall be 8.5" x 11" or 11" x 17" and all body text, including any supplemental materials, shall be 12-point font. Each page shall be sequentially numbered and a table of contents shall be provided.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request to Reid Bogert at rbogert@smcgov.org. To be considered, however, any modified Proposal must be received prior to 5:00 P.M., November 10, 2023.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

Proposal Format:

1) Transmittal Letter

A brief statement (no longer than one (1) page) of the Consultant's understanding of and interest in the project, including a brief description of the roles of the Consultant and subcontractors, if any, that will be utilized for the requested services. Include a statement as to the Consultant's ability to complete the proposed tasks in the referenced timeframes and ability to commence work immediately upon issuance of a Notice to Proceed. The person authorized to negotiate a contract with C/CAG shall sign the cover letter. Address the transmittal letter and the proposal as follows:

Re: San Mateo County OneWatershed Climate Resilience Framework
and Community-Led Plan
Attn: Reid Bogert, Stormwater Program Director
City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063

The letter shall be on Consultant letterhead and include the name, title, address, phone number, and email address of the individual whom correspondence and other contacts should be directed during the selection process. Indicate whether there are any conflicts of interest, actual or apparent, that would limit the Proposer's ability to provide the requested services and describe the plan for mitigating such conflicts. Acknowledge the receipt of this RFP and any Addendum to the RFP. Indicate that the proposal is a firm offer to enter into a contract to perform work related to this RFP for a period of 120 days from the due date for proposals.

2) Title Page

Proposals must include a title page that includes the RFP subject, the name of the Proposer's firm, local address, telephone number, name of contact person, contact Person's email address, and the date.

3) Table of Contents

Proposals must include a table of contents that includes a clear identification of the material by section and page number.

4) Executive Summary and Project Approach

Provide a brief summary (no more than two (2) pages) of the qualifications and benefits of selecting the Proposer to perform requested services. This section should clearly convey the Proposer's understanding of the project scope, the general approach to be taken, and identify any specific considerations regarding how the project will be performed.

5) Work Plan

This section should present a work plan (no more than twenty-five (25) pages) for the tasks described in the Scope of Work (Appendix A). The proposed work plan should:

- a) Discuss how the Proposer will conduct the identified tasks, identify deliverables, and propose a schedule. The Scope of Work shall indicate the specific tasks that include funding for Climate Resilient Communities, as detailed in Appendix A, as separate work from that proposed by the Consultant. The proposal should discuss the tasks in sufficient detail to demonstrate a clear understanding of the project and component tasks and sub-tasks. The proposal may include additional and/or alternative tasks or sub-tasks the Proposer believes necessary to accomplish the project goals. The schedule should show the expected sequence of tasks, subtasks, and milestones.
- b) Provide a staffing plan for each task. Provide an organizational chart that shows roles and responsibilities of key personnel and reporting structure, including reporting and communication relationships between C/CAG, OPR grant staff, the Project Partners, Consultant staff, and subcontractors, if any. The submittal shall designate a project manager who will provide a single point of contact for the management and coordination of all aspects of the work, including grant administration and management. The project manager shall be responsible for coordinating and tracking all deliverables, communicating with the C/CAG project manager and Project Management Team, and handling all invoicing, including invoice coordination, documentation and reporting for grant administration. Identify the task leads and backup individuals. All staff shall be clearly identified with their roles defined as well as their proposed work location during the project.
- c) Describe approach to managing resources and maintaining quality results. Include a description of the role of any subcontractors, their specific responsibilities, and how their work will be supervised to maintain quality results.
- d) Identify and explain any problem areas and/or potential obstacles (such as maintaining schedule, budget overruns, feasibility, Partner and stakeholder coordination, grant administration, etc.) to successful completion of the Scope of Work. Discuss methods, formal and informal, that you will use to track and resolve these problems/obstacles during the project.

6) Schedule of Work

Provide a detailed schedule (no page limit) for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall align with

the anticipated project kick-off date in mid-December and the Project completion and closeout date of no later than January 31, 2026 as required by the OPR Grant Agreement with C/CAG (Appendix B).

7) Cost Proposal

Proposers shall provide a detailed cost proposal (no page limit) for the Project using the Cost Proposal Template (Appendix D), with best estimate cost breakdowns by fiscal year and at the task and sub-task level. The cost proposal shall include personnel classifications, hourly rates, overhead rates, and any other cost items necessary to perform each of the tasks/sub-tasks listed in the Scope of Work. The cost proposal shall include a breakdown of the grant funded tasks and sub-tasks of the Project for only the Consultant-led tasks and associated budget as detailed in Appendix A. Describe the cost control and budgeting methodology for this project. Rates shall include all qualifying direct and indirect costs (consistent with the provisions of grant agreement between C/CAG and OPR and the cost eligibility criteria stated in the APGP Round 1 Fiscal Year 2022-23 Grant Guidelines (Appendix F). Fully loaded hourly rate means an hourly rate that includes all applicable surcharges such as taxes, insurance and fringe benefits as well as any allowable indirect costs, overhead and profit allowance, and ordinary materials and supplies, consistent with all applicable State laws and regulations specific to this grant funded project. Rates indicated shall be firm for the initial contract term and any annual rate escalation shall not exceed 3%. C/CAG reserves the right to negotiate with or to decline to enter into contracts with a Proposer's whose rates are unreasonable at C/CAG's sole discretion.

8) Supplemental Materials

As an appendix, Proposals shall include the following as documentation (no more than forty-five (45) pages) of relevant Consultant firm information, qualifications and experience:

a) Qualifications

Identify the qualifications of staff assigned to perform the work, whose expertise or experience addresses each of the specified needs. Identify the personnel, including subcontractor personnel. Proposers shall include a statement regarding familiarity with implementing and administering State grant funded projects as they relate to the OneWatershed Project proposal. Statement shall include documentation of experience with applying for successful federal climate resilience or water infrastructure implementation grants and complying with all relevant federal requirements for appropriately documenting and submitting such applications.

Provide resumes for all key team members. Resumes shall show relevant experience for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project and relevant grant management experience, and ideally should be committed to stay with the project for its duration.

b) Project Examples

Consultants shall demonstrate that they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team.

Submittals shall include a detailed description of a minimum of three (3), but no more than five (5), projects completed within the past ten (10) years, with the following information:

- Contracting agency
- Contracting agency Project Manager
- Contracting agency contact information
- Contract amount
- Funding source
- Date of contract
- Date of completion
- Consultant Project Manager and contact information
- Project Objective
- Project Description
- Project Outcome

c) Work Samples

Provide one (1) sample of a written technical report or memo and one (1) sample of material/work product developed for a similar study effort. The samples must have been prepared by key members of the Proposer's team and should identify the authors. The samples will be considered in evaluating firm and staff expertise and experience, and written presentation effectiveness. Material/work product samples should be presented and sufficiently detailed in the body of Proposals, though links may also be provided supplementarily to support visualization of work products.

d) References

Provide three (3) to five (5) references (no more than five (5) including references for subcontractors) and their contact information. References must be from a project no longer than ten (10) years prior to the date of the issuance of this RFP and must be currently accessible via the contact information provided to be considered.

9) **Additional Proposal Requirements**

As an appendix, Proposals shall include the following documentation (no more than ten (10) pages) related to the following items:

a) Conflict of Interest Requirements

Proposals shall include a Conflict of Interest Statement disclosing any financial, business or other relationship with C/CAG that may have an impact upon the outcome of the contract. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract.

The Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task, the Consultant must immediately notify the C/CAG Project Manager regarding the conflict(s)

of interest. The C/CAG Project Manager may terminate the contract involving the conflict of interest and C/CAG may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify C/CAG Project Manager may be grounds for termination of the contract for default pursuant to Section 8, Termination, of the Contract Agreement Template, provided as Appendix E to this RFP.

b) Litigation

Indicate if the proposing Consultant is or was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

c) Contract Agreement

Indicate if the proposing Consultant requests any exceptions from the standard Contract Agreement included as Appendix E, Sample Agreement Template.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for one-hundred twenty (120) days following the date proposal submittals are due.

d) Insurance Provisions

Submit a signed acknowledgement, for Proposer only, that the Proposer agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements listed in Appendix E, Sample Agreement Template, Section 11, Insurance, within ten (10) days of C/CAG's notice to firm that it is the successful Proposer.

e) Taxpayer Identification Number and Certification

Submit a W-9, Request for Taxpayer Identification Number and Certification for Proposer only (containing original signature), available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

V. PROPOSAL EVALUATION

A. Evaluation Process

All proposals will be evaluated by a Selection Committee (Committee), comprised of C/CAG staff and the OneWatershed Project Partners. An initial assessment will be made to ensure that the submittal is responsive to the RFP requirements. An incomplete submittal will be deemed non-responsive and disqualified at C/CAG staff's discretion. The Committee will then assess the quality of each submittal based on the evaluation criteria below, and will rank the Proposals. All communication during the evaluation phase shall be through the C/CAG Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The selection process may include oral interviews. If oral interviews are necessary, the consultant will be notified of the time and place of oral interviews and whether any additional

information may be required to be submitted. The evaluation criteria for the oral interviews, should they occur, are also included below.

B. Evaluation Criteria

Proposals will be evaluated according to each evaluation criterion and scored on a zero (0) to five (5) point rating. The scores for all the evaluation criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any proposal is five hundred (500) points.

		Rating Scale
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Organization of Proposal	5
2	Staff and Firm Qualifications	20
3	Understanding of Project Scope of Work	10
4	Proposed Project Approach	10
5	Cost Effectiveness	30
6	References	5
7	Conflict of Interest Statement	Pass/Fail
	Subtotal:	80

No.	Interview Evaluation Criteria	Weight
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8	Presentation by team	10
9	Q&A Response to panel questions	10
	Subtotal:	20
	Total:	100

APPENDIX A – ONEWATERSHED PROJECT SCOPE OF WORK

San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan Scope of Work

General

The San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan (Project) seeks to advance and leverage prior and ongoing multi-jurisdictional climate resilience and adaptation efforts in San Mateo County with a new approach focused on integrated watershed management. The intent is to build off and integrate prior resilience planning work related to water to better address a suite of identified climate hazards and impacts specific to water infrastructure (including stormwater/flood, sewer, and water supply) and to create a model for supporting long-term adaptive capacity for the county's most vulnerable communities. Specifically, the Project will establish and advance a cross-asset climate change adaptation framework and community of practice as a model for community-led risk and project opportunity area identification throughout San Mateo County and beyond. It will create a replicable watershed approach and expand opportunities for collaboratively managing stormwater, flooding, heat, sea level rise, and drought hazards cost-effectively and equitably with a focused subwatershed Community-Led OneWatershed Climate Resilience Plan in the flood-prone San Bruno Creek Watershed. Through the development of a new multi-hazard shared-risk assessment methodology centered on "One Water", the framework and model subwatershed plan will continue to break down silos in water related infrastructure planning, increase funding opportunities for "OneWatershed Climate Resilience Infrastructure," and demonstrate a proven approach for systematically ensuring the resources and institutions are in place to create long-lasting resilience in neighborhoods and watersheds throughout San Mateo County.

The majority of the Scope of Work for the Project will be implemented by the Consultant, with oversight support from the Partners and input from additional project stakeholders, including a proposed Equity Priority Community (EPC) Group (including a Climate Change Community Team (CCC Team) for the San Bruno Creek Watershed area) and a Technical Advisory Committee (TAC). Climate Resilient Communities will also play a lead, co-lead or advisory/support role in executing the Project deliverables related to the Community Engagement Plan process executing the Project deliverables related to the Community Engagement Plan process, developing and facilitating the EPC Group, and developing and facilitating the CCC Team in the San Bruno Creek Watershed area. The Consultant will be expected to work collaboratively with Climate Resilient Communities on related tasks, as detailed below in this Scope of Work and in the Project Work Plan and Budget included in the OPR Grant Agreement (Appendix B, Attachments 2 and 4). The Project Budget details the portions of the grant budget allocated to Climate Resilient Communities for their staff time (indicated by staffing positions and hours). Additional "Other Direct Costs" and associated activities for supporting the Community Engagement Process, e.g., compensating community member participation, specific to the Climate Change Community Team, are also specified in the Project Budget in Appendix B, Attachment 4) listed under "CCC Team engagement activities and community member compensation." Climate Resilient Communities will lead these related activities under a separate Agreement with C/CAG. Consultant proposals shall document and reflect these activities; however, the costs associated with these activities shall not be included in the Consultant's planned expenditures for the Project. It is expected that beyond community member compensation costs and Climate Resilient Communities staff time, the Consultant Scope

of Work and Budget should include all other eligible “Other Direct Costs” for logistical activities, such as securing meeting venues, developing outreach and engagement materials/printing costs, transportation, food, etc., including for the CCC Team engagement activities.

Task 1 - Work Plan and Initial Countywide Partner and Community Engagement

Through Task 1, the Consultant and Partners (Project Management Team/PMT) will kick-off the OneWatershed Project and initiate the overall Work Plan development and Countywide Partner and Community Engagement process. After developing the Draft Work Plan and Engagement Strategy, the Consultant will help form a Countywide Equity Priority Community (EPC) group, with support from Climate Resilient Communities, including community-based organizations from around the County, interested County residents, and a San Bruno Climate Change Community Team (CCC Team), including motivated residents of San Bruno's Belle Air neighborhood, leaders in faith/business, and local community-based orgs. Initial coordination will support information gathering and relevant data collection to support the advancement of the OneWatershed Framework. The PMT will also initiate an EPC group kickoff, visioning to identify goals, and review/comment on the draft project Work Plan and Community Engagement Plan.

Task 1.1 Draft Work Plan and Community Engagement Plan

The PMT will develop a Draft Work Plan and Community Engagement Plan. Developing the Draft Work Plan and Community Engagement Plan will necessitate an initial PMT visioning and goal-setting process among the Project Partners. The Work Plan will reflect the overarching Project timeframe, milestones, processes, challenges/opportunities to ensure a successful project. The Draft Community Engagement Plan will identify a diverse group of potential additional agencies, organizations and other community stakeholders at a countywide scale and within the San Bruno Creek Watershed area to support developing the OneWatershed Framework and Community-Led Plan. The Community Engagement Plan will describe the goals and supporting strategies and tactics for executing the Project with deep and meaningful participation of partners and community representatives. Climate Resilience Communities will co-develop the Community Engagement Plan with the Consultant and Partners.

Task 1.1 deliverables:

No.	Deliverable	Responsible Party
1	Draft Work Plan	Consultant
2	Draft/Final Community Engagement Plan	Climate Resilient Communities/Consultant

Task 1.2 Equity Priority Community Group formation

Leveraging information from the Draft Community Engagement Plan, the PMT will form a Countywide Equity Priority Community (EPC) Group, including community-based organizations from around the county, interested county residents, and a San Bruno CCC Team

(motivated residents of San Bruno's Belle Air neighborhood, leaders in faith/business, and local community-based orgs). The intent of the EPC is to provide community-centered input and perspective on climate resilience for water infrastructure in San Mateo County through the development of the OneWatershed Framework, including identifying priority climate hazards, community vulnerability data and prioritization criteria and metrics. A focus of the EPC will be creating a vision for long-term adaptive capacity and integrating this vision with the OneWatershed Framework assessment and planning process. The PMT will have an EPC San Mateo County OneWatershed kick-off meeting focusing on the Draft Work Plan and Community Engagement Plan, along with initial discussion about data collection needs. The kick-off will include a visioning exercise to identify additional or modified goals, and review/comment on the Draft Project Work Plan and Community Engagement Plan. Climate Resilient Communities will co-lead the establishment of the EPC Group and CCC Team with support from the Consultant and Partners.

No.	Deliverable	Responsible Party
1	Establishment of EPC Group (including contact list and EPC charter)	Climate Resilient Communities/Consultant
2	Establishment of CCC Team and contact list	Climate Resilient Communities/Consultant
3	Comment Log tracking EPC Group (including CCC Team) review of Draft Work Plan and Community Engagement Plan	Consultant

Task 1.3 Technical Advisory Committee formation

A primary goal of the Project is to expand and deepen existing partnerships among the Partners and prospective Project stakeholders in the county to help address long-standing institutional silos and barriers to more effective climate resilience planning and implementation. This task will support the ongoing efforts among the Partners and newly involved local, countywide and regional agencies to engage in a focused effort to develop the OneWatershed Framework, which is intended to explicitly integrate water infrastructure and resource sectors (flood/stormwater/sewer/water supply). The PMT will form a proposed Technical Advisory Committee (TAC) comprising county agencies, regional partners, and other interested parties with technical knowledge of climate resilience, water, and/or emergency planning. TAC will focus on ensuring the OneWatershed Framework supports resilience planning integration through the lens of evaluating the shared risk of water related climate change impacts in San Mateo County (especially, flooding/increased precipitation, sea level rise/storm surge, and drought – though other priority shared risks may be identified) and developing the engineering and policy solutions to most effectively support OneWatershed Climate Resilience Infrastructure planning and implementation at a subwatershed scale. This task will include holding a TAC kick-off meeting with an initial visioning exercise to identify additional or modified goals, and review/comment on the Draft Project Work Plan and Community Engagement Plan. The kick-off meeting will also initiate discussion around information gaps and data collection needs. Following the kick-off meeting, the TAC will review/comment on Draft Work Plan and Community Engagement Plan.

Task 1.3 deliverables:

No.	Deliverable	Responsible Party
1	Establishment of TAC (including contact list and TAC charter)	Consultant
2	Comment Log tracking TAC review of Draft Work Plan and Community Engagement Plan	Consultant

Task 1.4 Establish Climate Change Community Team

The EPC, formed under Task 1.2, will include the creation of a Climate Change Community Team (CCC Team), which will be a group of motivated and interested residents and/or community organization representatives from the San Bruno Creek Watershed area. The intent is to have representatives from this prioritized flood-prone watershed area participate in the OneWatershed Framework development, which will be applied to the Community-Led Climate Resilience Plan for the San Bruno Creek Watershed developed under Task 4. Climate Resilient Communities will lead establishing the CCC Team under Task 1.2 and this task, and under this task will hold up to twelve (12) one on one (or small) informal meetings with members of the San Bruno Creek Watershed community interested in joining the CCC Team and participating in the project. The CCC Team process will be modeled after Climate Resilient Communities prior CCC Teams in other areas of the county, and Climate Resilient Communities will lead the development of the CCC Team with support from the Consultant.

Task 1.4 deliverables:

No.	Deliverable	Responsible Party
1	CCC Team meeting agendas and meeting summaries	Climate Resilient Communities/Consultant

Task 2 – Countywide OneWatershed Asset and Community Data Inventory Creation

The three subtasks under Task 2 Countywide OneWatershed Asset and Community Data Inventory Creation will assist Project Partners, the EPC Group, and TAC develop an enhanced OneWatershed database to be integrated with the existing Green Infrastructure Tracking Tool, managed by C/CAG. The goal of developing this inventory is to have the data aggregated in a format that is accessible to C/CAG and its Partners for the purpose of completing the OneWatershed Framework and Community-Led Plan, and to support future integration of OneWatershed Climate Resilience Infrastructure via C/CAG's open-source, cloud-based Green Infrastructure Tracking Tool.

2.1 Data Collection and Gap Analysis

Significant data on climate hazards and resilience infrastructure opportunities already exist in the county. However, much of the available data are disaggregated, especially across related water

infrastructure sectors, and for the purpose of addressing shared-risk to water infrastructure and resources from the impacts of climate change, there may be gaps in the type and characteristics of data that are currently available or used in project opportunity identification and prioritization. The Consultant will lead the process of identifying and gathering existing datasets relevant to identified OneWatershed climate hazards and vulnerabilities at the countywide and San Bruno Creek Watershed scales. The Consultant will solicit data from the TAC, EPC group, and other agencies as needed. With feedback from the Project stakeholders, the Consultant will create a list of data gaps that need to be filled and discuss data quality issues with data providers.

Task 2.1 deliverables:

No.	Deliverable	Responsible Party
1	Data List (including file names, description, source, and contact info for questions)	Consultant

2.2 Inventory Development

The Consultant will work with C/CAG and the other Partners to develop a countywide geospatial database inventory of baseline water infrastructure assets (stormwater, water, wastewater, sewer, along with potentially utilities, and transportation), relevant geological/hydrological/water/land use characteristics, relevant climate hazards, and community vulnerability factors.

Task 2.2 deliverables:

No.	Deliverable	Responsible Party
1	OneWatershed Climate Resilience Geodatabase in ESRI ArcGIS, Inventory Slidedoc	Consultant

2.3 Vulnerability and Risk Assessment Materials Review Workshops

The Consultant will hold two (2) virtual workshops with TAC and two (2) virtual workshops with EPC Group to review data collection, inventory creation, and approach to vulnerability/risk analysis at countywide scale to support the development of the OneWatershed Framework. Information from the workshops will be incorporated into a OneWatershed Framework Approach Memo for creating a plan and architecture around the process of developing the OneWatershed Framework. Specific sequencing and agendas to be identified during the Community Engagement Plan development. Note, the Consultant budget should account for funds under this task to pay for EPC participation (i.e., compensation, transportation, child-care, translation) and event accommodations, food, etc. Climate Resilient Communities will co-lead development and execution of the EPC workshops and will support the TAC workshops. Climate Resilient Communities will also play an advisory role in developing the OneWatershed Framework Approach Memo.

Task 2.3 deliverables:

No.	Deliverable	Responsible Party
1	EPC Workshop agendas, presentations, summaries, and recordings; comment logs with feedback on database and vulnerability/risk analysis/criteria selection and OneWatershed Framework Approach Memo	Consultant/Climate Resilient Communities
2	TAC Workshop agendas, presentations, summaries, and recordings; comment logs with feedback on database and vulnerability/risk analysis/criteria selection and OneWatershed Framework Approach Memo	Consultant/Climate Resilient Communities
3	OneWatershed Framework Approach Memo	Consultant/Climate Resilient Communities

Task 3 – Countywide OneWatershed Framework Creation

The Project Partners have developed water infrastructure related project identification and prioritization processes through prior planning efforts at a regional/subregional scale (i.e., Climate Ready SMC and the County Sea Level Rise Vulnerability Assessment work, Multi-jurisdiction Hazard Mitigation Plan updates, San Bruno Creek and Colma Creek Resilience Study, San Mateo County Stormwater Resource Plan, San Mateo County Sustainable Streets Master Plan, Advancing Regional Stormwater Management in San Mateo County Project, etc.). There is a clear need and desire, however, to bridge these efforts in a more targeted way to support more coordinated and effective countywide, subregional and local climate resilience and adaptation. This task is intended to build off of these prior resilience related planning efforts and develop an enhanced OneWatershed Climate Resilience Framework, focused on the shared-risk of identified climate hazards to water infrastructure/resources and vulnerable communities. The OneWatershed Framework. A primary goal of this task is to bring the Partners and other climate resilience stakeholders in the county together to have meaningful engagement and buy-in to support agency and public investment in implementing near and long-term OneWatershed Resilience Infrastructure, with a priority on near-term needs for the most at-risk and vulnerable communities. The OneWatershed Approach Memo developed under Task 2 will be the starting point for initiating work under this task.

Task 3.1 OneWatershed Infrastructure Shared-risk and Community Vulnerability Analysis

The Consultant will leverage information from and feedback on the OneWatershed Approach Memo created in Task 2.3 to create a spreadsheet-based OneWatershed Framework assessment tool to identify, prioritize, and quantify identified risk values for impacts to OneWatershed Climate Resilience Infrastructure assets and communities from identified climate hazards and community vulnerabilities data. The intent is to create baseline data layers for shared-risk assessment at the countywide scale to support future OneWatershed planning throughout the county. The Consultant will create new GIS maps from analyses showing areas of shared-risk from relevant climate hazards and areas of greatest need and opportunity for OneWatershed multi-benefit stormwater projects. Climate Resilience Communities will provide key insights and play an advisory role in ensuring data outputs are consistent with the Community Engagement Plan goals and local community vulnerability datasets, as well as integrating the community

vulnerability analysis with shared-risk assessment for water infrastructure.

No.	Deliverable	Responsible Party
1	Spreadsheet tool to evaluate asset risk	Consultant
2	Individual GIS maps (and/or storymaps) to illustrate community gathered data, areas of high overlapping asset risk and key areas for project opportunities	Consultant/Climate Resilient Communities

Task 3.2 OneWatershed Framework creation and review workshops

The Consultant will develop the OneWatershed Framework with outputs from shared-risk and community vulnerability analysis and hold two workshops with the TAC and the EPC Group (one workshop each) to present and get feedback on the analysis, draft framework, and development of OneWatershed visualization dashboard under Subtask 3.3. Specific sequencing and agendas to be identified during engagement plan development. Note, the Consultant budget should account for funds under this task to pay for EPC participation (i.e., compensation, transportation, child-care, translation) and event accommodations, food, etc. Climate Resilient Communities will co-lead the EPC workshop and support the TAC workshop.

No.	Deliverable	Responsible Party
1	Draft/Final OneWatershed Framework slide doc	Consultant
2	TAC workshop agendas, presentations, notes, and recordings; Comment log with feedback on framework / dashboard mockup	Consultant/Climate Resilient Communities
3	EPC workshop agendas, presentations, notes, and recordings; Comment log with feedback on framework / dashboard mockup	Consultant/Climate Resilient Communities

Task 3.3 OneWatershed Dashboard/Visualization Tools

Building on C/CAG's existing Green Infrastructure Tracking Tool and leveraging planned work under C/CAG's stormwater program related to asset management, the Consultant will create new data forms and visualization dashboard features to display OneWatershed data inventory, shared-risk layers and prioritized OneWatershed project opportunities. The intent is to provide a means to visualize priority shared-risk areas and project opportunities (prior planned and/or new OneWatershed Climate Resilience Infrastructure projects) at a countywide scale through an open-source and accessible resource that can be maintained by C/CAG and its member agencies/Partners beyond the scope of this Project.

No.	Deliverable	Responsible Party
1	OneWatershed Dashboard Memo	Consultant
2	New data forms and dashboard features for visualizing	Consultant

	ranked project opportunities, building on C/CAG's existing tools	
3	Slidedoc user guide for new visualization tools	Consultant

Task 4 - San Bruno Creek OneWatershed Climate Resilience Plan (Community-Led Plan)

The goal of Task 4 San Bruno Creek OneWatershed Climate Resilience Plan (Community-Led Plan) is to synthesize the information from the development of the OneWatershed shared-risk asset database and vulnerable communities data inventory with the OneWatershed Framework, and additional Adaptive Capacity Planning Tools created by Climate Resilient Communities, to create a OneWatershed Climate Resilience Plan (Community-Led Plan) for the San Bruno Creek Watershed, as a pilot subwatershed area demonstrating how the Framework can be applied locally. The Consultant will leverage data collected during Task 1 as well as additional data and information to be provided by watershed specific Partners to include in the framework analysis and plan development. It is anticipated that the community engagement process focused on building lasting adaptive capacity in partnership between public agencies and impacted communities will be resource intensive and require a series of community-focus meetings and interactive workshops. The Consultant budget should account for the planned resource support needs to host community members at focus meetings and workshops (i.e., to provide compensation to community members and provide food, other accommodations, etc.).

Task 4.1 Adaptive Capacity Evaluation and Hydraulic and Hydrologic Modeling Coordination/Integration

The Project Partners have significant engagement in climate resilience related planning in the San Brun Creek Watershed, especially with respect to addressing flood risk (in different locations throughout the city as identified in the city's Storm Drain Master Plan (2014), including but not limited to the Belle Air neighborhood near 7th and Walnut Avenue), the need for significant storm drain improvements, and advancing multi-benefit stormwater and flood control infrastructure at multiple scales (e.g., sustainable streets opportunities and a regional stormwater capture project at I-280 and I-380). In addition to a broad suite of prior countywide and regional climate risk assessments and other data on water infrastructure and resources relevant to the watershed area, including the San Mateo County Sea Level Rise Vulnerability Assessment; C/CAG's Climate Risk Assessment of climate impacts on stormwater runoff in the San Mateo County Sustainable Streets Master Plan; available data and information on groundwater supplies and use in the Westside and Visitacion Groundwater Basins; and more recent data produced from the San Francisco Estuary Institute and a group of regional partners evaluating the effects of sea level rise on emergent groundwater, additional more localized climate resilience modeling has been done to evaluate the interconnectivity and flood-based risk under climate change scenarios in the San Bruno and Colma Creek Watersheds. Under this task, the Consultant will lead a coordinated effort (especially working with OneShoreline via its ongoing hydraulic modeling efforts in the watershed) to update if needed or integrate available hydrology and hydraulic modeling data for the purpose of developing the Community-Led Plan. This data will be supportive of a localized approach to evaluating shared-risks and opportunities for OneWatershed infrastructure in the watershed area. Secondly, the Consultant will work

with Climate Resilient Communities, via the existing methods and data used by Climate Resilient Communities for implementing adaptive capacity programs in partnership with local communities (Community Vulnerability Assessment (CVA) methodology) to evaluate adaptive capacity in the San Bruno Creek Watershed.

Task 4.1 deliverables:

No.	Deliverable	Responsible Party
1	Adaptive Capacity Evaluation Results writeup or presentation	Climate Resilient Communities/Consultant
2	Hydraulic/hydrologic model integration summary	Consultant

Task 4.2 Apply OneWatershed Framework to San Bruno Creek Watershed

The Consultant will leverage the data and information from the OneWatershed Framework and Adaptive Capacity and Community Vulnerability Assessment and apply the OneWatershed Framework to the San Bruno Creek Watershed area. This task will focus on developing the framework outputs in preparation for planned CCC Team meetings and Community Workshops, as described below in Task 4.5. Climate Resilient Communities will support the Consultant in an advisory role in developing the San Bruno Creek OneWatershed analysis outputs focused on community vulnerabilities and in translating data outputs into the planned San Bruno Creek OneWatershed Slidedoc.

Task 4.2 deliverables:

No.	Deliverable	Responsible Party
1	San Bruno Creek OneWatershed prioritization tool spreadsheet outputs, GIS maps showing San Bruno Creek risks/vulnerabilities and prioritized OneWatershed project opportunities	Consultant/Climate Resilient Communities
2	San Bruno Creek OneWatershed Slidedoc showing outputs	Consultant/Climate Resilient Communities

Task 4.3 Project Opportunity/Policy/Program Developments

The OneWatershed Project is intended to advance countywide and local efforts to increase the institutional structures and policies to support broader adoption and implementation of OneWatershed Climate Resilience Infrastructure. To this end, the Consultant will build on past relevant planning work from the Partners as a base to identify and develop proposed project/policy/program opportunities using the prioritization framework for risk reduction along with data, input from community focus groups, and outputs from prior C/CAG multi-benefit green infrastructure planning efforts and other Partner resilience planning work. The Consultant will create visually rich storymaps to help convey the proposed project opportunity/policy/program developments during the development of the Community-Led Plan. Climate Resilient Communities will play an advisory role to the Consultant in developing the San Bruno Creek

Watershed policy and program updates, with a lens towards supporting long-term adaptive capacity in partnership with community members.

Task 4.3 deliverables:

No.	Deliverable	Responsible Party
1	Storymap(s) showing prioritized OneWatershed project opportunities in San Bruno Creek Watershed and proposed policy/program updates	Consultant/Climate Resilient Communities

Task 4.4 San Bruno Creek OneWatershed Climate Resilience Plan Preparation

Under Task 4.4, the Consultant, with support from Climate Resilient Communities, will lead the preparation and development of the San Bruno Creek OneWatershed Climate Resilience Plan (Community-Led Plan), coinciding with planned CCC Team meetings and Community Workshops. Feedback from CCC Team meetings and Community Workshops will be incorporated into the Draft and Final Plans. See Task 4.6 and Task 4.7 for Consultant support activities for CCC Team meetings and Community Workshops. Climate Resilient Communities will support the Consultant in an advisory capacity to ensure consistency with the goals established in the Community Engagement Plan and the process of integrating community-scale vulnerability data and input from the San Bruno CCC Team.

No.	Deliverable	Responsible Party
1	Draft and Final San Bruno Creek OneWatershed Climate Resilience Plan	Consultant/Climate Resilient Communities

Task 4.5 Conceptual Design for one OneWatershed Project

With input from the PMT and CCC Team, the Consultant will create a project concept, fact sheet, and rendering of one prioritized multi-benefit green stormwater infrastructure project (OneWatershed Climate Resilience Pilot Project) selected using the OneWatershed risk reduction prioritization framework. The chosen project will be proposed for including in the planned NOAA Climate Resilience Regional Challenge grant application development under Task 5.

No.	Deliverable	Responsible Party
1	Draft/Final OneWatershed Pilot Project Concept Design	Consultant

Task 4.6 CCC Team Meetings

Through the development of the OneWatershed Framework and the preparation of the Community-Led Plan in the San Bruno Creek Watershed area, the Consultant will support Climate Resilient Communities with scheduling and holding up to twenty monthly CCC Team meetings. There may be opportunities to involve representatives from stakeholder agencies and/or EPC group in selected focus groups. Support may include meeting agenda preparation and

note-taking, presentations/printed materials/supplies, translator fees, food etc. Climate Resilient Communities will be responsible for community member compensation costs for all CCC Team engagement activities, including participating in EPC Group meetings/workshops.

No.	Deliverable	Responsible Party
1	Meeting agendas, presentations, notes, and recordings; Comment logs with work product feedback for some meetings.	Climate Resilient Communities/Consultant

Task 4.7 Community Workshops and Survey

In addition to the CCC Team meetings listed in Task 4.6, the Consultant will support Climate Resilient Communities in scheduling and holding 3-6 interactive Community Workshops (preferably with monolingual community appropriate language sessions) with community members and EPC Group members. The workshops will be led by Climate Resilient Communities and the CCC Team to guide application of the watershed framework and development of the San Bruno OneWatershed Climate Resilience Plan. Consultant support may include workshop agenda preparation and note-taking, presentations/printed materials/supplies, translator fees, food, etc.

No.	Deliverable	Responsible Party
1	Meeting agendas, presentations, notes, and recordings; Comment logs with work product feedback for some meetings.	Climate Resilient Communities/Consultant

Task 5 – Administration and Follow-up

C/CAG staff will serve as the Project Manager and administrator of the OneWatershed Project. C/CAG's Stormwater Program Director, Reid Bogert, will serve as the principal-in-charge of the project on behalf of C/CAG and the Partners. C/CAG will support the Consultant in overall project coordination and prepare and submit quarterly performance reports to OPR, with support from the Consultant. C/CAG will enter into a contract agreement with and manage the Consultant during the term of the project.

The Partners and the Consultant will for a PMT at the outset of the Project to provide oversight of Project tasks completion. The PMT will consist of Project Partner representatives and OPR staff. The PMT will assist C/CAG in selecting and managing the Consultant, who will lead project implementation, develop quarterly performance reports, coordinate with the PMT, and support preparation of final grant documentation, as detailed in the Grant Agreement between C/CAG and the OPR (Appendix B).

A primary deliverable and outcome of this task is to develop and submit a coordinated grant application under the current [NOAA Climate Resilience Regional Challenge](#) grant program under Track 2 Implementation. Prior to this RFP, the Project Partners and additional C/CAG member agencies developed and submitted a Letter of Intent to the NOAA solicitation by August

28, 2023 (see Appendix C), as required by the program to be considered for an invitation to apply for funds. As detailed in the Letter of Intent, C/CAG and its Partners proposed to apply for \$50M in implementation funds to deliver the San Mateo County OneWatershed Climate Resilience Infrastructure Implementation Project. The San Mateo Countywide OneWatershed Climate Resilience Implementation Project is intended build on existing partnerships, leverage prior collaborative climate resilience planning among Project partners (specifically the OneWatershed Project, align urgent water infrastructure climate resilience needs and investments, and build a new and sustained model for project implementation through co-creation with frontline communities. The Project will link funding to construct critical infrastructure improvements in the San Bruno OneWatershed Climate Resilience Plan study area and other priority OneWatershed infrastructure projects in San Mateo County (including three priority Sustainable Streets Projects) with programmatic developments to support the launch of a countywide OneWatershed Climate Resilience Program in collaboration with the participating jurisdictions and collaborators. This is a critical piece of the OneWatershed Project, and it is expected that the Consultant will begin work on developing the application directly upon receiving a notice to proceed in order to meet the current application submission due date of February 13, 2023.

Task 5.1 Implementation Grant Application Support

The Consultant will lead the development of a grant application under the NOAA Climate Resilience Regional Challenge Program to support implementation of OneWatershed projects in San Mateo County, focusing on priority projects in various stages of development from C/CAG's prior Green Infrastructure planning and a newly identified project concept from the OneWatershed San Bruno Creek Watershed Climate Resilience Plan. The PMT will support the application process.

Task 5.1 deliverables:

No.	Deliverable	Responsible Party
1	Draft/Final grant application materials	Consultant

Task 5.2 Project Management and Administration

The Consultant will support C/CAG's Project Manager with all grant reporting and documentation requirements (as required by the OPR Grant Agreement, Appendix B), provide monthly invoices, host the Project Team kickoff and hour-long monthly check-in meetings with the PMT (expected to be virtual).

Task 5.2 deliverables:

No.	Deliverable	Responsible Party
1	Quarterly/mid-term, project progress reports (4 reports per grant year and mid-term reports) and subsequent invoices	Consultant/C/CAG

2	PMT meeting agendas and summaries via email	Consultant
3	Final Grant Report	Consultant/C/CAG

**APPENDIX B – OFFICE OF PLANNING AND RESEARCH GRANT
AGREEMENT FOR ONE WATERSHED PROJECT**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER OPR23133	PURCHASING AUTHORITY NUMBER (If Applicable) OPR-0650
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
Office of Planning and Research, hereinafter referred to as STATE

CONTRACTOR NAME
City / County Association of Governments of San Mateo County, hereinafter referred to as CONTRACTOR

2. The term of this Agreement is:

START DATE
October 23, 2023 Or Upon Approval

THROUGH END DATE
January 31, 2026

3. The maximum amount of this Agreement is:
\$649,648.00 (Six Hundred Forty-Nine Thousand, Six Hundred Forty-Eight Dollars and Zero cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits		Title	Pages
	Exhibit A	Scope of Work	4
	Exhibit B	Budget Detail and Payment Provisions	4
	Exhibit C *	General Terms and Conditions	3
+	Exhibit D	Special Terms and Conditions	7
-			
+	Exhibit E	APGP Guidelines	1
-			
+	Exhibit F	Award Letter	1
-			
+	Exhibit G	Grant Application	9
-			
+	Exhibit H	APGP Communications Kit	35
-			

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
City / County Association of Governments of San Mateo County

CONTRACTOR BUSINESS ADDRESS 555 County Center, Fifth Floor	CITY Redwood City	STATE CA	ZIP 94063
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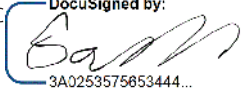
PRINTED NAME OF PERSON SIGNING Reid Bogert	TITLE Program Director
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<div>DocuSigned by:  8DA58A4FF3A4401...</div> <div>PHORIZED SIGNATURE</div>	DATE SIGNED 10/18/2023
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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER OPR23133	PURCHASING AUTHORITY NUMBER (If Applicable) OPR-0650
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME Office of Planning and Research				
CONTRACTING AGENCY ADDRESS 1400 Tenth Street		CITY Sacramento	STATE CA	ZIP 95814
PRINTED NAME OF PERSON SIGNING Saharnaz Mirzazad		TITLE Chief Deputy Director		
<div><div><div>DocuSigned by:</div><div></div><div>3A0253575653444...</div></div><div>ORIZED SIGNATURE</div></div>		DATE SIGNED 10/18/2023		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL		EXEMPTION (If Applicable) Exempt- SCM Vol 1 4.04(A)(4)		

Office of Planning and Research – Adaptation Planning Grant Program – Round 1
Grant Number: OPR23133, City/County Association of Governments of San Mateo County

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Exhibit A: SCOPE OF WORK**1. Purpose of the Agreement**

The purpose of this agreement, which includes Standard Agreement form 213 (STD 213), and all exhibits and attachments (collectively referred to as “Grant Agreement”) is to memorialize the terms and conditions related to the Office of Planning and Research’s (OPR) award of grant funds to the City/County Association of Governments of San Mateo County (“the Grantee”).

This Grant Agreement is authorized by the State’s 2021-2022 Budget (Senate Bill (SB) 170 (Skinner, Chapter 240, Statutes of 2021), which appropriated funding for the Adaptation Planning Grant Program (APGP). The APGP provides funding in the form of Planning Grants to help fill planning needs, provide communities the resources to identify climate resilience priorities, and ultimately support the development of climate resilient projects across the state. The Planning Grants are intended to prepare communities for future funding opportunities in programs that align with the APGP’s objectives.

The APGP is administered by OPR. The Grant Agreement will be executed between the Grantee and the OPR, which collectively are referred to as “Parties.” “Co-applicants” identified in the APGP Application are referred to as “Partners” in this Agreement but are not parties to it. (See [Exhibit A, Section 6G](#)) for requirements regarding partnership agreements for Grantees and Partners.)

2. The Project is Defined by the Application and Award Letter

OPR released the final APGP Guidelines for this Grant Agreement on January 6, 2023 (hereafter, “the Grant Guidelines” or “the Guidelines”) ([Exhibit E](#)). In accordance with the Guidelines, Grantee submitted its application (“Application”) ([Exhibit G](#)) and on March 31, 2023 OPR awarded a grant to fund the project described in the Application, subject to any conditions contained within the Award Letter ([Exhibit F](#)). This project, described in the Application and Award Letter, will be referred to as the “Project” throughout this Grant Agreement.

The Guidelines, the Application, and the Award Letter are hereby incorporated into this Agreement.

3. Grant Term

The Agreement is entered between the **City/County Association of Governments of San Mateo County** (Grantee) and the Governor’s Office of Planning and Research-Adaptation Planning Grant Program (APGP) (OPR or State), collectively known as the “parties”. The term of this Grant Agreement will commence on **October 23, 2023**, or the date when the Agreement has been signed and fully executed by all parties. Grantee shall not receive payment for work performed prior to approval of Agreement. The Agreement shall expire on **January 31, 2026**. All work outlined in the Project must be completed within thirty months of executing the Grant Agreement.

The total dollar amount of this agreement must not exceed **\$649,648.00** (Six Hundred Forty-Nine Thousand, Six Hundred Forty-Eight Dollars and Zero Cents). Please refer to **Attachment 4, Budget Detail Worksheet**, for budget breakdown.

4. Authorized Signatories

The OPR Director or designee is authorized to sign this Grant Agreement and related documents on behalf of the OPR.

Grantee's Authorized Signatory or designee is authorized to sign this Grant Agreement and grant-related documents as shown in the Authorized Signatory Form ([Attachment 1](#)).

Grantee must keep Authorized Signatory Forms up to date. Within seven (7) working days of any change to the authorized signatory or to the delegated authorized signatory, Grantee shall notify OPR in writing of the change. The written notice shall be sent as an electronic mail (email) attachment to be filed with the Grant Agreement.

5. Party Representatives

The Party Representatives are the primary contacts for the OPR and Grantee. The Party Representatives during the Grant Term are:

OPR

Name	Title	Phone Number	Email
Abby Edwards	Manager	(916) 748-0597	abby.edwards@opr.ca.gov
Brandon Harrell	Senior Planner	(916) 758-0563	brandon.harrell@opr.ca.gov

Grantee

Name	Title	Phone Number	Email
Reid Bogert	Program Director	(650) 863-2126	rbogert@smcgov.org

OPR and Grantee must keep the Party Representative(s) up to date. Any changes to the Party Representatives by either Grantee or OPR shall be made by providing notice within seven (7) working days of the change to the other party. The written notice shall be sent as an electronic mail (email) attachment to be filed with the Grant Agreement.

6. Grantee Responsibilities

OPR will notify the Grantee when work may proceed. Grantee is responsible for:

- A. Using grant funds only as set forth in the Project and within the specified timelines set forth in this Grant Agreement.
- B. Completing work on time and within budget. This includes meeting all milestones and deliverables, as described in and in accordance with the Work Plan ([Attachment 2](#)), unless otherwise agreed to by all parties through the amendment process described in [Exhibit B, Section 8](#).
- C. Submitting invoices for reimbursement pursuant to [Exhibit B, Section 2](#) and using the Invoice template ([Attachment 5](#)).
- D. Meeting all reporting requirements as set forth in [Exhibit A, Section 8](#).
- E. Complying with all applicable statutes, rules, and regulations.
- F. Maintaining an accounting system that accurately reflects all fiscal transactions and provides accounting information, retaining all records and required

documents as specified in [Exhibit C, Section 4](#), and providing all required documents during an audit, as specified in [Exhibit C, Section 5](#).

- G. Entering into a partnership agreement with Co-Applicant(s), if any, and ensuring that the agreement is maintained throughout the Grant Term. The partnership agreement must: 1) outline the respective obligations of the Grantee and its Partners throughout the Grant Term to implement the Project, 2) include commitments from the Grantee and the Partners that they will implement their respective obligations, 3) require co-applicants to provide copies of all documentation of actions taken related to the Project to the Lead Applicant for retention in compliance with the requirements specified in [Exhibit C, Sections 4 and 5](#), and 4) include information about how the partners will make decisions and resolve disputes.
- H. Any other obligations set forth in this Grant Agreement.

7. Document Submission

A. Electronic Mail

When this Grant Agreement requires Grantee to give invoices, reports, or other documents to the OPR, Grantee must use the OPR-provided online submission platform, once available. OPR will notify Grantee once the submission platform is available. Until the submission platform is available, Grantee must email the documents and all emails must contain the Grant Agreement number and Grantee's name in the subject line.

8. Reporting Requirements

During the Grant Term, Grantee will be required to participate in regular check-in meetings with OPR's APGP staff and submit progress reports.

A. Check-Ins

- i. Grantee must participate in regular check-in meetings with APGP staff and report on project progress toward meeting High Level Activities identified in the Work Plan along with any Performance Metrics and Timeliness related to that progress. The Grantee's check-in meeting schedule will align with the invoicing frequency set forth in Exhibit B, Section 2. The Grantee must participate in no fewer than two check-in meetings per year.

B. Progress Reports

- i. Grantee will submit progress reports to accompany all invoices submitted pursuant to [Exhibit B, Section 2](#). The progress reports must contain documentation of the work performed and should discuss how that work relates to specific deliverables outlined in the Work Plan ([Attachment 2](#)) and the Budget Detail Worksheet ([Attachment 4](#)). Grantees may use the space in the "Progress Report" heading of the invoice template ([Attachment 5](#)) to submit their progress reports.
- ii. Grantee will submit a mid-term progress report to OPR half-way through the Grant Term at a date to be included in the Work Plan ([Attachment 2](#)). The mid-term progress report will track the work completed during the first half of the Grant Term and should include the following information:

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- a. Outline of all activities taken pursuant to the Work Plan (Attachment 2) and the outcomes of each activity.
- b. Meetings and actions taken by the Grantee.
- c. An accounting of the expenditures made by the Grantee.
- d. Feedback on the implementation process for APGP program staff including barriers, challenges, and opportunities.
- iii. When the Project is completed, Grantee must submit a Final Report. To complete and submit the Final Report:
 - e. Submit the Final Report with the last invoice. If Grantee does not submit the Final Report with the last invoice, then the last invoice will be considered incomplete and returned following the process specified in [Exhibit D, Section 5A](#).
 - f. Use the Final Report Template, which is attached as [Attachment 3](#).
 - g. Sign the Final Report. Make sure the Final Report is signed by the person authorized to sign on the most current Authorized Signatory Form ([Attachment 1](#)).
 - h. Include details in the Final Report. Put enough detail in the Final Report to show that Grantee completed the Project and fulfilled the terms of the Grant Agreement and that both the last invoice and the five percent (5%) retention should be paid for completing the Project.

Exhibit B: Budget Detail and Payment Provisions

1. Fiscal Administration and Payment

- A. The Grantee is responsible for maintaining records that fully disclose its activities to implement the Project. Adequate documentation for each reimbursable transaction shall be maintained to permit the determination, through an audit if requested by the OPR, of the accuracy of the records and the eligibility of the expenditures charged to APGP grant funds. If the eligibility of the expenditure cannot be determined because records or documentation are inadequate, the expenditure may be disallowed.
- B. To receive payments of grant funds, Grantee must submit to OPR the documentation listed in [Exhibit B, Section 2](#). Advance payments are not permitted under this Grant Agreement.
- C. Upon receipt and approval of an itemized invoice and required documentation, OPR agrees to reimburse Grantee for actual costs incurred for work performed, in accordance with the rates specified in the Budget Detail Worksheet ([Attachment 4](#)).
- D. OPR will withhold five percent (5%) of each invoice, to be paid once all terms of the Grant Agreement have been satisfied.
- E. Payment shall be made within forty-five (45) days of receipt and approval of an invoice. Failure to comply with requirements may result in non-payment or delayed payment.
- F. For cost principles, see [Exhibit B, Section 5](#).

2. How to Submit Invoices

- A. Grantee must submit the invoices to the online submission platform, once available. OPR will notify Grantee once the submission platform is available.
- B. Until the submission platform is available, Grantee must email the Invoice (PDF) to AccountsPayable@OPR.CA.GOV and copy the Grant Manager identified by OPR in [Exhibit A, Section 5](#) on the email as well. The email must include the Grant Agreement number and Grantee's name in the subject line. Grantee shall submit invoices at least quarterly but no more frequently than monthly to the Grant Manager unless specified otherwise. A request for payment shall consist of:
 - i. The Invoice ([Attachment 5](#)) on official letterhead and signed by the Authorized Signatory or authorized designee specified in this Agreement ([Exhibit A, Section 3](#)), certifying the expenditures are for actual expenses for the tasks performed under this Grant Agreement.
 - ii. Each cost category and task must correspond to a cost category and task identified in the Budget Detail Worksheet ([Attachment 4](#)).
 - iii. Supporting documentation for reimbursement of funds. Records documenting time spent performing the work shall identify the individual, the date on which the work was performed, the specific grant-related activities or objectives to which the individual's time was devoted, the hourly rate, and the amount of time spent.
 - iv. The Progress Report as specified in [Exhibit A, Section 8A](#). Grantees may use the Progress Report space included in the Invoice form ([Attachment 5](#)). The

work documented in the progress report should refer to specific deliverables outlined in the Work Plan ([Attachment 2](#)) and the Budget Detail Worksheet ([Attachment 4](#)).

- C. Supporting documentation (e.g., timesheets, activity logs, cancelled checks) for matching funds does not need to be submitted to OPR but should be retained by Grantee in the event of an audit ([Exhibit C, Section 5](#)).
- D. At any time, OPR may request hard copies of invoices, reports, supporting documentation, and evidence of progress.

3. Invoice Dispute

In the event of an invoice dispute, see [Exhibit D, Section 5](#).

4. Budget Contingency Clause

- A. If the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, OPR may terminate this Grant Agreement by providing written notice to Grantee as soon as is reasonably possible after OPR learns of said unavailability of funding. In this event, OPR shall have no liability to pay any funds beyond the amount available under the applicable Budget Act or to furnish any other considerations under this Grant Agreement, and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, OPR shall have the option to either cancel this Grant Agreement or offer an amendment to reflect the reduced amount. In the event that OPR cancels the Grant Agreement, OPR shall have no liability to pay any funds beyond the amount available under the applicable Budget Act or to furnish any other considerations under this Grant Agreement, and Grantee shall not be obligated to perform any provisions of this Grant Agreement.

5. Cost Principles

- A. All costs to be reimbursed must be consistent with the Guidelines and the Project ([Exhibit E](#)).
- B. All costs to be reimbursed must be reasonable.
- C. Indirect costs exceeding twenty percent (20%) of the total grant award are not eligible for reimbursement, as defined in the Guidelines.
- D. OPR will reimburse Grantee only for actual expenses incurred during the term of this Grant Agreement, as specified in the Budget Detail Worksheet ([Attachment 4](#)).

6. Travel Reimbursement

Travel expenses directly related to the performance of this Grant Agreement will be subject to the State of California travel reimbursement rates in effect during the Grant Term.

- A. OPR will only reimburse for actual expenditures incurred for in-state travel with the exception of "incidentals" as specified in the Guidelines.
- B. Grantee shall maintain, and submit upon request, detailed travel records and supporting documents (e.g., travel request and approval forms, expense claims,

invoices, and receipts for lodging and transportation) showing the date and purpose of the grant-related travel, destination, and, in the case of travel by automobile, the number of miles driven.

- C. Grantee shall ensure travel costs are included in the Budget Detail Worksheet ([Attachment 4](#)) and are tied to tasks and deliverables in the Work Plan ([Attachment 2](#)).
- D. Grantee and any person traveling pursuant to this Grant Agreement indemnifies and holds harmless OPR and the State of California for any liabilities resulting from such travel.

7. Work Plan and Budget Modifications

- A. Grantee must keep the Work Plan ([Attachment 2](#)) and Budget Detail Worksheet ([Attachment 4](#)) up to date as specified in this Section and [Exhibit B, Section 8](#).
- B. Changes of up to twenty percent (20%) of the cost of tasks outlined in the Budget Detail Worksheet ([Attachment 4](#)) shall be made by providing a written request to OPR before submission of the affected invoice and shall be effective upon written approval from the Grant Manager. Total costs cannot exceed the maximum grant fund amount set forth in this Agreement. Once effective, the change shall be deemed incorporated into the Grant Agreement.
- C. Moderate changes to deliverable due dates and minor changes to subtask descriptions in the Work Plan ([Attachment 2](#)) shall be made by providing a written request to OPR before submission of the affected invoice and shall be effective upon written approval from the Grant Manager. Once effective, the change shall be deemed incorporated into the Grant Agreement.
- D. Material changes to the Work and Budget shall follow the amendment process, specified in [Exhibit B Section 8](#). Material changes include:
 - i. Cost changes of more than twenty percent (20%) between tasks in the Budget Detail Worksheet
 - ii. Elimination or alteration of tasks or deliverables
 - iii. Significant changes to deliverable due dates
 - iv. Change in Partners, see [Exhibit A, Section 1](#)
 - v. Other changes deemed material by the Grant Manager

8. Amendments

- A. This section applies to all amendments to this Grant Agreement, except for the following:
 - i. Changes to the Authorized Signatory Form ([Attachment 1](#)). For changes to the Authorized Signatory Form see [Exhibit A, Section 3](#).
 - ii. Changes to Party Representatives as set forth in [Exhibit A, Section 4](#).
 - iii. Non-Material changes to the Work Plan and Budget Detail Worksheet as set forth in [Exhibit B, Section 7](#).
- B. For all other amendments, Grantee must request and obtain prior written approval before any amendment to this Grant Agreement is valid.

C. Request for amendments must:

- i. Be prepared, in writing, on official letterhead and signed by the Authorized Signatory or designee for Grantee.
- ii. Be submitted to the Grant Manager at least two (2) months prior to when the amendment is needed.
- iii. Include the Grant Agreement number, a detailed explanation of the proposed amendment, reason for the proposed amendment, and the effect of not approving the request.
- iv. Include a copy of the document(s) requested for amendment that shows the requested changes.

D. The Grant Manager will make reasonable efforts to respond in writing within fifteen (15) working days from receipt of request to approve or deny the request for amendment, including the reason for the decision.

E. The Grant Manager will make reasonable efforts to process amendments within thirty (30) days of the approval date. The amendment will not be in effect until both Parties' Authorized Signatories or designees have signed the Grant Agreement amendment.

Exhibit C, General Terms and Conditions

1. Approval

This Grant Agreement is of no force or effect until signed by both Parties. Grantee may not commence performance until such approval has been obtained.

2. Amendment

No change to this Grant Agreement shall be valid unless made in accordance with [Exhibit B, Section 7](#). No oral understanding or change not incorporated in this Grant Agreement is binding on any of the Parties.

3. Assignment

This Grant Agreement is not assignable by Grantee, either in whole or in part, without the consent of OPR in the form of an amendment.

4. Records Retention

- A. Grantee shall establish an official file containing adequate documentation of all actions taken with respect to the Project, including copies of the Grant Agreement, changes, amendments, letters, email correspondence, invoices, financial records, and reports and other documentation for a minimum of four (4) years following the final payment of funds or until completion of any action and resolution of all issues which may arise as a result of an audit, whichever is later. Grantee further agrees to require co-applicants (see [Exhibit A, Section 6G](#) for partnership agreement requirements) and subcontractors to provide copies of all documentation of actions taken related to the Project to the Grantee for retention in compliance with this section.
- B. Grantee shall adequately protect all records, physical and electronic, from loss, damage, or destruction during the four (4) year retention period.

5. Audit and Accounting

- A. Grant funded projects are subject to audit by the State of California during the grant term and for up to four (4) years following the termination of the Grant Agreement. Grantee agrees that OPR, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. The audit may consist of examining and auditing pertinent books, documents, papers, and records including financial transactions and supporting documents, general accounting systems, internal controls, management practices, policies, and procedures pertaining to the performance of this Grant Agreement. Grantee shall be given advance notice when the grant-funded Project is selected for an audit or review by OPR, the Department of Finance, the Bureau of State Audits, or their designated representative(s). Grantee agrees to allow the auditor(s) access to such records during normal business hours, excluding State of California holidays, and to allow interviews of any employees who might reasonably have information related to such records.
- B. Grantee further agrees to comply with Government Code section 8546.7 in its interactions with co-applicants and subgrantees and be aware of the penalties

for violations of fraud and for obstruction of investigation as set forth in Public Contract Code section 10115.10.

- C. Partners and subcontractors of the Grantee who are paid with grant funds under the terms of this Grant Agreement shall be responsible for maintaining accounting records as specified above. Grantee shall include a term in all contracts to that effect.

6. Indemnification

Grantee agrees to indemnify, defend, and hold harmless the State of California, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all Grantees, partners, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Grantee in the performance of this Grant Agreement.

7. Disputes

Grantee shall continue with the responsibilities under this Grant Agreement during any dispute.

8. Independent Grantee

Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers, employees, or agents of OPR.

9. Non-Discrimination Clause

During the performance of this Grant Agreement, Grantee and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, color, ancestry, national origin, religion, creed, age (over 40), mental disability, physical disability, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, and military and veteran status. Grantee and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§12990, subds. (a)-(f) et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Grant Agreement.

Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Grant Agreement.

10. Timeliness

Time is of the essence in this Grant Agreement. OPR and Grantee will work collaboratively to ensure this Grant Agreement and the Project are administered in a timely fashion.

11. Governing Law

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

12. Unenforceable Provision

If any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Grant Agreement have force and effect and shall not be affected thereby.

Exhibit D, Special Terms and Conditions

1. Compliance with Laws and Regulations

By signing this Grant Agreement, Grantee certifies that it shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits and shall secure any new permits required by authorities having jurisdiction over the Project(s), and maintain all presently required permits.

Grantee is responsible for complying with all applicable requirements, if any, of the California Environmental Quality Act (CEQA) (Pub. Resources Code, §§ 21000 et seq.) for the Project are met. OPR's selection of a Project for a planning grant does not foreclose appropriate consideration of alternatives or mitigation measures that would reduce or eliminate adverse environmental effects of any project during the CEQA review process. Nor does it foreclose the possibility that the project may be denied due to its significant environmental effects, if any. No work that is subject to CEQA may proceed until clearance is given by all lead and responsible agencies.

2. Subcontractors and Partners

OPR's contractual relationship is with Grantee, and not any of its Partners or subcontractors. Grantee is entitled to make use of its own staff, Partners, and subcontractors, as identified in the Budget Detail Worksheet ([Attachment 4](#)), and will comply with its own competitive bidding and sole sourcing requirements for subcontracts that arise out of or in connection with this Grant Agreement. Grantee shall manage, monitor, and accept responsibility for the performance of its own staff, Partners, and subcontractors, and will conduct Project activities and services consistent with professional standards for the industry and type of work being performed under this Grant Agreement.

Nothing contained in this Grant Agreement or otherwise shall create any contractual relationship between OPR and any Partners or subcontractors, and no subcontract shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to OPR for the acts and omissions of Partners and subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay Partners and subcontractors is an independent obligation from OPR's obligation to make payments to Grantee. As a result, OPR shall have no obligation to pay or to enforce the payment of any moneys to any Partner or subcontractor.

3. No Third-Party Beneficiaries

This Grant Agreement is not intended for the benefit of any person or entity other than the Parties, and no one other than the Parties themselves may enforce any of the rights or obligations created by this Grant Agreement.

4. Project Monitoring and Oversight

Project monitoring and oversight is essential to ensure the Project stays within scope and is completed on schedule and within budget in accordance with this Grant Agreement. It is the responsibility of the Grantee to monitor the Project to ensure that it is completed in accordance with this Grant Agreement.

5. Dispute Resolution

A. Invoice Disputes

- i. In the event of an invoice dispute, the Grant Manager will notify Grantee by phone and follow up in writing using the Invoice Dispute Notification Template ([Attachment 6](#)) within ten (10) working days of receipt of the disputed invoice.
- ii. During the dispute, both parties shall deal in good faith to resolve the dispute. Grantee shall continue to meet its responsibilities and obligations under the terms of this Grant Agreement.
- iii. If Grantee contests the decision made by the Grant Manager, Grantee shall submit a written “Notice of Dispute” on official letterhead, according to Subsection C below.

B. General Disputes

- i. In the event of a dispute unrelated to the dispute of an invoice, Grantee shall first attempt to resolve the dispute with the Grant Manager.
- ii. Both parties shall deal in good faith and attempt to resolve the dispute informally.
- iii. Grantee shall continue to meet its responsibilities and obligations under the terms of this Grant Agreement during a dispute.
- iv. If Grantee contests the decision made by the Grant Manager, Grantee shall submit a written “Notice of Dispute” on official letterhead, according to Subsection C below.

C. Contesting a Dispute Decision

- i. If Grantee contests a decision made by the Grant Manager, Grantee may submit a written “Notice of Dispute” on official letterhead. The “Notice of Dispute” shall include:
 - The Grant Agreement number
 - A complete description of the basis for the dispute
 - Legal authority or pertinent facts, supporting arguments and documentation
 - Action requested for resolution

The “Notice of Dispute” shall be sent to the following address, with copies sent via email to the OPR contacts in [Exhibit A, Section 4](#):

Governor’s Office of Planning and Research
APGP
Attn: AGRP Program Manager
1400 Tenth Street
Sacramento, CA 95814

- ii. Within 30 days after receipt of the “Notice of Dispute,” the OPR APGP Program Manager shall review the dispute and submit a written decision to Grantee, which shall include:
 - The decision made
 - An explanation for the decision
- iii. The written dispute decision of the OPR APGP Program Manager is considered final and cannot be disputed further by the Grantee.

6. Termination

- A. Completion of Project. This Grant Agreement shall terminate upon completion of the Project and payment of the last invoice.
- B. Early Termination. Either Party may terminate this Grant Agreement upon thirty (30) days advance written notice by certified mail to the other Party. The notice shall specify the reason for early termination and may permit Grantee or OPR to rectify any deficiency(ies) prior to the early termination date.

7. Waiver of Rights

- A. Grantee waives any and all rights to any type of express or implied indemnity or right of contribution from OPR, its officers, agents, or employees for any liability arising from, growing out of, or in any way connected with this Grant Agreement.
- B. Grantee waives all claims and recourses against OPR, including the right to contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incident to this Grant Agreement, except claims arising from the gross negligence of OPR, its officers, agents, and employees.
- C. None of the provisions of this Grant Agreement shall be deemed waived unless expressly waived in writing.

8. Insurance Requirements

- A. A Grantee that is a governmental organization may provide evidence of sufficient self-insurance to satisfy the insurance requirements below.
- B. If Grantee is not a governmental organization or is a governmental organization that is unable to provide evidence of sufficient self-insurance, then the following are the insurance requirements:
- C. Grantee must ensure the following insurance policies are obtained and kept in force for the term of this Grant Agreement, with no lapses in coverage, that cover any acts or omissions of Grantee or its employees engaged in carrying out any tasks specified in this Grant Agreement:
 - i. Workers’ Compensation Insurance in an amount of not less than the statutory requirement of the State of California (Labor Code, § 3700 et seq.).
 - ii. Commercial general liability insurance in an amount of not less than \$1,000,000 per occurrence for bodily injury and property damage combined.
 - iii. Motor vehicle liability with limits not less than \$1,000,000 per accident for bodily injury and property damage combined. Such insurance shall cover

liability arising out of a motor vehicle including owned or hired, and non-owned motor vehicles.

- D. Insurance policies must name the State of California, its officers, agents, employees, and servants as additional insured parties for the commercial general liability and automobile liability insurance, but only with respect to work performed under this Grant Agreement.
- E. Grantee is responsible for guaranteeing that a copy of each Certificate of Insurance is submitted OPR within sixty (60) calendar days of the Grant Agreement signature. The grant number must be included on each submitted Certificate of Insurance.
- F. Grantee must notify OPR prior to any insurance policy cancellation or substantial change of policy, including lapse of coverage, change in coverage amount, or change in carrier. Grantee shall submit proof of new or updated policy based on insurance requirements within thirty (30) days of policy cancellation or substantial policy change. Failure to provide proof of insurance may result in termination of this Grant Agreement.

9. Stop Work

If it is determined, at the sole discretion of OPR, that Grantee is not meeting the terms and conditions of this Grant Agreement, immediately upon receiving a written notice through certified mail from OPR to stop work, Grantee shall cease all work under this Grant Agreement. OPR has the sole discretion to determine that Grantee meets the terms and conditions of this Grant Agreement after a stop work order, and to send through certified mail a written notice to Grantee to resume work under this Grant Agreement.

10. Remedies of Nonperformance

Grantee's failure to comply with any of the terms and conditions of this Agreement shall constitute a breach of this Agreement. OPR will give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.

In addition to the other remedies that may be available to OPR in law or equity for breach of this Agreement, OPR may at its discretion exercise the following remedies:

- A. Undertake the dispute resolution process set forth at [Exhibit D, Section 5](#);
- B. Issue a stop work order pursuant to [Exhibit D, Section 9](#);
- C. Disqualify the Grantee from applying for future APGP funds or other OPR administered grant programs;
- D. Revoke existing APGP grant funds to the Grantee;
- E. Require the repayment of APGP grant funds disbursed and expended under this Agreement;
- F. Seek a court order for specific performance of the obligation defaulted upon, or the appointment of a receiver to complete the obligations in accordance with the APGP Guidelines and this Agreement;
- G. Other remedies available by law, or by and through this Agreement. All remedies available to OPR are cumulative and not exclusive.

11. Publicity

Grantee agrees that it will acknowledge OPR in all publications, websites, signage, invitations, and other media-related and public-outreach products related to the APGP. OPR staff will provide OPR logo files and guidance on their usage directly to Grantee. Grantee agrees to adhere to the Communications Kit provided by OPR ([Exhibit H](#)). If Grantee is planning an event or announcement, needs sample materials, or needs assistance or advice, Grantee shall contact the Grant Manager.

- A. Long-Form Materials: Long-form written materials, such as reports, must include the following standard language about OPR, APGP, and the Integrated Climate Adaptation and Resiliency Program (ICARP):

As communities in California experience more frequent, prolonged, and severe impacts from climate change, communities and governments at all scales are developing strategies and implementing actions to build a climate- resilient future. However, many jurisdictions, especially under-resourced communities in California, lack the capacity, tools, guidance, and resources to effectively prepare for climate impacts.

The APGP addresses this capacity gap by providing funding to help fill planning needs, providing communities with the resources to identify climate resilience priorities, and supporting the development of climate resilience projects across the state. The APGP enables communities to climate risk and adaptation considerations into planning activities and prepare for climate readiness and resilience in the long term.

- *The APGP is an initiative of the Integrated Climate Adaptation and Resiliency Program (ICARP) housed within the Governor's Office of Planning and Research. ICARP advances statewide climate adaptation and resilience by coordinating investments, partnerships and climate science to ensure people, natural systems, and the built environment are protected, prepared, and thrive in the face of climate change.*
- *Through direct and equity-focused investments and resources, ICARP helps build climate adapted and equitable communities in California, with a focus on solutions that both address the impacts of climate change and reduce greenhouse gas emissions. ICARP works to advance these priorities across all levels of government by developing actionable science and research; providing guidance, tools, and technical assistance; and administering climate resilience-focused grant programs.*

Learn more: <https://opr.ca.gov/climate/icarp/>

- A. Press Releases, Flyers, and Visual Materials: Any informational materials that do not qualify as long-form, but that include at least a paragraph of text, such as press releases, media advisories, short case studies, flyers, etc., must include either of the following messages:

Long version:

"[Project Name] is supported by the Adaptation Planning Grant Program at the Governor's Office of Planning and Research (OPR). The Adaptation Planning Grant Program is an initiative of OPR's Integrated Climate Adaptation and Resiliency Program (ICARP). ICARP advances climate

adaptation and resilience in California by coordinating investments, partnerships and climate science to ensure people, natural systems, and the built environment are protected, prepared, and thrive in the face of climate change.

Short version:

"[Project Name] is supported by the Adaptation Planning Grant Program implemented by the Governor's Office of Planning and Research."

Grantee may at times produce promotional materials that are primarily visual in nature, such as banners, signage, certain flyers, and sharable images for social media. In such cases, when including the above boilerplate language acknowledging ICARP and OPR support is not practical, Grantee should instead include the official OPR logo, preceded by the words "Funded by."

- B. Media Inquiries: Grantee must provide to OPR the name, phone number, and email address of Grantee's point of contact for all press inquiries and communications needs related to the Project. Grantees must also distribute a press release after grant decisions are presented during ICARP Technical Advisory Council (TAC) Meetings, and may be requested to present before the TAC and release communications materials for other major milestones throughout the lifecycle of the grant. All press releases must be approved by the OPR Communications and External Affairs prior to distribution and OPR must be alerted to all press events related to the grant.
- C. Communications Materials and Photos: Grantee shall share between 8-12 high-resolution, color photos with OPR during the Grant Term. These photos should include pictures of people involved with the Project, the Project area, and/or activities conducted during the Grant Term. OPR reserves the right to use these photos across its communications platforms.
- D. Social Media: Grantee is encouraged to use social media to share and inform the public of activities under this Grant Agreement. LinkedIn: @Governor's Office of Planning and Research (OPR) @CalOPR and #ICARP #climateadaptation #climateresilience #APGP should be tagged on all posts related to the APGP grant. Use of the hashtags #CAresilience and #ICARP and related variations is also encouraged.

12. Drug-Free Workplace Certification

In signing this Grant Agreement, Grantee certifies that it will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- B. Establish a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the workplace.
 - ii. The person's or organization's policy of maintaining a drug-free workplace.
 - iii. Any available counseling, rehabilitation, and employee assistance programs.
 - iv. Penalties that may be imposed upon employees for drug abuse violations.

C. Every employee who works on this Grant Agreement will:

- i. Receive a copy of the company's drug-free workplace policy statement.
- ii. Agree to abide by the terms of the company's statement as a condition of employment on this Grant Agreement.

Failure to comply with these requirements may result in suspension of payments under this Grant Agreement or termination of this Grant Agreement or both, and Grantee may be ineligible for award of any future State of California agreements if OPR determines that any of the following has occurred: Grantee has made false certification, or violated the certification by failing to carry out the requirements as noted above (Gov. Code, § 8350 et seq.).

13. Americans with Disabilities Act

Grantee will comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

14. Air/Water Pollution Violation Certification

Under State of California laws, Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the California Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

15. Payee Data Record Form - STD 204

This form must be completed by all Grantees that are not another state agency or other governmental entity.

Office of Planning and Research – Adaptation Planning Grant Program – Round 1
Grant Number: OPR23133, City/County Association of Governments of San Mateo County

Exhibit E, [APGP Guidelines](#)

Office of Planning and Research – Adaptation Planning Grant Program – Round 1
Grant Number: OPR23133, City/County Association of Governments of San Mateo County

Exhibit F, Award Letter



Governor Gavin Newsom

State of California
Governor's Office of Planning and Research
1400 10th Street, Sacramento, California, 95814
info@opr.ca.gov | opr.ca.gov



Director Sam Assefa

June 8, 2023

Reid Bogert
rbogert@smcgov.org

RE: Award Notification – Adaptation Planning Grant Program, Round 1, Planning Grant Award, San Mateo County, San Mateo County OneWatershed Climate Resilience Framework

Dear Reid and partners,

The Governor's Office of Planning and Research is pleased to inform you that San Mateo County has been selected as a Round 1 Grantee for the Adaptation Planning Grant Program award of \$649,648.00 for the San Mateo County OneWatershed Climate Resilience Framework. Round 1 of APGP is funded by a FY 2021-2022 budget appropriation from the General Fund. This program provides funding to help fill local, regional, and tribal planning needs, provides communities the resources to identify climate resilience priorities, and supports the development of a pipeline of climate resilient infrastructure projects across the state. Congratulations on your successful application.

APGP staff will schedule a kickoff meeting to discuss next steps, to address any outstanding issues or questions identified by staff and the interagency review panel, as well as finalize the partnership and grant agreement. Grantees and Partners will need to work closely and collaboratively with staff to address all issues and finalize the partnership agreement prior to grant execution.

Following execution of the grant agreement, grant funds will be disbursed on a quarterly basis for eligible direct and indirect costs unless otherwise specified. All reimbursed costs must meet the requirements for reimbursable tasks outlined in the grant agreement. Please note that no funds will be reimbursed for costs and expenses incurred prior to grant agreement execution.

We look forward to our partnership in the coming years. If you have any questions, please contact Abby Edwards, APGP Program Manager, at abby.edwards@opr.ca.gov.

Sincerely,

Sam Assefa

Director

Governor's Office of Planning and Research

Exhibit G, Grant Application

General Narrative Questions**Applicant Information**

Proposed Project Name: OneWatershed Climate Resilience Framework and Community-led Plan

Lead Applicant: City/County Association of Governments of San Mateo County

Instructions

- **Word counts** are listed for each question. Adhering to word counts is strongly recommended, but not required.
- **Maps, figures, and pictures** may also be included as part of the responses.
- **Formatting** such as bullet points (•, ○, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting to ensure readability.
- **Naming conventions** for the workbook and application narrative should mirror the following format [Lead Applicant Name – Project Name- Name of Document] for example [City of Albuquerque – Climate Adaptation Plan - Narrative].

Checklist

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

- ☐ General Narrative Questions (this Word document)
- ☐ Workbook (Includes Applicant Summary, Work Plan and Budget) (Excel)
- ☐ Letters of Support (PDF)

Project Vision & Priorities**250 words**

1. **Present the Vision Statement. Include the project approach, priority goals, objectives, and aspirations of your proposed project.**

Vision: Communities in San Mateo County face climate change impacts including prolonged drought, extreme heat, sea level rise, and increased frequency and intensity of large storms. These challenges have the greatest impact on vulnerable communities. To build adaptive capacity proactively, effectively, and equitably in anticipation of water infrastructure-related climate change hazards, a Project Team of six water, stormwater, sewer infrastructure agencies in San Mateo County, in partnership with the community-based organization (CBO) Climate Resilient Communities (CRC), propose the San Mateo County OneWatershed Climate Resilience Framework Project (Project).

Approach: The Project Team will develop 1) a Countywide OneWatershed shared-risk water infrastructure asset and community vulnerability data inventory and 2) a OneWatershed Framework considering infrastructure, climate hazards, and community vulnerability criteria for prioritizing projects.

In collaboration with local partners, the team will apply the framework to the flood-prone San Bruno Creek watershed then co-create 3) a OneWatershed Climate Resilience Plan (Plan) including 1-3 project, policy update, or program opportunities (Figure 1).

Aspirations: The City/County Association of Governments (C/CAG) and partners aspire to:

- Establish and advance a cross-asset climate change adaptation framework and community of practice as a model for community-led risk and project opportunity area identification throughout San Mateo County and beyond;
- Establish a replicable watershed approach and expand opportunities for collaboratively managing stormwater, flooding, heat, SLR, and drought hazards cost-effectively and equitably;
- Create more resilient neighborhoods and watersheds; and
- Break down longstanding silos in water-related infrastructure planning and management to holistically solve climate adaptation challenges related to water.

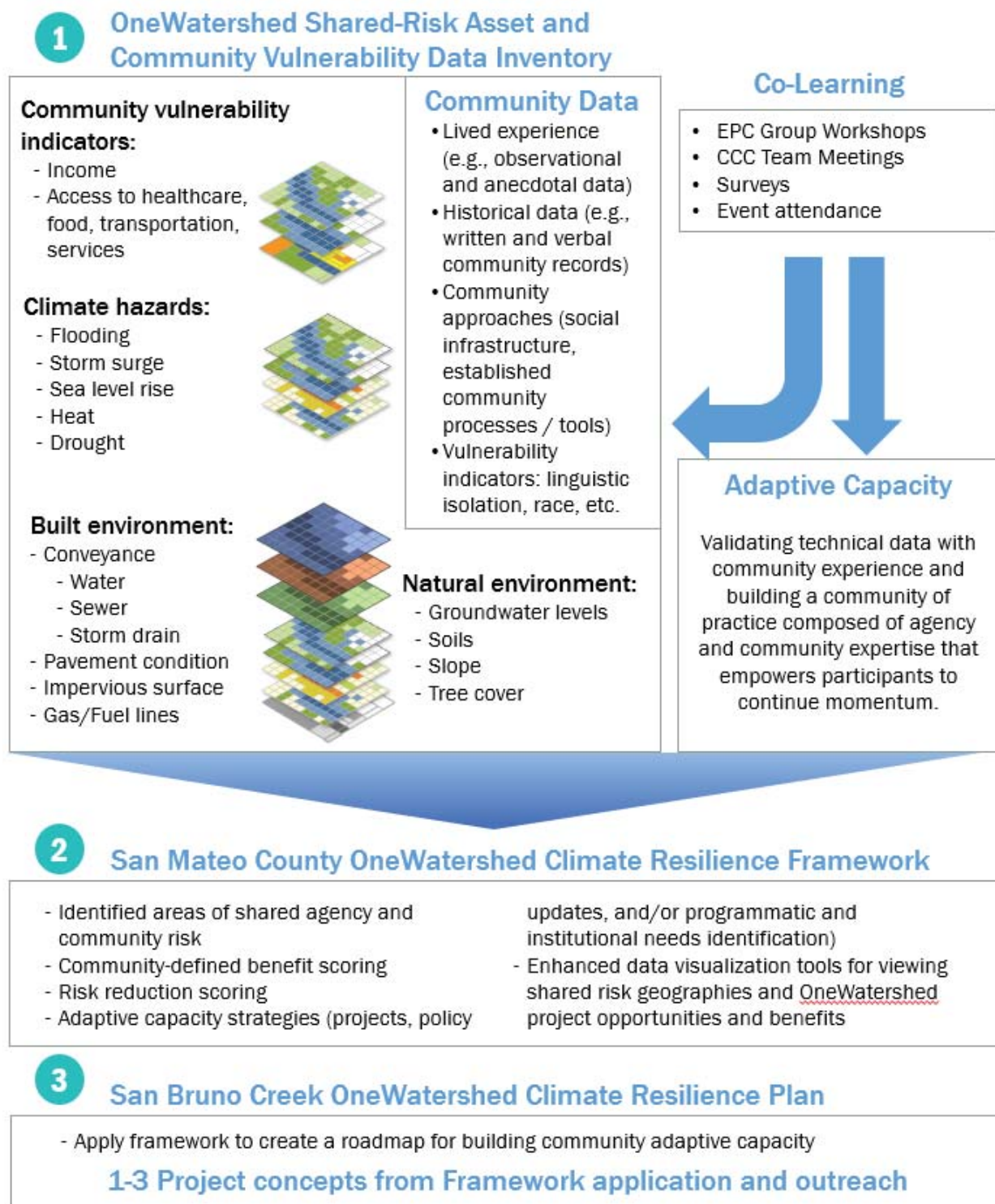


Figure 1. San Mateo County OneWatershed Climate Resilience Framework Project Approach demonstrating data inputs and co-learning that support adaptive capacity building and development of the countywide framework and local San Bruno Creek OneWatershed Plan.

Community Need & Adaptive Capacity

750 words

2. Provide any or all of the following, using any of the sources listed in Section A “Consideration of Vulnerable Communities” of the APGP Grant Guidelines.
 - a. An overview of any existing information about the proposed project area’s vulnerable communities, including population characteristics, locations, and other known factors contributing to vulnerability.
 - b. How the vulnerable communities have been involved in the proposed project to date (or, if this has not yet been feasible, the plan for how they will be involved from application submission date onward).
 - c. How the project will address unique needs, and enhance the adaptive capacity of, vulnerable communities.
3. Describe known climate change-related issues and possible solutions in the project region, as well as gaps in this knowledge the project will address, including any or all of the following:
 - a. Any existing information available on current and future climate change impacts, and gaps in known information.
 - b. Information on historic conditions, such as hazards faced by the community in the past.
 - c. How the proposed planning project will expand on existing knowledge and fill information gaps on climate change vulnerability, impacts, and/or adaptation solutions and build community resilience to climate change?

The San Mateo County Snapshot and Unique Qualities list (San Mateo County SLR Vulnerability Study [SLR VS], 2018) highlight its geographically and socio-economically diverse population in Figure 2.

Figure 3 presents selected County vulnerability indicators from the California Department of Public Health Climate Change & Health Vulnerability Indicators (CCHViz) webpage. The County has the largest population living in projected SLR inundation areas of all coastal counties in California (statistics on potential impacts shown in Figure 4). According to the SLR VS, the assessed value of parcels flooded in the next 50-100 years is roughly \$39.1 billion. To address the broad range of impacts, members of the Project Team are advancing multiple water/climate resilience planning efforts including, but not limited to, those presented in Table 1.

Lead Agency	Planning Effort Title	Description	Opportunity for Proposed Project to Expand / Fill Gaps
C/CAG	Regional Collaborative Program Framework	<ul style="list-style-type: none"> Evaluated future increased stormwater runoff depths countywide. Identified regional stormwater projects to treat runoff, reduce peak flows, and augment water supply. 	Obtaining funding remains a challenge. The Project can add community data and advance potential funding strategies.

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C/CAG	Green Infrastructure Tracking Tool	<ul style="list-style-type: none"> • Uses a cloud-engine based mapping tool to map and track water quality, current and future volumes managed, and greened acres benefits of planned and constructed green infrastructure projects. • Funded by Caltrans Adaptation Planning Grant. 	The Project could enhance the existing tool by adding risk reduction and asset management for climate resiliency planning efforts by partner agencies.
San Mateo County Office of Sustainability (OOS)	Sea Level Rise Vulnerability Study (SLR VS)	<ul style="list-style-type: none"> • Holistic look at impacts of SLR on entire County • Led to creation of the San Mateo County Flood and Sea Level Rise Resiliency Agency (OneShoreline) 	The Project expands on infrastructure vulnerability analysis with a targeted water, sewer, and storm drain infrastructure lens for regional
San Mateo County Office of Sustainability (OOS)	Climate Ready SMC	Presents a multi-agency, community-centered evaluation of heat, wildfire, and SLR impacts on infrastructure and communities, policy tools, and city-level pilot adaptation projects.	agency/community collaboration and watershed resilience.
BAWSCA	Water Supply Reliability Roundtables	BAWSCA and County water agencies identified alternative supply sources such as groundwater recharge and stormwater capture for drought mitigation.	Project will integrate water supply infrastructure and use/demand data with other climate resilience analyses.
South San Francisco-San Bruno Water Quality Control Plant and Army Corp of Engineers	Lower Colma Creek Coastal Flood Risk Management Project	<ul style="list-style-type: none"> • Construct localized flood protection of the low laying areas around the plant. • Engineers designed the protections to supplement future larger scale regional efforts. • Funded by a US Army Corp of Engineers grant and City of South San Francisco. 	Project builds a framework in which partners can add infrastructure updates and shift risk profiles as new projects come online.

The County is making significant strides and has an abundance of data, but uncoordinated planning can impede collaborative projects to support cross-agency and vulnerable community risk reduction. Past efforts also have not been fully centered on vulnerable communities. The Project will build on exiting efforts and identify those areas with the greatest shared risk. Our project seeks to answer these questions:

Where are the areas of shared risk for County infrastructure (water, sewer, storm drain), and where do the risks overlap with social vulnerabilities and opportunities for climate hazard mitigation and water supply resilience?

What resiliency project would community members support?

The Project will build on existing Countywide data, identify gaps, and make data more accessible and useful with a community-led process to extrapolate and visualize in a publicly available dashboard to maximize climate risk reduction with respect to community adaptive capacity and water infrastructure resilience. Expanding the use of local groundwater is one of the supply strategies envisioned by water agencies to meet projected increases in water demand, to diversify water sources, and to better prepare for

times of drought. The Countywide Framework will also prioritize groundwater recharge and account for water supply risk reduction in analyses.

Although much of the county is under threat from water-related climate hazards identified above, the San Bruno Creek Watershed provides a useful area to apply the proposed OneWatershed Framework as a case study. One particularly impacted community is the Belle Air neighborhood in the lower reach of the San Bruno watershed occupied by 2,529 residents representing about 6% of total San Bruno population. The census tract is designated as disadvantaged (average Cal EnviroScreen 3.0 Percentile is 78%; within the top 25%) and low-income (median household incomes at or below 80% of the statewide median income). Figure 5 identifies other recorded vulnerability characteristics of the neighborhood. Belle Air experiences frequent flooding (Figure 6), particularly along a jurisdictional boundary, and currently lacks community-based organization (CBO) participation.

San Bruno, South San Francisco, SFO, Caltrans, FEMA, and the former flood control district (now OneShoreline) have each worked on independent studies and project solutions within their respective jurisdictions near Belle Air. OneShoreline is seeking funding from the FEMA Flood Mitigation Assistance grant program for a regional, cross-jurisdictional project to address flooding and SLR impacts in Belle Air.

Our Project proposes creating a Climate Change Community (CCC) Team to function as a new CBO that can influence the direction of future projects, policies, and programs in the watershed, such as the potential future OneShoreline project or other planned or new opportunities identified in the OneWatershed Climate Resilience Plan. The CCC Team can also help provide enhanced vulnerability metrics for tracking improvements in resilience and adaptive capacity over time.

Project, policy update, or program opportunities will focus primarily on multi-benefit green stormwater infrastructure and nature-based solutions for their potential to address multiple climate hazards across assets and provide climate adaptation benefits. Figure 7 illustrates an example of green infrastructure project typologies located at various levels of a watershed.

Figure 7. The Resilient by Design Challenge “Collect and Connect South City” conducted a watershed-scale analysis of the Colma Creek Watershed and identified green infrastructure opportunities at varying watershed elevations and benefits including water reuse, groundwater recharge, recreation, flood mitigation, water quality, and heat mitigation.

Co-Benefits

250 words

Describe how the proposed project will prioritize strategies and outcomes that provide climate change adaptation co-benefits (such as social equity, greenhouse gas mitigation, economic, and/or environmental co-benefits).

The proposed project will build on prior efforts led by C/CAG and Co-applicants to advance multi-scale multi-benefit green stormwater infrastructure including site scale, street scale, and regional-scale stormwater capture projects. Figure 9 presents selected co-benefits of regional-scale stormwater management.

Co-benefits of our asset inventory, framework, project/policy/program concept creation and intensive engagement process include:

- **Good government:** The project will provide tools for agencies and organizations to work collaboratively to restore watersheds for community and infrastructure resilience to climate change using equity-focused processes that are scalable and repeatable.
- **Equity and Community Capacity:** Using a risk-based framework will allow decision makers to prioritize the places where vulnerable communities and infrastructure risk coincide. This can lead to increased equity and capacity building and to reduced infrastructure risk in vulnerable and historically underserved communities.
- **Community and agency watershed literacy:** The project will use the watershed as the planning unit to communicate with residents and stakeholders about ecology, infrastructure, and climate change.
- **Economic efficiency:** Climate change requires that we do more with less. An integrated, multi-agency approach will help us to prioritize and work collaboratively to solve multiple problems with the same projects using pooled funding from all agencies involved.
- **Working with Nature:** By using nature-based solutions that rely on plants and soils, we will enhance local habitat quality, quantity and connectivity and create solutions that can be self-sustaining and require less human intervention in the long term.

Figures 10 and 11 highlight additional co-benefits of green stormwater infrastructure projects.

Community Partnership

500 words

Describe the partnership structure, including roles, responsibilities, and why this specific group of organizations is well suited to carry out the proposed planning activities of the proposed project. Include details on previous history working together if applicable; if this is an emerging partnership, share what aspects of this new partnership will set the group up for success.

The Project Team consists of multiple agencies and organizations that have worked together on past initiatives (Figure 12).

Figure 13 illustrates the proposed structure for Project partnerships.

The co-applicants have been heavily engaged and formative in the development of this grant proposal and have expressed strong commitments to project implementation if funded. As demonstrated in Figure 12, the Project builds on years of multi-agency collaboration and prior planning efforts, each of which has supported a range of climate adaptation goals and efforts to increase climate change resiliency. Several prior projects were funded with state and federal climate adaptation and resilience funds. The Project will support progress toward relevant state climate adaptation goals and initiatives including, but not limited to:

- California's Climate Adaptation Strategy
 - Strengthen protections for vulnerable communities,
 - Accelerate nature-based climate change solutions,
 - Make decisions based on best available climate science, and
 - Partner and collaborate to leverage resources.
- Protecting Californians from Extreme Heat Action Plan
 - Using nature-based solutions, and
 - Increasing resilience to the built environment.
- California Water Supply Strategy
 - Increasing water supply storage;
 - Increasing water supplies through stormwater capture, recycled water, and groundwater recharge; and
 - Overcoming institutional barriers to integrated water planning.

The proposed Project will take these efforts and agencies to the next level of increased cross – sector integration and coordination in San Mateo County, drawing on institutional capacity and momentum from prior efforts, with a new focus on shared-risk and community vulnerability.

C/CAG has worked with every Project Team participant on prior projects and will continue leading the way towards OneWatershed project implementation with a focus on multi-benefit stormwater projects that integrate resources from and benefits to water supply, surface drainage, and sewer collection and treatment systems. As an example, C/CAG staff and members from CRC formed an initial partnership on a Prop 68 Coastal Conservancy Climate Adaptation Grant in which CRC is leading a community-based stormwater modeling and climate resiliency study supported by residential rain garden and rain barrel installations, workforce development and technical resources provided in East Palo Alto and Belle Haven neighborhoods.

The Project Team will meet monthly in the early stage of the project to provide data and participate in creating the Countywide OneWatershed infrastructure database and project opportunity framework. Participants in an Equity Priority Community Group will review the framework at a Countywide level. The goal is to have a collaborative community-centered approach throughout the entire project.

As the framework is applied in the San Bruno Watershed area, C/CAG, the TAC, and the consultant team will draw on prior experience with community-led design. CRC will model the CCC team design from its work in East Palo Alto and Colma Creek communities, where the CCC teams formulate and express community preferences and priorities regarding climate adaptation planning and implementation. Once established, the CCC team can assist with deeper community engagement and leadership capacity and become a durable piece of community organizational infrastructure.

Workplan and Budget

250 words

Provide a high-level budget justification that summarizes the overall project costs. Explain how the requested budget is aligned with the proposed Work Plan and reflects the overall project objectives and program goals. Applicants may choose to organize the budget items under the eligible cost categories for the APGP.

The Project includes approximately 5% of the budget for administration and an end of project evaluation and Summary Fact Sheet highlighting next steps and funding opportunities. The remaining proposed budget is split almost evenly between engagement activities (50% of total budget) and technical tool and resources development (45% of total budget), reflecting a full commitment to community-led and participatory planning. The Project will provide useful tools and resources for advancing climate adaptation work at a countywide scale and a demonstration of applying newly developed tools in a priority watershed. The Project also proposes building from prior efforts and enhancing existing tools that align with other local agency needs (i.e., improving C/CAG's GI Tracking Tool). Figure 14 shows engagement activities in shades of purple and technical tools and resources development) in shades of green.

The robust engagement approach includes compensation for the CBO partner CRC and for members of the CCC Team CRC will help form in the Belle Air neighborhood of San Bruno. Payment for active and qualified participation in community workshops and focus groups will allow participants with limited financial flexibility to be available for meetings. The engagement materials budget includes costs for food and printed materials for in-person meetings or workshops. CRC will begin with an organic process of meeting prospective CCC team members over coffee prior to bringing the team together and holding monthly meetings. An investment in the CCC Team can enable the group to serve as lasting "community infrastructure" whose input and engagement on the project will build their capacity to advocate for their community and engage in other governmental processes.

-- END OF DOCUMENT--

Exhibit H, APGP Communications Kit

Dear Adaptation Planning Grant Program Grantee,

Congratulations on your successful award from the Adaptation Planning Grant Program! Your dedication and hard work have paid off, and we are thrilled to be partnering with you on your important project.

At the Governor's Office of Planning and Research (OPR), we recognize the significance of your work in advancing climate resilience and adaptation. Your project holds great potential to deliver substantial environmental, health, and climate benefits to your community, and we are committed to supporting you every step of the way.

To assist you in effectively communicating and sharing the impact of your project, OPR's Communications and External Affairs team has prepared this Communications Toolkit. It serves as a comprehensive set of communications and branding guidelines specific to the Adaptation Planning Grant Program, as well as a range of resources and best practices to enhance your outreach across various media channels.

We believe that your project deserves recognition not only within your community but also as a model for others facing similar challenges. The tools and guidance provided in this kit will help you effectively share your accomplishments, engage partners, and build awareness about the importance of climate adaptation and resilience planning.

As you plan events, announcements, or any communication activities related to your grant, please refer to this toolkit and adhere to the guidelines provided. Should you require sample materials, event support, or expert advice, our Deputy Director of Communications and External Affairs, Emily Breslin, is available to assist you. You can reach Emily at emily.breslin@opr.ca.gov.

We appreciate the inspiring work you are doing to implement innovative and effective climate adaptation strategies. Together, we can make a substantial difference in building resilient communities and securing a sustainable future for all. We value our partnership and look forward to supporting you every step of the way.

Best regards,

The Governor's Office of Planning and Research Team

Introduction

We are promoting the 14 grantees through a [press release](#), [LinkedIn post](#), [tweet](#) and we welcome you to do the same. Below is some *suggested* language, but please feel very free to modify any of it as you see fit:

[Organization Name] is pleased to announce that [Project Name] has been selected as a recipient of the Round 1 Adaptation Planning Grant Program, provided by the Governor's Office of Planning and Research (OPR). This new grant program supports integrated climate adaptation projects and planning efforts in California. We're thrilled to announce our project is one of fourteen awarded in this first round!

With the support of the Adaptation Planning Grant, [Project Name] will be able to [briefly describe the project's goals and objectives]. This funding will enable us to [insert deliverables etc... implement innovative strategies, leverage partnerships, and incorporate cutting-edge climate science to enhance our resilience and adaptation measures].

Find more information about the [Adaptation Planning Grant and the Integrated Climate Adaptation and Resiliency Program \(ICARP\)](#) on the OPR website and read more about our other projects in this recent press release, "[California Awards \\$8 Million to help communities strengthen resilience against growing climate impacts](#)."

We look forward to working with the Governor's Office of Planning and Research (OPR) and want to congratulate all the recipients of the Adaptation Planning Grant Program. Together, we will build a more resilient California for All.

*LinkedIn: @Governor's Office of Planning and Research (OPR) @CalOPR and #ICARP
#climateadaptation #climateresilience #CAresilience*

Publicity Requirements & Guidelines for Adaptation Planning Grantees

Adaptation Planning Grantees should acknowledge OPR in all publications, websites, signage, invitations, and other media-related and public-outreach products related to the Adaptation Planning Grant Program (APGP). OPR staff will provide OPR logo files and guidance on their usage directly to Grantee.

When using OPR's logo, use the color version only when the logo appears on a white background; on backgrounds of any other color, please use the white version of the logo.

Long Form Materials

Long-form written materials, such as reports, must include the following standard language about OPR, APGP, and the Integrated Climate Adaptation and Resiliency Program (ICARP):

As communities in California experience more frequent, prolonged, and severe impacts from climate change, communities and governments at all scales are developing strategies and implementing actions to build a climate- resilient future. However, many jurisdictions, especially under-resourced communities in California, lack the capacity, tools, guidance, and resources to effectively prepare for climate impacts.

The Adaptation Planning Grant Program addresses this capacity gap by providing funding to help fill planning needs, providing communities with the resources to identify climate resilience priorities, and supporting the development of climate resilience

projects across the state. The Adaptation Planning Grant Program enables communities to climate risk and adaptation considerations into planning activities and prepare for climate readiness and resilience in the long term.

The Adaptation Planning Grant is part of the Integrated Climate Adaptation and Resiliency Program (ICARP) housed within the Governor’s Office of Planning and Research. ICARP advances statewide climate adaptation and resilience by coordinating investments, partnerships, and climate science to ensure people, natural systems, and the built environment are protected, prepared, and thrive in the face of climate change.

Through direct and equity-focused investments and resources, ICARP helps build climate adapted and equitable communities in California, with a focus on solutions that address the impacts of climate change and reduce greenhouse gas emissions. ICARP works to advance these priorities across all levels of government by developing actionable science and research; providing guidance, tools, and technical assistance; and administering climate resilience-focused grant programs.

Learn more: <https://opr.ca.gov/climate/icarp/>

Press Releases, Flyers, and Visual Materials

Any informational materials that do not qualify as long-form, but that include at least a paragraph of text, such as press releases, media advisories, short case studies, flyers, etc., must include either of the following messages:

Long version:

“[Project Name] is supported by the Adaptation Planning Grant Program at the Governor’s Office of Planning and Research (OPR). The Adaptation Planning Grant Program is an initiative of OPR’s Integrated Climate Adaptation and Resiliency Program (ICARP). ICARP advances climate adaptation and resilience in California by coordinating investments, partnerships, and climate science to ensure people, natural systems, and the built environment are protected, prepared, and thrive in the face of climate change.

Short version:

“[Project Name] is supported by the Adaptation Planning Grant Program implemented by the Governor’s Office of Planning and Research.”

Mostly visual:

Grantee may at times produce promotional materials that are primarily visual in nature, such as banners, signage, certain flyers, and sharable images for social media. In such cases, when including the above boilerplate language acknowledging ICARP and OPR support is not practical, Grantee should instead include the official OPR logo, preceded by the words “Funded by.”

Media Inquiries

Grantee must provide to OPR the name, phone number, and email address of Grantee’s point of contact for all press inquiries and communications needs related to the Project. Grantees must also distribute a press release after grant decisions are presented during ICARP Technical Advisory Council (TAC) Meetings, and may be requested to present before the TAC and release communications materials for other major milestones throughout the lifecycle of the grant. All press releases must be

approved by the OPR Communications and External Affairs prior to distribution and OPR must be alerted to all press events related to the grant. Please share draft press releases with OPR for review 30 days in advance of when you'd like to post them by emailing them to Brandon Harrell at brandon.harrell@opr.ca.gov.

Communication Materials & Photos

Grantee shall share between 8-12 high-resolution, color photos with OPR during the Grant Term. These photos should include pictures of people involved with the Project, the Project area, and/or activities conducted during the Grant Term. OPR reserves the right to use these photos across its communications platforms.

Social Media

Grantee is encouraged to use social media to share and inform the public of activities under this Grant Agreement.

Please tag OPR in your posts and tweets about your work using the Adaptation Planning Grant.

LinkedIn: @Governor's Office of Planning and Research (OPR)

Twitter: @CalOPR

Suggested hashtags: #ICARP #climateadaptation #climateresilience #CAresilience

Spread the Word

Here are a few effective ways to raise awareness around your important work. In every case, we recommend a clear, concise writing style that avoids technical terms and is easy for most readers to access. Be sure all your communications comply with the Publicity Requirements and Guidelines on pages 24-36 of this kit.

Create a Website or Webpage

One of the best ways to share the latest information about the progress of your APGP project is to compile everything the public needs to know into well-organized website or webpage. Your website or webpage should be simple and inviting, with sections explaining who you are, what the Adaptation Planning Grant Program is, and why the project is important. Keeping the website updated with your latest accomplishments and steps taken to achieve your goals will keep members of your community enthusiastic and engaged. You can choose from dozens of inexpensive website templates, such as Wix, Square Space, and WordPress.

Press Releases & Media Advisories

If you're interested in getting mentioned by your local news outlets (newspapers, web-based news, radio, television), you've got to alert reporters, editors, hosts, news desks, and producers in your local media market. Here are a couple ways to get their attention (in both cases, include a contact name, title, phone number, and email at the top):

Press release

This is a narrative piece that tells the reader a story. Your best bet is to write it in the style of a story you'd read in the newspaper. Start with the most important part so that the reader knows immediately what you want to tell them about. From there, add details to flesh out the story (the amount of the grant, the number of supporting community groups, total emissions reductions, etc.), along with quotes from people who are engaged with your project – for example, representatives from partner organizations,

residents who engaged in project design, and OPR's Executive Director. Some media outlets might publish your press release as is! Others will follow up with questions or to interview someone.

Media advisory

This is a short piece you send to reporters, editors, hosts, news desks, and producers when you want to invite them to attend and cover an event, such as a groundbreaking, ribbon-cutting, dedication, etc. Make sure you answer the most important questions (who/what/when/where/why/how) and emphasize what makes your story worthy of media attention—as well as what photo opportunities will be available at the event.

Social Media

Numerous social media platforms support digital storytelling and promotion. Use your existing platforms to talk about your Adaptation Planning Grant project. We also encourage you to tag OPR in your tweets and LinkedIn posts about your Adaptation Planning Grant project so we can retweet and share your updates. Please see our social media section of this kit for more details.

Blog Post

If you or any of your partners currently has an active blog, we encourage you to write a blog post highlighting the progress or impact of your Adaptation Planning Grant project. For example, ask a project partner to write a guest blog or sit with you for a Q&A to highlight some of the specific benefits of their work, who is receiving those benefits, and how the community has been involved. After you've posted your blog, you can share it on your social media platforms!

Newsletter

If you or any of your Adaptation Planning Grant partners have a newsletter or listserv, please use it to share your award announcement and other important milestones. Encourage community leaders and/or elected officials who work with you frequently to announce Adaptation Planning Grant Program milestones through their newsletters or listservs as well. Please contact us at OPR so we can share your important Adaptation Planning Grant milestones through our newsletter as well!

Op-Ed or Letter to the Editor

Consider writing an op-ed or letter to the editor of your local newspaper to raise awareness of your new Adaptation Planning Grant and the benefits it will bring to your community. A good approach is to acknowledge the various partners involved in the planning process, name the specific benefits this project will bring to members of your community, and emphasize the place-based, community-driven approach to this project using the Adaptation Planning Grant Program's model. An op-ed is typically around 600 words (it depends on the outlet) and you submit it to the Op-Ed Editor; it is best to reach out to this editor with an outline for your piece and ask if they're interested in running a developed piece from you. A letter-to-the-editor is short – usually under 200 words – and you just submit it directly to the letters section of the outlet.

Events

Events with community members, leaders, and elected officials can be a draw for the press, as well as for local residents, and are a great way to build excitement about your Adaptation Planning Grant project.

Host Community Events

Organizing a fun kick-off meeting and other community events for partners and the general public is a great way to raise awareness about your Adaptation Planning Grant and get more people involved in the planning process. These kinds of events can help make sure everyone is on the same page and united in your mission, as well as enthusiastic about the tangible benefits your project will create.

Remember

The OPR team is here to help! We love to work with awardees to brainstorm communication strategies. We can provide quotes from OPR leadership for your press releases and make leadership available for media interviews. We can coach you on how to pitch media, help you identify reporters, and help secure participation by State officials in your event. Contact OPR's Deputy Director of External Affairs, Emily Breslin, for support: emilly.breslin@opr.ca.gov.

Social Media

Social media offers an array of powerful, free platforms that enable you to communicate about your Adaptation Planning Grant project to potentially large audiences.

Tag us

We love seeing grantees' progress from vision to reality. Please post updates and photos of project events or outcomes on social media, and make sure to tag us so that we can like, comment, and retweet to share your hard work with all of California.

Tag Your Partners

Remember to include co-applicants and other key partners and champions in social media posts about your Adaptation Planning Grant. Tagging partners gives them the recognition they deserve while increasing the audience for your post.

Use Hashtags

Hashtags can be an effective way to increase a post's visibility and response rate. It is best to use 1-2 relevant hashtags per tweet, 3 per LinkedIn post, and 3-5 per Instagram post, story, or reel. Example hashtags: #climateadaptation #climateresilience #CAresilience

Use Images and Alt Text

A social post with an image will get more traction than one without an image. Throughout every stage of the Adaptation Planning Grant process, be sure to encourage your team to bring their phones or even a nice camera and take a picture of their colleagues or work environment. Having a photobank of pictures can work wonders on your social media accounts, especially because you'll have the freedom to choose the highest quality or most interesting photos. Please see the Photo Tips section of this kit for more information.

So that community members who are blind or have limited vision can access your information, include alt text with every image you tweet or post. See the example posts below for sample alt text.

Shorten the Message

Given the character limit for tweets, you will need to pick and choose what information to include. Incorporate hashtags and tagging partners into your sentences. Use commonly known abbreviations and conjunctions.

Amplify the Voices of Community Members

Reach out to partners and community members for their videos, quotes, and pictures that share how your Adaptation Planning Grant project will affect their lives. These stories can increase your social media audience’s enthusiasm for your project. Retweeting posts that residents and partners create is another way to demonstrate the Adaptation Planning Grant project’s impact.

Post Often

Research shows your followers may like, comment, and share your posts more when you tweet several times per day and post on LinkedIn every day. Aim for no more than 1 tweet or retweet per hour and no more than 2 LinkedIn posts or reposts per day. Brainstorm with your staff to come up with creative ways to keep the public informed and interested in your work. Then create a schedule and remain consistent.

More Social Media Tips



Encourage audience engagement by posting questions.

Use at least 1 emoji per post. Refer to emojipedia.org.



Encourage your colleagues and partners to comment on your posts and tweets by emailing them the URLs to your posts and tweets

Observe copyright laws.

Use URL shortening tools from sites like bitly.com and tinyurl.com if needed

Twitter	LinkedIn
 <p>Alt text: Adaptation Planning Grant Program (APGP) Round 1 Funding Increase from \$6.6 M to \$8M Apply by March 31! OPR logo. California coast at sunset.</p>	 <p>Alt text: Overlaid text reads “Join us for Round 1 Funding Application Virtual Office Hours. Wednesdays 1pm-2pm. Adaptation Planning Grant Program (APGP).” OPR logo in bottom left corner. Group of 3 people of different races and</p>

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Grant Number: OPR23133, City/County Association of Governments of San Mateo County

	genders working together around a table with laptops.
Link to post	Link to post
 <p>Governor's Office of Planning and Research (OPR) 1,000 followers</p> <p>After incorporating extensive feedback from California community members and partners on the grant guidelines, we're excited to invite applications for Round 1 of the Adaptation Planning Grant Program (APGP) starting today! Get the grant application process started by completing the Request for Application - intent Survey here: intend.surveymonkey.com/OPR23133</p> <p>APGP is a new program that will fund local, regional, and tribal organizations' integrated planning. AOPG's goals are to:</p> <ol style="list-style-type: none"> 1. Expedite and meaningfully prioritize equitable outcomes 2. Encourage communities to equitably plan for and respond to multiple climate risks 3. Support integrated social and physical infrastructure planning to achieve community resilience 4. Build statewide capacity to create and implement equitable planning strategies 5. Embed equity into the planning process <p>#climateadaptation #climatechangeaction #planning</p> <p>Adaptation Planning Grant Program (APGP) Round 1 Funding Application Available!</p> <p>10 reactions</p>	 <p>OPR @CalOPR · Jan 6</p> <p>The Round 1 Application for OPR's Adaptation Planning Grant Program (APGP) is now available! Due 3/31. Join us for an Application Workshop on Tuesday, January 10 at 3pm bit.ly/3GNfuTS. App materials here: bit.ly/3WOIR2I</p> <p>#climatechange #climateadaptation</p> <p>Adaptation Planning Grant Program (APGP) Round 1 Funding Application Available!</p> <p>1 retweet · 3 likes · 205 views</p>
Alt text: Overlaid text reads "Adaptation Planning Grant Program (APGP), Round 1 Funding Application Available!" OPR logo. Two people's forearms and hands as they plan using adhesive notes, clip boards, and a laptop.	Alt text: Overlaid text reads "Adaptation Planning Grant Program (APGP), Round 1 Funding Application Available!" OPR logo. Two people's forearms and hands as they plan using adhesive notes, clip boards, and a laptop.
Link to post	Link to post

Follow us

The California Office of Planning & Research (@Cal_OPR) posts frequently on Twitter about the State's efforts to improve our environment and communities. OPR is also active [on LinkedIn](#). We encourage you and your Adaptation Planning Grant partners to follow our accounts to stay up to date on the latest news on our policies and programs. If we tweet about the APGP, or about anything else relevant or interesting to you, please 'like' and retweet us—sometimes it can even save you the trouble of crafting your own tweet.

Photo Tips

Consider pointers in this section when using photography to tell your project's story.

Quality

Use the highest quality camera you can access. Good news: many modern smartphones are usually sufficient if you turn your phone sideways, tap on the display to focus on your subject, and position your subject so they are well-lit. Photos on social media don't have to be as high quality as photos on your website or in your newsletter.

Everyone's a Photographer

Encourage your staff and partners to take photos whenever they have the chance,

and to send them all to your organization's communications team. Designate someone who owns a nice camera to take photographs during events.

Don't Have a Great Photo?

There are countless high-quality photos that you can download and use for free.

Unsplash (*Free*): unsplash.com/

Pexels (*Free*): pexels.com/

Gender Spectrum:

drive.google.com/drive/u/0/folders/1JF4t11wo8PnFsqZrKwyg4rtvohPNRAi6

CreateHERStock: createherstock.com/

Noun Project (*Free and Paid*): thenounproject.com/

Content

When possible, photos should be bright and colorful, without being busy or filtered. Candid photos of people working or interacting tend to be more eye-catching than people smiling at the camera. Highlight interesting aspects of your project so your photo stands out.

Remember

The picture is what draws people in to read the caption and learn about your work. Don't underestimate its importance!

Stay in Touch!

Feel free to contact OPR's Deputy Director of External Affairs, Emily Breslin, if you have questions or need support on any of your communications efforts at Emily.breslin@opr.ca.gov.

OPR's Newsletter and APGP Listserv

OPR Newsletter Sign Up: <https://opr.ca.gov/e-lists.html>

APGP Email List: <https://lp.constantcontactpages.com/su/XPQJivh/APGP>

Follow us on social media and check our website regularly for new announcements and updates!

Twitter

twitter.com/Cal_OPR

LinkedIn

linkedin.com/company/governor-s-office-of-planning-and-research/

Website

opr.ca.gov


Attachment 1: Authorized Signatory Form

I hereby verify that I am an authorized Grantee representative and signatory and, as such, can sign and/or delegate authorization to sign and bind Grantee as it relates to the above-referenced Grant Agreement and grant related documents.

Grantee Authorized Signatory:

Name: Sean Charpentier
(Type or Print Name)

Title: Executive Director

Signature: 

Date: 10/12/2023

Delegated Authorized Signatories:

1. **Name:** Reid Bogert
(Type or Print Name)

Title: Program Director

Signature: 

Date: 10/12/2023

Document(s) Authorized to sign:

☒ All Grant Related Documents **or** ☐ Grant Agreement
☐ Grant Amendments ☐ Budget Amendments ☐ Reports
☐ Invoices ☐ Other _____

Attachment 2: Work Plan**Project Name: San Mateo County OneWatershed Climate Resilience Framework and Community-led Plan**

The Project Team will develop 1) a Countywide OneWatershed shared-risk water infrastructure asset and community vulnerability data inventory, 2) a OneWatershed Framework considering infrastructure, climate hazards, and community vulnerability criteria for prioritizing projects, then apply the framework to the San Bruno Creek watershed and co-create 3) a OneWatershed Climate Resilience Plan (Plan) including 1-3 project, policy update, or program opportunities. The Project Partners include: City/County Association of Governments of San Mateo County (C/CAG), Climate Resilient Communities, the Bay Area Water Supply and Conservation Agency, the City of San Bruno, the County of San Mateo, the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline), and the City of South San Francisco.

Task 1: Work Plan and Initial Countywide Partner and Community Engagement					
Subtask Number	Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>No later than January 31, 2026</i>	Partners Involved <i>If the partners are not identified include future plans to engage</i> APGP Eligible Activities Addressed
1.1	Draft Work Plan and Engagement Plan	Working group of core project partners to develop a draft Work Plan and Engagement Plan.	Draft Work Plan, Draft Engagement Plan	November 2023-December 2023	Project Team (C/CAG, consultant team, and co-
					Phase 1

1.2	Equity Priority Community Group formation	Form a Countywide Equity Priority Community (EPC) group, including community-based organizations from around the County, interested County residents, and a San Bruno climate change community (CCC) team (motivated residents of San Bruno's Belle Air neighborhood, leaders in faith/business, and local community-based orgs). Kick off data collection. Have an EPC group kickoff, visioning to identify goals, and review/comment on the draft project Work Plan and Engagement Plan. Specific sequencing and agenda to be identified during Engagement Plan development. Scope for subsequent EPC group workshops is included	Establishment of EPC group, charter, and contact list; Establishment of CCC team and contact list, and Comment Log tracking EPC group review of Work Plan / Engagement Plan	December 2023 - March 2024	Project Team and EPC group members	applicant s). CRC to co-lead Engagem ent Plan.			Phase 1

1.3	<p>Technical Advisory Committee formation</p>	<p>below and workshops will be spaced at 3-6 months apart.</p> <p>Form technical advisory committee (TAC) made up of county agencies, regional partners, and other interested parties with technical knowledge of climate resilience, water, and/or emergency planning. Kick off data collection. TAC to review/comment on Work Plan and Engagement Plan. Scope for subsequent EPC group workshops is included below and workshops will be spaced at 3-6 months apart. Specific sequencing and agenda to be identified during Engagement plan development. Scope for subsequent TAC workshops is included below and workshops will be spaced at 3-6 months apart.</p>	<p>Establishment of TAC, TAC charter, and contact list, Comment Log tracking TAC review of Work Plan</p>	<p>December 2023 - January 2024</p>	<p>Project Team and TAC members</p>	<p>Phase 1</p>
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1.4	Establish Climate Change Community Team	CRC to lead engagement and hold up to 12 one on one (or small) informal meetings with members of the San Bruno watershed community interested in joining the climate change community (CCC) team. Evaluate relevant experience and capability of participating meaningfully in CCC team.	Meeting agendas and notes	December 2023 - May 2024	CRC and CCC team	Phase 1
Task 2: Countywide OneWatershed Asset and Community Data Inventory Creation						
Subtask Number	Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>No later than January 31, 2026</i>	Partners Involved <i>If the partners are not identified include future plans to engage</i>	APGP Eligible Activities Addressed
2.1	Data collection and gap analysis	Identify and gather existing datasets relevant to identified OneWatershed climate hazards and vulnerabilities at Countywide and San Bruno	Data List (including file names, description, source, and	December 2023 - February 2023	Project Team	Phase 2

			contact info for questions)			
2.2	Inventory development	Creek Subwatershed scales from the TAC, EPC group, and other agencies as needed. Create a list of data gaps that need to be filled, and discuss data quality issues with data providers. Develop a Countywide geospatial database inventory of baseline water infrastructure assets (stormwater, water, wastewater, sewer, along with potentially utilities, and transportation), geological/hydrological/water/land use characteristics, relevant climate hazards, and community vulnerability factors.	Geodatabase in ESRI ArcGIS; Inventory slidedoc	March 2024 - June 2024	Project Team	Phase 2
2.3	Vulnerability and risk assessment materials review workshops	Hold 2 virtual workshops with TAC and 2 virtual workshops with EPC group to review data collection, inventory creation, and approach to vulnerability/risk analysis at countywide scale. Develop OneWatershed Framework Approach Memo. Specific	Workshop agendas, presentations, notes, and recordings; OneWatershed Framework Approach Memo; Comment logs	March 2024 - June 2024	Project Team, TAC members, and EPC group	Phase 2

		sequencing and agendas to be identified during Engagement Plan development.	with feedback on database and vulnerability/risk analysis/criteria selection and OneWatershed Framework Approach Memo.			
Task 3: Countywide OneWatershed Climate Resilience Framework Creation						
Subtask Number	Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>No later than January 31, 2026</i>	Partners Involved <i>If the partners are not identified include future plans to engage</i>	APGP Eligible Activities Addressed
3.1	OneWatershed Infrastructure shared-risk and community vulnerability analysis	Identify, prioritize, and quantify risk values for impacts to "OneWatershed" infrastructure assets and communities from identified climate hazards and community vulnerabilities data. Create GIS maps from	Spreadsheet tool to evaluate asset risk; Individual GIS maps (and/or storymaps) to illustrate community	July 2024 - November 2024	Project Team, TAC members, and EPC group	Phase 2

				gathered data, areas of high overlapping asset risk and key areas for project opportunities		
3.2	OneWatershed Framework creation and review workshops	analyses showing areas of shared-risk from relevant climate hazards and areas of greatest need and opportunity for OneWatershed multi-benefit stormwater projects. Develop OneWatershed Framework with outputs from shared-risk and community vulnerability analysis. Hold 2 workshops with TAC and with EPC group (one each) to present and get feedback on the analysis, draft framework, and development of OneWatershed visualization dashboard under Subtask 3.3. Specific sequencing and agendas to be identified during engagement plan development.	Draft/Final OneWatershed Framework slide doc; TAC and EPC workshop agendas, presentations, notes, and recordings; Comment logs with feedback on framework / dashboard mockup	November 2024 - July 2025	Project Team, TAC members, and EPC group	Phase 3

3.3	OneWatershed dashboard/visualization tools	Building on C/CAG's existing Green Infrastructure Mapping and Tracking Tool, and leveraging planned work under C/CAG's stormwater program related to asset management, create new data forms and visualization dashboard features to display OneWatershed data inventory, shared risk layers and prioritized OneWatershed project opportunities.	OneWatershed Dashboard Memo; new data forms and dashboard features for visualizing ranked project opportunities, building on C/CAG's existing tools; Slidedoc user guide	November 2024 - November 2025	Project Team, TAC members, and EPC group	Phase 3
Task 4: San Bruno Creek OneWatershed Climate Resilience Plan						
Subtask Number	Subtask	Description	Deliverables / Milestones	Timeline	Partners Involved	APGP Eligible Activities Addressed
		<i>Include detail of activities or deliverables</i>	<i>Major outcomes and/or metrics used to demonstrate success</i>	<i>No later than January 31, 2026</i>	<i>If the partners are not identified include future plans to engage</i>	

4.1	<p>Adaptive capacity evaluation and hydrologic modeling coordination/integration</p>	<p>CRC and Project Team to use CRC's Community Vulnerability Assessment (CVA) methodology to evaluate the San Bruno Belle Air neighborhood adaptive capacity. Coordinate with parallel hydrologic and hydrologic modeling efforts of vulnerable areas planned by OneShoreline.</p>	<p>Adaptive Capacity Evaluation Results writeup or presentation; Hydraulic/hydrologic model integration summary</p>	<p>April 2024 - July 2024</p>	<p>Project Team and CCC team</p>	<p>Phase 2</p>
4.2	<p>Apply OneWatershed Framework to San Bruno Creek Watershed</p>	<p>Apply framework to the San Bruno Creek Watershed and leverage community data from San Bruno Creek watershed area (including CVA above) to allow for communication during engagement workshops.</p>	<p>San Bruno Creek OneWatershed prioritization tool spreadsheet outputs, GIS maps showing San Bruno Creek risks/vulnerabilities and prioritized OneWatershed project opportunities; Slidedoc showing outputs (.pptx)</p>	<p>July 2024 - November 2024</p>	<p>Project Team and CCC team</p>	<p>Phase 3</p>

4.3	Project opportunity/policy/program developments	Using past relevant planning work from project partners as a base, identify and develop proposed project/ policy/program opportunities using the prioritization framework for risk reduction along with data, input from community focus groups, and outputs from prior C/CAG multi-benefit green infrastructure planning efforts.	Storymap(s) showing prioritized OneWatershed project opportunities in San Bruno Creek Watershed and proposed policy/program updates	October 2024 - December 2024	Project Team and CCC team	Phase 3
4.4	San Bruno Creek OneWatershed Climate Resilience Plan preparation	Prepare San Bruno Creek OneWatershed Climate Resilience Plan, coinciding with CCC Team meetings and Community Workshops	Draft and Final Plan	January 2025 - August 2025	Project Team and CCC team	Phase 4
4.5	Conceptual Design for one OneWatershed Project	Create a project concept, fact sheet, and rendering of a multi-benefit green stormwater infrastructure project (OneWatershed project) selected using the risk reduction prioritization framework.	Draft/Final OneWatershed Pilot Project Concept Design	May 2025 - August 2025	Project Team and CCC team	Phase 4

4.6	CCC Team Meetings	Hold up to 20 monthly CCC team meetings throughout customization of the Framework to the San Bruno Watershed and creation of the San Bruno OneWatershed Climate Resilience Plan. Involve agencies and/or EPC group in selected focus groups.	Meeting agendas, presentations, notes, and recordings; Comment logs with work product feedback for some meetings.	February 2024 - August 2025	Project Team, CCC team, TAC members, EPC group	Phase 3
4.7	Community workshops and survey	Hold 3-6 interactive workshops (preferably with monolingual community sessions) with community members and EPC group led by CCC team to guide application of the watershed framework and development of the San Bruno OneWatershed Climate Resilience Plan	Workshop agendas, notes, and recordings; survey results	March 2025 - August 2025	Project Team, CCC team, EPC group, and community members (public)	Phase 3
Task 5: Administration and Follow up						
Subtask Number	Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to</i>	Timeline <i>No later than January 31, 2026</i>	Partners Involved <i>If the partners are not identified</i>	APGP Eligible Activities Addressed

			demonstrate success		include future plans to engage	
5.1	Implementation Grant Application Support	Develop grant application under the NOAA Climate Resilience Regional Challenge Program to support implementation of OneWatershed projects in San Mateo County, focusing on priority projects in various stages of development from C/CAG's prior Green Infrastructure planning and newly identified project concept from the OneWatershed San Bruno Creek Watershed Climate Resilience Plan	Draft/Final grant application materials	November 2023 - February 2024	Project Team	Phase 1
5.2	Project management / administration	Support all grant reporting and documentation requirements, provide monthly invoices, Project Team kickoff and hour-long monthly check-in meetings (virtual).	Progress reports, invoicing, reimbursement request forms, and meeting agendas and summaries via email.	November 2023 - September 2025	Project Team	Program Administration

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The Parties may make minor changes to the timeline and deliverables due without the requirement of an amendment. See [Exhibit B, Sections 7 and 8](#).

Attachment 3: Final Report

Adaptation Planning Grant Program Final Report: FY 22-23
Grantee:
Grant Number:
Project Name:

Project Summary

1. Provide a brief summary of the challenges facing the Planning Area and the work completed under this grant.

Barriers and Accomplishments

2. Describe and explain any differences between the planned results, as listed in the Work Plan, and the actual results. Describe any barriers that impeded the progress of the grant, any corrective actions taken, and the outcomes. Discuss how these lessons learned can be useful for other communities.
3. Describe any notable outcomes, findings, or conclusions. Report on successful strategies used to achieve results and how these lessons learned can be useful to other communities.
4. Include a list of other sources of funding that were secured, directly or indirectly, through this Project.

Future Implementation

5. Describe how plans or processes developed under this grant will be implemented over the next three to five years. Explain:
 - a. How they will further your organization's sustainability goals and strategies.
 - b. How they will advance the State's planning priorities and APGP objectives.
 - c. How the work completed under this grant will assist in applying for future funding that aligns with the APGP's objectives.

Feedback

6. Based on your experiences with this grant program, please provide feedback about how the OPR can improve future grant programs.

Attachments

7. Attach any relevant documents to this report, including final deliverables. If the documents cannot be sent electronically, notify the Grant Manager.

Case Study

8. Grantee(s) will produce a project case study documenting key project information, data, lessons learned, and effective practices gathered through this project. 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 OPR 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)

Instructions:

- a. Write the case study in a narrative form using the below section headers, format and font for organization.
- b. The case study should be between 800-1000 words in total length.
- c. Provide responses for each header section – please don't combine or modify these. However, don't feel obliged to provide answers to all sub-bullets under each section header - only provide information for those that apply.
- d. Provide 1-3 graphics (photos, tables and charts, figures, etc. are welcome). Provide links as needed. Send these as separate jpg or png image files (high resolution preferred).
- e. To see examples of published Case Studies, visit: <https://resilientca.org/case-studies/>.

CERTIFICATION: I certify that this Final Report is accurate and that this project complies with the Agreement. I further certify that any expenditure discussed in this report is allowed under the Agreement and that all funds were expended for the purposes of this Project.

Name: _____
(Type or Print Name)

Title: _____

Signature: _____

Date: _____

Attachment 4, Budget Detail Worksheet

Project Name: San Mateo County OneWatershed Climate Resilience Framework and Community-led Plan

Cost Description	Cost Type	Cost per unit (Examples: Hourly rates, fees, etc.)	Number of Units (Example: Hours worked, fee cost, etc.)	Total APGP Funds	Task 1: Work Plan and Initial Countywide Partner and Community Engagement	Task 2: Countywide OneWatershed Asset and Community Data Inventory Creation	Task 3: Countywide OneWatershed Climate Resilience Framework Creation	Task 4: San Bruno OneWatershed Climate Resilience Plan	Task 5: Administration and Follow up	Total APGP Funds [Cross Check]
Consultant Engagement activities , including agendas, presentations and minutes Task 1: TAC, EPG group, and CCC team formation Task 2: Data collection and inventory review workshops with TAC and EPC group (CCC team in EPC group) Task 3: 2 workshops with TAC and 2 with EPC group (CCC team in EPC group), and event attendance to survey community Task 4: Up to 20 Meetings and focus	Subcontractor Staff Costs	\$ 174	\$ 463	\$ 80,362	\$ 10,757	\$ 12,145	\$ 22,066	\$ 35,394	\$ -	\$ 80,362

89/125

Office of Planning and Research – Adaptation Planning Grant Program – Round 1
Grant Number: OPR23133, City/County Association of Governments of San Mateo County

CCC Team engagement activities and community member compensation: Task 1: participation in EPC group kickoff Task 2: EPC group workshops Task 3: EPC group workshops Task 4: Up to 20 monthly meetings and focus group sessions and leading (together with CRC) 3-6 community workshops	Engagement, Outreach, Education, and Training	\$ 92,600	\$ 1	\$ 92,600	\$ 1,600	\$ 1,600	\$ 2,400	\$ 87,000	\$ -	\$ 92,600
Data analysis and framework activities: Task 2: Data collection and gap analysis and inventory development; OneWatershed approach memo Task 3: Infrastructure risk and community vulnerability analysis Task 4: Adaptive capacity evaluation/write up and modeling summary; apply	Subcontractor Staff Costs	\$ 174	\$ 708	\$ 122,885	\$ -	\$ 58,990	\$ 52,665	\$ 11,230	\$ -	\$ 122,885

91/125

92/125

The Parties may make minor changes to the timeline and deliverables due without the requirement of an amendment. See Exhibit B, Sections 7 and 8.

Attachment 5, Invoice

[TO BE PRINTED ON GRANTEE LETTERHEAD]

ADAPTATION PLANNING GRANT PROGRAM FY 22-23

PLANNING GRANT INVOICE

Governor's Office of Planning and Research

Date: _____

Email required invoice documents to: [Department Grant Manager Name]

		Invoice Number:	
Grantee Name:		Grant Number:	
Project Name:			
Invoice Quarter:	(Start Date)	(End Date)	

Invoice Summary:

Task	Grant Funds Spent
Task 1:	
Task 2:	
Task 3:	
Task 4:	
SUBTOTAL for this Quarter	
<i>Less 5% Retention</i>	
TOTAL reimbursement requested this Quarter	

Invoice Detail:

Task	Cost Description	Amount	Supporting Documentation/ Page #
1			
	Subtotal		

Office of Planning and Research – Adaptation Planning Grant Program – Round 1
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2			
	Subtotal		
3			
	Subtotal		
Travel			
	Subtotal		
Equipment			
	Subtotal		
Indirect			
	Subtotal		
	SUBTOTAL FOR THIS QUARTER		

Progress Report:

Work Plan Task #	Description of Work Performed
	<i>Please refer to specific deliverables in the Budget and Work Plan.</i>

CERTIFICATION: By my signature below, I certify that I have full authority to execute this payment request on behalf of Grantee. I declare under penalty of perjury, under the laws of the State of California, that this invoice for reimbursement, and any accompanying supporting documents, are true and correct to the best of my

Office of Planning and Research – Adaptation Planning Grant Program – Round 1
Grant Number: OPR23133, City/County Association of Governments of San Mateo County

knowledge, an all disbursements have been made for the purposes and conditions as outlined in the Grant Agreement.

Print Name:	Print Title:	
Signature:		Date:

Attachment 6, Invoice Dispute Notification

INVOICE DISPUTE NOTIFICATION

<div>GRANTEE</div> <div>ADDRESS</div> <div></div>	INVOICE DATE
	INVOICE NUMBER
	INVOICE AMOUNT \$
	DATE INVOICE RECEIVED
	GRANT AGREEMENT NUMBER

The invoice referenced above is disputed for the following reasons:

- ☐ Request reimbursement for expenses not in the Budget Detail
- ☐ Invoiced for indirect cost reimbursement above 10% cap
- ☐ Invoiced for incidental costs or travel costs outside of CA
- ☐ Work performed prior to the Grant start or end date
- ☐ Insufficient evidence of progress made or task completion
- ☐ Invoice submitted without using required templates
- ☐ Insufficient supporting document for reimbursement
- ☐ Progress Report or Final Report not included with invoice
- ☐ Request reimbursement through another funding source
- ☐ Other not listed above:

Comments:

THIS NOTIFICATION IS A FOLLOW UP TO A PHONE CONVERSATION WITH THE GRANTEE OR DESIGNEE WHOSE NAME APPEARS BELOW.	
NAME	DATE OF CONVERSATION

IF YOU HAVE ANY QUESTIONS REGARDING THIS DISPUTE, CONTACT:

Office of Planning and Research – Adaptation Planning Grant Program – Round 1
Grant Number: OPR23133, City/County Association of Governments of San Mateo County

NAME

TELEPHONE NUMBER (include Area Code)

RETURN A COPY OF THIS NOTIFICATION WITH THE
CORRECTED INVOICE TO:

STATE OF CALIFORNIA USE ONLY	
DATE DISPUTE RESOLVED	INITIALS
RESOLUTION	

**APPENDIX C – NOAA CLIMATE RESILIENCE REGIONAL
CHALLENGE GRANT LETTER OF INTENT**

NOAA CLIMATE RESILIENCE REGIONAL CHALLENGE

COVER PAGE

To: NOAA Office for Coastal Management

Purpose: NOAA Climate Resilience Regional Challenge (2023)

Project Title: Implementing OneWatershed Climate Resilience Infrastructure in San Mateo County

Funding Track: Track Two

Lead Applicant/Project Director: Reid Bogert, Program Director, San Mateo Countywide Water Pollution Prevention Program (a program of the City/County Association of Governments of San Mateo County)
rbogert@smcgov.org
555 County Center, Redwood City, CA 94603
Office: 650-599-1433
Cell: 650-863-2126

Federal Funding Request: \$50,000,000

Geographic Description: San Mateo County, including countywide programmatic implementation and capital project implementation in the Cities/Towns of San Bruno, Daly City, Colma, and East Palo Alto

Participating Jurisdictions: **City/County Association of Governments of San Mateo County (C/CAG)**, San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline), San Bruno, Daly City, Colma, East Palo Alto

Collaborators: Climate Resilient Communities, San Mateo County Office of Sustainability, South San Francisco-San Bruno Water Quality Control Plant, other C/CAG member agencies which include all of the cities in San Mateo County, Bay Area Water Supply and Conservation Agency (BAWSCA), Caltrans, San Mateo Resource Conservation District, ReScape California, JobTrain, Save the Bay, and the Thrive Alliance

Period of Performance: October 2024-October 2029

Resilience Vision: The San Mateo Countywide OneWatershed Climate Resilience Implementation Project (Project) will launch a novel approach to integrated, community-driven climate resilience infrastructure in San Mateo County. “OneWatershed” Climate Resilience Infrastructure addresses the shared-risk of climate change to water infrastructure and resources (sewer, water, stormwater) with an emphasis on building adaptive capacity to climate impacts for the most vulnerable communities. The Project will build on existing partnerships, leverage prior collaborative climate resilience planning among Project partners, align urgent water infrastructure climate resilience needs and investments, and build a new and sustained model for project implementation through co-creation with frontline communities. The Project will link critical infrastructure with programmatic developments to support the launch of a countywide OneWatershed Climate Resilience Program in collaboration with the participating jurisdictions and collaborators. Project goals include:

- 1) **Design and Construct OneWatershed Climate Resilience Infrastructure.** Significantly increase near-term climate resilience for core water infrastructure in San Mateo County by implementing multiple priority OneWatershed Climate Resilience infrastructure projects (emphasizing green infrastructure and nature-based solutions, with a role for gray infrastructure), through a co-creation engagement process with identified equity focus and communities. Selected OneWatershed Climate Resilience infrastructure projects will leverage prior funding and measurably reduce flood risk, decrease urban heat impacts, improve water quality, and serve as a model with tangible resources for how to effectively create and sustain OneWatershed Climate Resilience Infrastructure for coastal communities throughout the United States.
- 2) **Integrate and Expand Existing Collaborative Climate Resilience Programs.** Further develop and align programmatic and funding partnerships among regional partners and collaborators in San Mateo County. Expand and pilot the existing countywide Interim Regional Collaborative Program for Green Stormwater Infrastructure, focused on countywide implementation of OneWatershed Climate Resilience infrastructure to support flood risk reduction, water supply reliability, heat reduction, active transportation, water quality and other community co-benefits.
- 3) **Activate and Scale Adaptive Capacity through Equitable and Inclusive Engagement and Workforce Development.** Rapidly develop, scale, and sustain adaptive capacity for the most vulnerable and impacted frontline communities, with respect to water related climate resilience. Deploy community-based engagement strategies to address near- and long-term community resilience goals and objectives and launch a Workforce Development Pilot Program focusing on a OneWatershed Climate Resilience infrastructure maintenance training program to train and invest in local businesses and workers for needed resilience services. The pilot program will be targeted in the equity focus communities at the center of this Project, including East Palo Alto, Colma, Daly City, San Bruno.
- 4) **Develop Long-Term Strategies for Sustained Funding for Resilience Infrastructure.** Leverage NOAA grant to implement countywide OneWatershed Climate Resilience pilot projects and develop the process and methods to scale implementation and monetize project benefits for saleable stormwater-based “exchange units.” The proceeds of pilot exchanges will be placed in a OneWatershed Climate Resilience Fund for implementation of future OneWatershed Climate Resilience infrastructure managed through the San Mateo County Regional Collaborative Program. Share approaches, tools, and resources with neighboring Bay Area counties (and beyond) to assist other agencies to develop similar sustainable OneWatershed Climate Resilience infrastructure implementation programs.

This project will be led by C/CAG, a regional countywide Joint Powers Authority that includes each of the 20 cities in the county and the County of San Mateo (County). C/CAG’s project partners (the City of San Bruno, City of Daly City, City of East Palo Alto, Town of Colma, and OneShoreline) may be sub-awardees leading capital implementation activities for the Project. C/CAG’s collaborators (listed above) will provide technical advice on and/or participate in the deployment of programmatic deliverables, including Project Engagement, developing a Workforce Development Pilot, and integrating the San Mateo County

OneWatershed Climate Resilience Framework (OneWatershed Framework), recently awarded funding under the Office of Planning and Research Integrated Climate Adaptation and Resilience Program (ICARP) Adaptation Planning Grant Program, with the county Regional Collaborative Program.

Regional Context: San Mateo County is one of the most at-risk counties in the country with respect to the impending consequences of sea level rise, with the greatest population of any county in California living within projected inundation areas and an estimated \$39.1B in assets at risk to flooding in the next 50-100 years¹. Communities face additional and severe climate risks in the coming decades. The biggest challenges include coastal flooding and erosion (with especially significant erosion on the Pacific coastside of the county²), upland flooding from increasing extreme precipitation events³ (in 2023, a number of communities in San Mateo County experienced unprecedented wet weather events and several parts of the county received more than 4 inches of rain in a single storm, causing major property flooding and road closures among other impacts⁴); wildfire (with an eight-fold increase probability of a large fire occurring in the county by 2070 under climate projections⁵); increased water stress due to drought (with two major droughts in the county spanning nine out of eleven consecutive years with record high heat and low precipitation⁶); and increased urban heat⁷ especially in the highly urbanized communities along the bayshore.

As seen in recent years, the pendulum swing between extreme heat and drought followed by torrential atmospheric river events is putting equity focus communities at a disproportionate risk. The most vulnerable communities in San Mateo County experience the greatest impacts when large storms sweep the county, due to being often located in low-lying geographies where aged, undersized, and underfunded storm drain systems are failing during large storms. These impacts are expected to increase with projected future changes in precipitation. Impacted areas include historically underserved communities, including communities in the Cities of East Palo Alto, Daly City, Colma and San Bruno, where proposed OneWatershed Climate Resilience projects will be located. The Project focuses on implementation of multi-benefit stormwater capture projects within the San Bruno Creek Watershed as a pilot subwatershed area with multiple planning efforts underway involving regional collaboration, including a regional-scale stormwater capture project at I-280/380, to amplify existing partnerships and demonstrate a OneWatershed approach (top to bottom of the watershed, emphasizing local and regional benefits of a variety of stormwater capture projects at difference scales and integrating water sectors) that can be replicated throughout San Mateo County and serve as a model for integrated water management at the state and national scale.

To-date, climate resilience planning in San Mateo County has largely been grant-funded as California state law significantly constrains municipalities from establishing or increasing stormwater, flood, or resilience taxes or property related fees. The City of San Bruno, among other agencies in the region, attempted a storm drainage and flood protection fee in 2021, which failed by a three to one margin. The County and cities do not have a funding source for resilience projects, including high priority, significant opportunities that are the focus of this Project.

This Project will enable C/CAG, its 21 member agencies, and other entities in the county (representing approximately 765,000 residents) access to equitable, sustainable, and practical methods and the critically needed financial resources to implement OneWatershed Climate Resilience infrastructure at scale and for the most at-risk communities.

¹ Sea Level Rise Vulnerability Assessment (San Mateo County OOS, 2018) <https://seachangesmc.org/vulnerability-assessment>

² <https://seachangesmc.org/slr-maps-south-coast/>

³ <https://ccag.ca.gov/countywide-sustainable-streets-master-plan/>

⁴ <https://www.rwcpulse.com/local-news/weather/flood-watch-extended-to-entire-bay-area-warning-includes-threat-to-lives-6320274>

⁵ <https://www.smcsustainability.org/wp-content/uploads/Climate-Ready-SMC-Hazard-Factsheet-Wildfire-1.pdf>

⁶ <https://data.statesmanjournal.com/drought/california/san-mateo-county/06081/>

⁷ <https://www.smcsustainability.org/wp-content/uploads/Climate-Ready-SMC-Hazard-Factsheet-Extreme-Heat-and-Health-1.pdf>

Proposed Activities and Outcomes: C/CAG has identified seven activities to achieve stated Project goals.

Design and Construct Climate Resilience and Adaptation Infrastructure

Activities 1 - 4 will provide immediate benefits to climate vulnerable and equity focus communities, including flood risk reduction; urban greening; aquatic ecosystem/water quality benefits; and opportunities for groundwater recharge. The focus is on leveraging resources to demonstrate the proof of concept for OneWatershed Climate Resilience Infrastructure, focused primarily on a priority subwatershed in the San Bruno Creek area, as well as several other pilot “OneWatershed” projects in development and at different scales within vulnerable communities to support a holistic approach.

1) Activity 1: Construct Regional Stormwater Capture/Infiltration Project at I-280/380 in San Bruno

- a) Description: A regional-scale, cross-jurisdictional (4 jurisdictions, including Caltrans) multi-benefit green stormwater infrastructure (GSI) facility located at the I-280/I-380 interchange in San Bruno that will capture, detain, and if possible, infiltrate large volumes of stormwater runoff.
- b) Benefits: The facility will provide hydromodification benefits at a regional scale by slowing the speed and volume at which stormwater runoff is conveyed downstream, helping alleviate flooding currently experienced by thousands of residents in climate-vulnerable areas, including two Census tracts identified as Equity focus Communities (tracts 6081604200 and 6081604101), when constructed with other storm drain upgrades (see Activity 2). The facility resides within the San Mateo Westside groundwater basin, actively used for local water supply, and infiltration would significantly recharge groundwater. The basin would also provide water quality benefits.
- c) Funding: Funding needed for this project is estimated to be \$35M. C/CAG and the County have secured \$3.5M through the California Natural Resources Agency, the USEPA Water Quality Improvement Fund and a member-directed spending request via Congresswoman Jackie Speier’s Office. The requested funding amount is \$15M, with the anticipation of requesting matching funds under a future grant or spending request to complete construction.
- d) Current status: Concept design is complete and City is advancing the initial study and design.
- e) Metrics for Success: Permitting, community engagement/support, and construction phase development.

2) Activity 2: Associated City of San Bruno grey stormwater infrastructure upgrades

- a) Description: The City of San Bruno has identified required stormwater infrastructure upgrades to alleviate system deficiencies that cause flooding in climate vulnerable communities. Selected activities are related to the I-280/380 project and would benefit downstream vulnerable communities. These include: AD-1: Upgrade the Belle Air Reinforced Concrete Box drains to meet capacity needs; AD-2: Perform evaluation to adjust capacity of the storm drain system and construct option (detention basin, infiltration basin, and/or upsizing the storm system); AD-3: Upgrade El Camino Real pipe at I-380 crossing; CD-1: Bolt manholes and install catch basin backflow preventers.
- b) Benefits: Permanent flood reduction benefits to Bayshore climate vulnerable and equity focus communities in the City of San Bruno.
- c) Funding: The total funding needs for these upgrades are estimated at \$14.4M.
- d) Current status: The projects have been modeled and sized in a master planning document.
- e) Metrics for Success: Design, permitting, and construction of upgrades.

3) Activity 3: District-scale OneWatershed Framework pilot project

- a) Description: The top-priority project identified through a pilot of the OneWatershed Framework (pilot funded through the secured ICARP grant) would be designed and constructed through this grant. The project would be identified to reduce water-related climate risks in the San Bruno Creek watershed and would serve as a model for OneWatershed Climate Resilience projects.
- b) Benefits: The project is anticipated to have integrated water management and climate resilience benefits for the climate vulnerable communities in the pilot watershed and would be developed through the newly established OneWatershed Framework and community-centered engagement process created during the ICARP grant.

- c) Funding: The expected funding needed for pre-design studies, design, and construction is \$5M.
- d) Current status: Concept design is funded and will be completed prior to the NOAA grant award.
- e) Metrics for success: Pre-design studies, design, successful OneWatershed engagement process, permitting, and construction.

4) Activity 4: Implementation of three sustainable streets projects

- a) Description: Construction of three sustainable streets projects identified to support residents in communities with overlapping vulnerable community indices⁸. The projects are located, respectively, (1) next to a school in a Metropolitan Transportation Commission (MTC) equity priority community⁹ in East Palo Alto, (2) along the heavily traveled El Camino Real (St Hwy 82) in Colma, which is being redesigned with pedestrian and bicycle improvements, and (3) near two schools in Daly City. These communities all have larger populations of lower socioeconomic status residents.
- b) Benefits: Projects will help to reestablish natural hydrology and may provide groundwater recharge to the San Mateo Plain, Westside, and Visitacion Valley basins, which are in use or may support future local water supply. The projects will increase street trees, reducing urban heat. Importantly, these integrated active transportation projects will increase bikeability, pedestrian safety, and prioritize non-motorized street users while ameliorating climate change impacts.
- c) Funding: The expected total funding needed for pre-design studies, design, and construction is approximately \$10M. C/CAG has requested Federal \$850K in Federal funding for these projects. The total amount requested through this grant is \$9.1M
- d) Project status: Concept designs have been completed.
- e) Metrics for Success: Completion of project construction.

Activity 5 will meet the goals of expanding the county Regional Collaborative Program and developing long-term strategies for sustained funding for resilience infrastructure.

5) Activity 5: Further Develop and Launch County Regional Collaborative Program

- a) Description: Integrate the ICARP funded OneWatershed Climate Resilience Framework with the Regional Collaborative Program to expand and operationalize a countywide approach to multi-benefit, multi-agency, GSI implementation at multiple scales (parcel, street, district, regional). Conduct needed meetings and studies and prepare documents and tools to support program formation and launch. Conduct regional symposium for sharing lessons learned and processes.
- b) Benefits: Program development will formalize regionally collaborative partnerships for funding, planning, implementing and maintaining OneWatershed Climate Resilience infrastructure. This work will memorialize the community-centered planning approach established in the OneWatershed Framework with leadership from Climate Resilient Communities.
- c) Funding: The expected total need for these actions is \$2M.
- d) Project status: Development of the Regional Collaborative Program has been initiated through two separate efforts. The OneWatershed Framework and pilot is funded through an ICARP grant.
- e) Metrics for Success: Regional Collaborative Report and Operational Document; regional technical and stakeholder meetings; institutional/partnership policy and program guidance; sustained Climate Change Community Teams; operational Regional Collaborative Tracking Tool and data; Program Administration; Regional Symposium for information sharing.

6) Activity 6: Engagement for OneWatershed Projects and Regional Collaborative Program

- a) Description: Conduct targeted outreach to community members, residents, businesses, and community-based organizations for activities 1-5, leveraging C/CAG's Stormwater Program and partnerships. Outreach will center on equitable engagement using proven community-centered modes to engage stakeholders, e.g., community pop-up events, webinars, project site walk-throughs, townhalls, design charettes and meetings within community spaces.

⁸ <https://www.flowstobay.org/data-resources/plans/sustainable-streets-master-plan/> see Appendices.

⁹ MTC Equity focus Communities are census tracts with a significant concentration of underserved populations.

- b) Benefits: Community involvement in project designs is critically important to consider how projects align with community needs, provide the community with ownership in the project design process, and ensure community acceptance of project installation. A focus of the OneWatershed Framework approach is culturally integrating GSI with community identity and values, such as adding artistic and other elements not typically seen in conventional GSI.
- c) Funding: The costs are included in the budgets for activities 1-5. No additional funding requests.
- d) Metrics for Success: Documented engagement processes for activities 1-5; fully involved and represented communities in each phase of project development.

7) Activity 7: Develop OneWatershed Workforce Development Pilot Program

- a) Description: Develop a three-year pilot program to train 100 local program participants on GSI maintenance with the intent of building local business skillsets, adaptive capacity, and economic resilience as part of the OneWatershed Framework for climate resilience. Training programs could include multiple partners to ensure success, including ReScape California for technical training, JobTrain to support administration, and leveraging the engagement process from Climate Resilient Communities to support outreach and enrollment from the equity priority communities targeted in this Project.
- b) This program will train community members (e.g., Climate Change Community Teams) to perform economically valuable and environmentally sustainable GSI and OneWatershed project maintenance activities so newly built facilities remain responsive to climate change impacts.
- c) Benefits: This program is intended to assist local businesses to grow their service offerings, train workers, and to support underserved and climate vulnerable communities through a program that provides much-needed maintenance services for multi-benefit stormwater capture projects.
- d) Funding: The program is estimated to cost \$1M.
- e) Metrics for Success: Program establishment and training for 100+ participants over three years.

C/CAG will also conduct Project grant administration and overall management. C/CAG has a proven track record of successfully obtaining and managing over \$10M in grant funds from state, federal, and philanthropic sources over the past 6 years on behalf of its member agencies and regional partners.

Intended Outcomes: The overall Project intent is to demonstrate the far-reaching benefits of integrated OneWatershed Climate Resilience infrastructure for local and regional resilience. The project will establish the Regional Collaborative Program to foster implementation partnerships and roll out the OneWatershed Framework to ensure community-oriented adaptive capacity at all scales.

Budget Summary

Budget Categories	Requested Cost
Activity 1: I-280/I-380 Infiltration Facility (Sub-Award to City of San Bruno)	\$15,000,000
Activity 2: City of San Bruno storm drain upgrades (Sub-Award to City of San Bruno)	\$14,400,000
Activity 3: OneWatershed Pilot Project Implementation	\$5,000,000
Activity 4: Sustainable Streets Project 1: East Palo Alto	\$1,250,000
Activity 4: Sustainable Streets Project 2: Daly City	\$4,250,000
Activity 4: Sustainable Streets Project 3: Colma	\$3,600,000
Activity 5: Regional Collaborative Program Development	\$2,000,000
Activity 6: Engagement	(Included in Activities 1-5)
Activity 7: Workforce Development	\$2,000,000
Grant Administration and PM	\$2,500,000
TOTAL	\$50,000,000

Anticipated Technical Assistance Needs: C/CAG would like to request limited consultation on (1) proposal funding allocations and (2) identifying measurable outcomes to clearly meet NOAA's goals.

APPENDIX D - COST PROPOSAL TEMPLATE

Subtask Number	Work Products/Deliverables	Timeframe	Consultant Total Labor Costs	Overhead	Other Direct Costs	Total Project Costs
Task 1						
Subtotal						
Task 2						
Subtotal						
Task 3						
Subtotal						
Task 4						
Subtotal						
Task 5						

			Subtotal			
Total						

APPENDIX E - SAMPLE AGREEMENT TEMPLATE

SAMPLE AGREEMENT TEMPLATE

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
[CONSULTANT NAME]**

This Agreement is entered into this [DAY] of [MONTH], [YEAR], by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency whose members include the County of San Mateo and the twenty incorporated cities and towns within San Mateo County, hereinafter called “C/CAG,” and [CONSULTANT NAME], hereinafter called “Consultant.”

WHEREAS, C/CAG administers the Countywide Water Pollution Prevention Program (the Countywide Program) to support its member agencies and the San Mateo County Flood and Sea Level Rise Resilience District (OneShoreline) to comply with state and federal mandated requirements of the Municipal Regional Stormwater Permit, issued by the San Francisco Bay Regional Water Quality Control Board (MRP); and

WHEREAS, the Countywide Program also supports countywide collaboration to advance regional-scale stormwater management through multi-benefit Green Stormwater Infrastructure planning and implementation support to further water quality, environmental, climate resilience and other co-benefit goals; and

WHEREAS, C/CAG has determined assistance is needed to complete the *San Mateo County One Watershed Climate Resilience Framework and Community-Led Plan* (herein referred to as the “Project”), and

WHEREAS, the primary goal of the Project is supporting countywide and regional climate resilience with respect to addressing the shared-risk of multiple climate hazards to water infrastructure and resources, and supporting proactive and long-term adaptive capacity for the most at-risk communities in San Mateo County; and

WHEREAS, C/CAG has determined that Consultant has the requisite qualifications to perform this work; and

WHEREAS, funding for the Project is provided by the California Governor’s Office of Planning and Research (OPR)’s Integrated Climate Adaptation and Resilience Program’s Adaptation Planning Grant Program funds for an amount not to exceed \$649,648; and

WHEREAS, a portion of grant funds amounting to \$225,400 is reserved to fund Climate Resilient Communities’ participation in the Project as well as to compensate participating community members for their involvement in community meetings and workshops; and

WHEREAS, pursuant to the C/CAG Board of Directors approval of Resolution 23-80 and Resolution 23-XX, respectively, C/CAG's Executive Director has executed a Partnership Agreement with the Partners and a Grant Agreement with OPR, for a total grant amount of \$649,648, and a separate Agreement with Climate Resilient Communities for an amount not to exceed \$225,400, to complete the Project, with a project term through January 31, 2026; and

WHEREAS, the State-required clauses including the grant terms and conditions as required by OPR in Exhibit D, OneWatershed Grant Agreement, and Exhibit E, Fiscal Year 2022-23 Adaptation Planning Grant Guidelines, attached hereto and incorporated herein, apply to the Project with applicable provisions similarly imposed upon the Consultant.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **Services to be provided by Consultant.** In consideration of the payments hereinafter set forth, Consultant shall provide services described in Exhibit A, *Scope of Work* attached hereto (the "Services").

In the performance of its services, Consultant represents that it has and will exercise the degree of professional care, skill, efficiency, and judgment of consultants with special expertise in providing such services, and Consultant represents that it carries and will maintain all applicable licenses, certificates, and registrations needed for the work in current and good standing.

2. **Payments.** In consideration of the services rendered with all terms, conditions, and specifications set forth herein, in Exhibit A, *Scope of Work*, and Exhibit C, *Key Personnel Assignments*, and in any subsequent task orders executed under the governance of this Agreement, C/CAG shall compensate Consultant on a time and materials basis. The aggregate total amount of payment by C/CAG to Consultant for services shall not exceed **\$XXX**, as shown in Exhibit B, *Project Budget and Schedule*, for services provided during the Contract Term set forth below.

Consultant will be paid promptly upon receipt and approval by C/CAG Project Manager of satisfactory itemized invoices. Invoices shall be submitted no later than thirty (30) calendar days after the performance of work for which Consultant is billing. Invoices shall detail the work performed on each deliverable or each task as applicable, note the percentage of deliverables completed and identify the expenditures. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG. Invoices shall follow the format stipulated in Exhibit B, *Project Budget and Schedule*, and shall reference this Agreement project title. The final project invoice must contain the final cost and all credits due to C/CAG. The final invoice should be submitted within sixty (60) calendar days after completion of Consultant's work. Invoices shall be emailed to C/CAG Project Manager at the following address:

City/County Association of Governments of San Mateo County
Attention: Reid Bogert, Stormwater Program Director
rbogert@smcgov.org

3. **Progress Reports and Meetings.** Consultant shall submit progress reports at least once a month with each project invoice during the term of this Agreement summarizing the work performed during the prior month and planned work for the following month. The progress report should be sufficiently detailed, addressing all relevant tasks/sub-tasks, for the C/CAG Project Manager to determine if Consultant is performing to expectations and is on schedule; to provide communication of interim findings; and to sufficiently address any difficulties or specific problems encountered, so remedies can be developed. Consultant's Project Manager shall meet with C/CAG Project Manager, as needed, to discuss progress on the Scope of Work.
4. **Key Personnel.** The key personnel to be assigned to this work by Consultant and, if applicable, their hourly rates and the estimated hours to be supplied by each, are set forth in Exhibit C, *Key Personnel Assignments*, attached hereto and incorporated herein by this reference. Substitution of any of the personnel named in Exhibit C or a decrease in the hours provided to the Project by such personnel of more than 10% requires the prior written approval of the C/CAG Project Manager or a designee. Consultant shall maintain records documenting compliance with this Section, and such records shall be subject to the audit requirements of Section 16. Consultant agrees that all personnel assigned to this work will be professionally qualified for the assignment to be undertaken. C/CAG reserves the right to direct removal of any individual, including key personnel, assigned to this work.
5. **Contract Materials.** At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Consultant under this Agreement shall become the property of C/CAG and shall be promptly delivered to C/CAG. Upon termination, Consultant may make and retain a copy of such contract materials if permitted by law.
6. **Relationship of the Parties.** It is understood that Consultant is an Independent Consultant and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Consultant.
7. **Non-Assignability.** Consultant shall not assign this Agreement or any portion thereof to a third party, or subcontract with a third party, without the prior written consent of the C/CAG Executive Director. Any such assignment or subcontract without the C/CAG Executive Director's prior written consent shall give C/CAG the right to automatically and immediately terminate this Agreement without penalty or advance notice.

8. **Contract Term/Termination.** This Agreement shall be in effect as of **December X, 2023**, and Consultant shall commence work after notification to proceed by the C/CAG Project Manager, and the Agreement shall terminate on January 31, 2026; provided, however, the C/CAG Chairperson may terminate this Agreement at any time for any reason by providing 30 days' notice to Consultant. Termination will be effective on the date specified in the notice. In the event of termination under this Section, Consultant shall be paid for all services provided to the date of termination, subject to availability of funding. Such payment shall be that prorated portion of the full payment determined by comparing the work completed to the work required by the Agreement.

9. **Hold Harmless/Indemnity.**

- a. *General.* Consultant shall indemnify and save harmless C/CAG and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Consultant under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following: (A) injuries to or death of any person, including Consultant or its employees/officers/agents; (B) damage to any property of any kind whatsoever and to whomsoever belonging; (C) any sanctions, penalties, or claims of damages resulting from Consultant's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of C/CAG and/or its officers, agents, employees, or servants. However, Consultant's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which C/CAG has been found in a court of competent jurisdiction to be liable by reason of its own negligence or willful misconduct. The duty of Consultant to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

This indemnification provision will survive termination or expiration of this Agreement.

- b. *Intellectual Property.* Consultant hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as "IP Rights") except as otherwise noted by this Agreement.

Consultant warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of

any IP Rights of any third party. Consultant shall defend, indemnify, and hold harmless C/CAG from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Consultant's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) C/CAG notifies Consultant promptly in writing of any notice of any such third-party claim; (b) C/CAG cooperates with Consultant, at Consultant's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Consultant retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Consultant shall not have the right to settle any criminal action, suit, or proceeding without C/CAG's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on C/CAG, impair any right of C/CAG, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of C/CAG without C/CAG's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Consultant's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes C/CAG's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Consultant shall, at Consultant's option and expense, either: (i) procure for C/CAG the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Consultant will have no obligation or liability to C/CAG under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for C/CAG (other than modification performed by, or at the direction of, Consultant) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by C/CAG in a manner prohibited by this Agreement.

The duty of Consultant to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

10. Contract Assurance.

- a. During the performance of this Agreement, Consultant and any subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, color, ancestry, national origin, religion, creed, age (over 40), mental disability, physical disability, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, and military and veteran status. Consultant and any

- subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and any subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§12990, subds. (a)-(f) *et seq.*) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2§, § 7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Consultant and any subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement.
- b. Any subcontract entered into as a result of this Agreement shall contain the provisions of this section and any applicable provisions of the OPR Grant Agreement (Exhibit D), and Fiscal Year 2022-23 Adaptation Planning Grant Guidelines (Exhibit E).

11. **Insurance.**

- a. *General Requirements.* Consultant or its subconsultants performing the services on behalf of Consultant shall not commence work under this Agreement until all insurance required under this section has been obtained. Consultant shall use diligence to obtain such insurance. Consultant shall furnish C/CAG with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending Consultant's coverage to include the contractual liability assumed by Consultant pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy.
- b. *Workers' Compensation and Employer Liability Insurance.* Consultant shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, Consultant certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.
- c. *Liability Insurance.* Consultant shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect Consultant, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage that may arise from Consultant's operations under this Agreement, whether such

operations be by Consultant or by any sub-consultant or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

- d. *Insurance Limits; Insured Entities; Breach.* Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
1. Comprehensive General Liability	\$ 1,000,000	_____
2. Workers' Compensation	\$ Statutory	_____
3. Professional Liability	\$1,000,000	_____
4. Motor Vehicle Liability	\$1,000,000	_____

C/CAG and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers, agents, employees, and servants have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the C/CAG Chairperson, at his/her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

12. **Compliance with All Laws.** Consultant shall at all times comply with all applicable federal, state, San Mateo County, and municipal laws, ordinances, and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973. In the event of a conflict between the terms of this Agreement and any applicable state, federal, San Mateo County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement. Consultant will timely and accurately complete, sign, and submit all necessary documentation of compliance.
13. **Non-discrimination.** Consultant and any subconsultants performing the services on behalf of Consultant shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex,

sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.

14. **Substitutions.** If particular persons or classifications are identified in Exhibit C as working on this Agreement, Consultant will not assign others to work in their place without the prior written consent of the C/CAG Project Manager or a designee. Any substitution shall be with a person or classification of commensurate experience and knowledge unless otherwise authorized by the C/CAG Project Manager or a designee.
15. **Sole Property of C/CAG.** Work products of Consultant which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Consultant shall not be liable for C/CAG's use, modification or re-use of products without Consultant's participation or for purpose other than those specifically intended pursuant to this Agreement.
16. **Record Retention; Right to Monitor and Audit.**
 - a. Consultant shall maintain all required records relating to services provided under this Agreement for four (4) years after C/CAG makes final payment and all other pending matters are closed, and Consultant's records shall be subject to the examination and/or audit by C/CAG, a federal grantor agency, and/or the State of California.
 - b. Consultant shall comply with all program and fiscal reporting requirements set forth by applicable federal, State, and local agencies and as required by C/CAG, including any applicable requirements related to OPR funding, as set forth in Section 5 of the OPR Grant Agreement provided in Exhibit D or Exhibit E.
 - c. Consultant agrees, upon reasonable notice, to provide to C/CAG, to any federal or State department having monitoring or review authority, to C/CAG's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.
17. **Permits/Licenses.** If any license, permit, or approval is required to perform the work or services required by this Agreement, Consultant bears the responsibility to obtain said license, permit, or approval from the relevant agency at Consultant's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.
18. **Merger Clause; Amendments.** This Agreement, including all Exhibits attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto regarding the matters covered in this Agreement, and correctly states the rights, duties

and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this Agreement are not binding. All subsequent amendments shall be in writing and signed by the C/CAG Chair or C/CAG Executive Director. In the event of a conflict between the terms, conditions or specifications set forth herein and those in the exhibits attached hereto, the terms, conditions or specifications set forth herein shall prevail.

19. **Governing Law.** This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules, and any suit or action initiated by either party shall be brought in the County of San Mateo, California.
20. **Notices.** All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: Reid Bogert, Stormwater Program Director

Notices required to be given to Consultant shall be addressed as follows:

[CONSULTANT NAME]
[ADDRESS]
[ADDRESS]
Attention: [NAME]

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first above written.

[NAME] (Consultant)

By _____

Date

City/County Association of Governments of San Mateo County (C/CAG)

By _____
Sean Charpentier Date
C/CAG Executive Director

Date

By _____
Melissa Andrikopoulos
C/CAG Legal Counsel

Date

Exhibit A (Sample Agreement)

Scope of Work

Exhibit B (Sample Agreement)

Project Budget and Schedule

Project schedule and Hourly billing rates and staff for CONSULTANT and SUBCONSULTANT(S) are included on the following pages.

Exhibit C (Sample Agreement)

Key Personnel Assignment

Exhibit D (Sample Agreement)

One Watershed Project Grant Agreement

Exhibit E (Sample Agreement)

Office of Planning and Research Fiscal Year 2022-23 Adaptation Planning Grant Guidelines

**APPENDIX F – OFFICE OF PLANNING AND RESEARCH
ADAPTATION PLANNING GRANT PROGRAM RESOURCES**

1. [Fiscal 2022-23 Round 1 Adaptation Planning Grant Program Grant Guidelines](#)