

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
CLIMATE RESILIENT COMMUNITIES**

This Agreement is entered into this **X** of November, 2023, 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 Climate Resilient Communities.

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, pursuant to the C/CAG Board of Directors’ approval of Resolution 23-80, C/CAG’s Executive Director executed a grant agreement with the Governor’s Office of Planning and Research’s Integrated Climate Adaptation and Resilience Program’s Fiscal Year 2022-23 Adaptation Planning Grant Program for an amount not to exceed \$649,648 (“OPR Grant Agreement”), and executed a Partnership Agreement with the Bay Area Water Supply Conservation Agency, Climate Resilient Communities, OneShoreline, City of San Bruno, City of South San Francisco and County of San Mateo (hereinafter called “Partners”), to complete the *San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan* (herein referred to as the “Project”) with a project term through January 31, 2026; 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, a portion of the grant deliverables and associated grant budget amounting to \$225,400 are allocated in the OPR Grant Agreement for Climate Resilient Communities’ participation in the grant and related tasks and subtasks to be led by Climate Resilient Communities; and

WHEREAS, the State-required clauses including the grant terms and conditions as required by OPR in Exhibit D, OPR 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 Climate Resilient Communities.

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

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

In the performance of its Services, Climate Resilient Communities represents that it has and will exercise the degree of professional care, skill, efficiency, and judgment of a consultant with special expertise in providing such services, and Climate Resilient Communities 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*, C/CAG shall compensate Climate Resilient Communities on a time and materials basis. The aggregate total amount of payment by C/CAG to Climate Resilient Communities for services shall not exceed \$225,400, as shown in Exhibit B, *Project Budget and Schedule*, for services provided during the Agreement Term set forth below.

Climate Resilient Communities 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 Climate Resilient Communities 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 Climate Resilient Communities' 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.** Climate Resilient Communities 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 Climate Resilient Communities 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. Climate Resilient Communities' 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 Climate Resilient Communities 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. Climate Resilient Communities shall maintain records documenting compliance with this Section, and such records shall be subject to the audit requirements of Section 16. Climate Resilient Communities 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. **Agreement 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 "Agreement materials") prepared by Climate Resilient Communities under this Agreement shall become the property of C/CAG and shall be promptly delivered to C/CAG. Upon termination, Climate Resilient Communities may make and retain a copy of such Agreement materials if permitted by law.
6. **Relationship of the Parties.** It is understood that Climate Resilient Communities is an Independent Contractor 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 Contractor.

7. **Non-Assignability.** Climate Resilient Communities shall not assign this Agreement or any portion thereof to a third party, or subcontractor 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. **Agreement Term/Termination.** This Agreement shall be in effect as of November, X 2023, and Climate Resilient Communities 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 Climate Resilient Communities. Termination will be effective on the date specified in the notice. In the event of termination under this Section, Climate Resilient Communities 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.* Climate Resilient Communities 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 Climate Resilient Communities 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 Climate Resilient Communities 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 Climate Resilient Communities' 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, Climate Resilient Communities' 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 Climate Resilient Communities 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.* Climate Resilient Communities 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.

Climate Resilient Communities 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. Climate Resilient Communities 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. Climate Resilient Communities' duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a)

C/CAG notifies Climate Resilient Communities promptly in writing of any notice of any such third-party claim; (b) C/CAG cooperates with Climate Resilient Communities, at Climate Resilient Communities' expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Climate Resilient Communities retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Climate Resilient Communities 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 Climate Resilient Communities' 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, Climate Resilient Communities shall, at Climate Resilient Communities' 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, Climate Resilient Communities 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, Climate Resilient Communities) 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 Climate Resilient Communities 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. Agreement Assurance.

- a. During the performance of this Agreement, Climate Resilient Communities 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. Climate Resilient Communities and any subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Climate Resilient Communities 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. Climate Resilient Communities 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.* Climate Resilient Communities or its subcontractors performing the services on behalf of Climate Resilient Communities shall not commence work under this Agreement until all insurance required under this section has been obtained. Climate Resilient Communities shall use diligence to obtain such insurance. Climate Resilient Communities shall furnish C/CAG with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending Climate Resilient Communities’ coverage to include the contractual liability assumed by Climate Resilient Communities 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.* Climate Resilient Communities 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, Climate Resilient Communities 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.* Climate Resilient Communities shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect Climate Resilient Communities, 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 Climate Resilient Communities’ operations under this Agreement, whether such operations be by Climate Resilient Communities or by any sub-Climate Resilient Communities 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.** Climate Resilient Communities 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. Climate Resilient Communities will timely and accurately complete, sign, and submit all necessary documentation of compliance.
13. **Non-discrimination.** Climate Resilient Communities and any subcontractors performing the services on behalf of Climate Resilient Communities 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, Climate Resilient Communities 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 Climate Resilient Communities 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. Climate Resilient Communities shall not be liable for C/CAG's use, modification or re-use of products without Climate Resilient Communities' participation or for purpose other than those specifically intended pursuant to this Agreement.
16. **Record Retention; Right to Monitor and Audit.**
 - a. Climate Resilient Communities 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 Climate Resilient Communities' records shall be subject to the examination and/or audit by C/CAG, a federal grantor agency, and/or the State of California.
 - b. Climate Resilient Communities 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. Climate Resilient Communities 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, Climate Resilient Communities bears the responsibility to obtain said license, permit, or approval from the relevant agency at Climate Resilient Communities' 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 Climate Resilient Communities shall be addressed as follows:

Climate Resilient Communities
3921 E Bayshore Rd
Palo Alto, CA 94303
Attention: Violet Saena, Executive Director

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

Climate Resilient Communities

By _____ Date _____

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

By _____ Date _____
Sean Charpentier
C/CAG Executive Director

By _____ Date _____
Melissa Andrikopoulos
C/CAG Legal Counsel

Exhibit A

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.

As detailed in the OPR Grant Agreement (Exhibit D), the majority of the full scope of work for the Project will be implemented by a selected Consultant, via a separate agreement, 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). The Scope of Work, referred to and incorporated herein as Exhibit A to this Agreement, is specific to the portion of the scope of work and associated budget for the Project allocated to Climate Resilient Communities for their involvement in the Project. Climate Resilient Communities will lead or co-lead several tasks and sub-tasks related to developing and implementing 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 selected Consultant will be expected to work collaboratively with Climate Resilient Communities on related tasks, as indicated by this Scope of Work and further detailed in the Project Work Plan and Budget included in the OPR Grant Agreement (Exhibit D). In addition to funding Climate Resilient Communities' participation in the Project via reimbursement for staff time, the grant will also fund CCC Team engagement activities and community member compensation, which will be led and administered by Climate Resilient Communities. Funding for Climate Resilient Communities' participation and related eligible direct costs will be administered via this Agreement.

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

Through Task 1, Climate Resilient Communities will co-lead, working with the Consultant and Partners (Project Management Team/PMT), the development of the of the Community Engagement Plan. This work will commence after the kick-off meeting for the OneWatershed Project and in parallel with the overall Work Plan development. Following the development of the Draft Community Engagement Plan, Climate Resilient Communities will help 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 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 Work Plan and Community Engagement Plan

Climate Resilient Communities will co-lead, with the Consultant, the Draft Community Engagement Plan. 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 provide strategic oversight of the development of the Community Engagement Plan and the Consultant will be responsible for creating the Draft and Final Community Engagement Plan document. The Consultant and Climate Resilient Communities will incorporate the input received from the EPC and TAC under subtasks 1.2 and 1.3 into a Final Community Engagement Plan.

Task 1.1 deliverables:

No.	Deliverable	Responsible Party
1	Provide strategic oversight of Draft/Final Community Engagement Plan	Climate Resilient Communities

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 organizations (CBOs)). 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 will lead the formation of the CCC Team with support from the Consultant and Partners. Climate Resilient Communities will be responsible for providing input on and engaging potential CBOs to participate in the EPC Group as a co-lead on the Community Engagement Strategy. Climate Resilient Communities will also be responsible for initial engagement and outreach to potential CCC Team members and for compensation for community members as applicable for participation in the initial EPC Kick-off Meeting. Climate Resilient Communities will participate in the EPC Kick-off Meeting and lead the process of visioning and goal-setting from a community adaptation perspective and will help develop a charter for the EPC Group. The Consultant will be responsible for leading the overall structure of the EPC Group Kick-off meeting and developing and providing the Kick-off Meeting agenda, logistics, print materials, and food.

Task 1.2 deliverables:

No.	Deliverable	Responsible Party
1	Provide strategic input on the establishment of EPC Group and conduct initial outreach to proposed CBOs	Climate Resilient Communities
2	Co-lead OneWatershed Framework EPC Kick-off Meeting (input on meeting agenda, presentation/materials); lead presentation on EPC Group goal-setting and develop EPC Group charter; develop and deploy Community Engagement Plan Survey; community member compensation	Climate Resilient Communities
3	Lead establishment of CCC Team and contact list (initial engagement and coordination to attend EPC	Climate Resilient Communities

	Kick-off Meeting)	
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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. Climate Resilient Communities will participate in the TAC Kick-off Meeting and provide a summary of the Draft Community Engagement Plan and overall approach to addressing equity as part of the OneWatershed Framework.

Task 1.3 deliverables:

No.	Deliverable	Responsible Party
1	Provide strategic input on establishment of TAC (including contact list and TAC charter)	Climate Resilient Communities
2	Co-lead OneWatershed TAC Kick-off Meeting (input on meeting agenda, presentation/materials) and presentation on Draft Community Engagement Plan	Climate Resilient Communities

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. As detailed under sub-task 4.6, Climate Resilient Communities will hold additional meetings with the CCC Team specific to developing the San Bruno Creek OneWatershed Climate Resilience Plan (Community-Led Plan).

Task 1.4 deliverables:

No.	Deliverable	Responsible Party
1	Lead up to 12 CCC Team meetings (agendas, meeting materials, meeting summaries)	Climate Resilient Communities

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. The majority of work under this task will be completed by the selected Consultant with the exception that Climate Resilient Communities will p co-lead the EPC Workshops and support the TAC Workshops. Climate Resilient Communities will also provide strategic input on developing the OneWatershed Framework Approach Memo.

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. Climate Resilient Communities will support the Consultant with input on the vulnerability criteria with respect to community impacts and adaptive capacity. 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. Climate Resilient Communities will support the development and execution of the EPC and TAC workshops, including presenting on community vulnerability data and risk criteria and developing a community vulnerability survey for CCC Team member participation. 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	Co-lead EPC Workshop development and execution (input on agendas and presentations/materials, and present on community vulnerability data and risk assessment criteria); develop and deploy EPC Workshop Community Member Vulnerability Survey; community member compensation	Climate Resilient Communities
2	Co-lead TAC Workshop development and execution (input on agendas and presentations/materials, and present on community vulnerability data and risk assessment criteria)	Climate Resilient Communities
3	Provide strategic input on OneWatershed Framework Approach Memo	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 selected 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 selected 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 Resilient 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.

Task 3.1 deliverables:

No.	Deliverable	Responsible Party
1	Provide Strategic input on development of OneWatershed Framework GIS maps (and/or storymaps) to illustrate community gathered data, areas of high overlapping asset risk and key areas for project opportunities	Climate Resilient Communities

Task 3.2 OneWatershed Framework creation and review workshops

The selected 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. Climate Resilient Communities will co-lead the EPC workshop and TAC workshop. Specifically, Climate Resilient Communities will present on the portions of the OneWatershed Framework related to vulnerable community data, risk criteria and potential for adaptive capacity and ongoing community engagement through OneWatershed Climate Resilience Infrastructure planning and implementation.

Task 3.2 deliverables:

No.	Deliverable	Responsible Party
1	Co-lead TAC workshop development and execution (input on agendas, presentations/materials, and dashboard mockup); present on portions of OneWatershed Framework related to vulnerable Community data, risk criteria and potential for adaptive capacity and ongoing community engagement	Climate Resilient Communities
2	Co-lead EPC Group workshop development and execution (input on agendas, presentations/materials, and dashboard mockup); present on portions of OneWatershed Framework related to vulnerable Community data, risk criteria and potential for adaptive capacity and ongoing community engagement; develop and deploy OneWatershed Framework Community Member Survey; community member compensation	Climate Resilient Communities

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 selected 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. Climate Resilient Communities will play a lead role in facilitating focus meetings and workshops under this task and providing advisory input to the selected Consultant through the duration of the Community-Led Plan development.

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 Bruno 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 selected 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. 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) will support the adaptive capacity assessment for the San Bruno Creek Watershed as part of this analysis.

Task 4.1 deliverables:

No.	Deliverable	Responsible Party
1	Provide strategic input on Adaptive Capacity Evaluation Results writeup	Climate Resilient Communities

4.2 Apply OneWatershed Framework to San Bruno Creek Watershed

The selected 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	Provide Strategic input on the San Bruno Creek OneWatershed prioritization tool spreadsheet outputs, GIS maps showing San Bruno Creek risks/vulnerabilities and prioritized OneWatershed project opportunities	Climate Resilient Communities
2	Review of the San Bruno Creek OneWatershed Slidedoc showing outputs	Climate Resilient Communities

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	Provide Strategic input on developing storymap(s) showing prioritized OneWatershed project opportunities in San Bruno Creek Watershed and proposed policy/program updates	Climate Resilient Communities

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. 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.

Task 4.4 deliverables:

No.	Deliverable	Responsible Party
1	Provide strategic input on Draft and Final San Bruno Creek OneWatershed Climate Resilience Plan	Climate Resilient Communities

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, Climate Resilient Communities will lead and host up to twenty (20) CCC Team meetings. There may be opportunities to involve representatives from stakeholder agencies and/or EPC group in selected focus groups. Climate

Resilient Communities will be responsible for scheduling and holding meetings with the CCC Team and for providing compensation to community members as applicable under the grant. Consultant support may include meeting agenda preparation and note-taking, presentations/printed materials/supplies, translator fees, and food.

Task 4.6 deliverables:

No.	Deliverable	Responsible Party
1	Lead up to 20 monthly CCC Team meeting (including agendas, presentations, meeting summaries); develop and deploy CCC Team Participant Surveys for each meeting for collecting feedback on key project deliverables/milestones; community member participation	Climate Resilient Communities

Task 4.7 Community Workshops and Survey

In addition to the CCC Team meetings listed in Task 4.6, Climate Resilient Communities, with support from the selected Consultant, will schedule and hold 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, and food.

Task 4.7 deliverables:

No.	Deliverable	Responsible Party
1	Lead 3-6 CCC Team Workshops (agendas, presentations, meeting summaries); develop and deploy CCC Team Workshop Participant Surveys; community member compensation	Climate Resilient Communities

Exhibit B

Project Budget and Schedule

Subtask Name	Deliverable No.	Work Products/Deliverables	Timeframe	Climate Resilient Communities Role (Lead/Co-lead/Strategic Input)	Climate Resilient Communities Personnel Costs	Climate Resilient Communities Other Direct Costs	Total Climate Resilient Communities Project Costs
Task 1 - Work Plan and Initial Countywide Partner and Community Engagement							
Task 1.1 - Work Plan and Community Engagement Plan	1	Provide strategic input on Draft/Final Community Engagement Plan	December 2023-January 2024	Strategic Input	\$25,490	\$1,600	\$27,90
Task 1.2 - Equity Priority Community Group formation	1	Provide strategic input on the establishment of EPC Group and conduct initial outreach to proposed CBOs	January 2024 - April 2024	Strategic Input			
	2	Co-lead OneWatershed Framework EPC Kick-off Meeting (input on meeting agenda, presentation/materials); lead presentation on EPC Group goal-setting and develop EPC Group charter; develop and deploy Community Engagement Plan Survey; community member compensation		Co-lead			
	3	Lead establishment of CCC Team and contact list (initial engagement and coordination to attend EPC Kick-off Meeting)		Lead			
Task 1.3 - Technical Advisory Committee formation	1	Provide strategic input on establishment of TAC (including contact list and TAC charter)	January 2024 - March 2024	Strategic Input			

	2	Co-lead OneWatershed TAC Kick-off Meeting (input on meeting agenda, presentation/materials) and presentation on Draft Community Engagement Plan		Co-lead			
Task 1.4 - Establish Climate Change Community Team	1	Lead up to 12 CCC Team meetings (agendas, meeting materials, meeting summaries)	January 2024 - June 2024	Lead			
Task 2 - Countywide OneWatershed Asset and Community Data Inventory Creation							
Task 2.3 - Vulnerability and Risk Assessment Materials Review Workshops	1	Co-lead EPC Workshop development and execution (input on agendas and presentations/materials, and present on community vulnerability data and risk assessment criteria); develop and deploy EPC Workshop Community Member Vulnerability Survey; community member compensation	April 2024 – July 2024	Co-lead	\$5,985	\$1,600	\$7,585
	2	Co-lead TAC Workshop development and execution (input on agendas and presentations/materials, and present on community vulnerability data and risk assessment criteria)		Co-lead			
	3	Provide strategic input on OneWatershed Framework Approach Memo		Strategic Input			
Task 3 - Countywide OneWatershed Framework Creation							
Task 3.1 - OneWatershed Infrastructure Shared-risk and Community Vulnerability Analysis	1	Provide Strategic input on development of OneWatershed Framework GIS maps (and/or storymaps) to illustrate community gathered data, areas of high overlapping asset risk and key areas for project opportunities	July 2024 – November 2024	Strategic Input	\$19,500	\$2,400	\$21,900

Task 3.2 - OneWatershed Framework creation and review workshops	1	Co-lead TAC workshop development and execution (input on agendas, presentations/materials, and dashboard mockup); present on portions of OneWatershed Framework related to vulnerable Community data, risk criteria and potential for adaptive capacity and ongoing community engagement	November 2024 – July 2025	Co-lead			
	2	Co-lead EPC Group workshop development and execution (input on agendas, presentations/materials, and dashboard mockup); present on portions of OneWatershed Framework related to vulnerable Community data, risk criteria and potential for adaptive capacity and ongoing community engagement; develop and deploy OneWatershed Framework Community Member Survey; community member compensation		Co-lead			
	3	Co-lead TAC workshop development and execution (input on agendas, presentations/materials, and dashboard mockup); present on portions of OneWatershed Framework related to vulnerable Community data, risk criteria and potential for adaptive capacity and ongoing community engagement		Co-Lead			
Task 4 - Task 4 - San Bruno Creek OneWatershed Climate Resilience Plan (Community-Led Plan)							

Task 4.1 - Adaptive Capacity Evaluation and Hydraulic and Hydrologic Modeling Coordination/Integration	1	Provide strategic input on Adaptive Capacity Evaluation Results writeup	May 2024 – August 2024	Strategic Input	\$81,825	\$87,000	\$168,825
Task 4.2 - Apply OneWatershed Framework to San Bruno Creek Watershed	1	Provide Strategic input on the San Bruno Creek OneWatershed prioritization tool spreadsheet outputs, GIS maps showing San Bruno Creek risks/vulnerabilities and prioritized OneWatershed project opportunities	August 2024 – December 2024	Strategic Input			
	2	Review of the San Bruno Creek OneWatershed Slidedoc showing outputs					
Task 4.3 - Project Opportunity/Policy/Program Developments	1	Provide Strategic input on developing storymap(s) showing prioritized OneWatershed project opportunities in San Bruno Creek Watershed and proposed policy/program updates	November 2024 – January 2025	Strategic Input			
Task 4.4 - San Bruno Creek OneWatershed Climate Resilience Plan Preparation	1	Provide strategic input on Draft and Final San Bruno Creek OneWatershed Climate Resilience Plan	February 2025 – September 2025	Strategic Input			
Task 4.6 – CCC Team Meetings	1	Lead up to 20 monthly CCC Team meeting (including agendas, presentations, meeting summaries); develop and deploy CCC Team Participant Surveys for each meeting for collecting feedback on key project deliverables/milestones; community member participation	March 2024 – September 2025	Lead			
Task 4.7 – Community Workshops and Survey	1	Lead 3-6 CCC Team Workshops (agendas, presentations, meeting summaries)	April 2024 – September 2025	Lead			

		develop and deploy CCC Team Workshop Participant Surveys; community member compensation					
	Total				\$132,800	\$92,600	\$225,400

Exhibit C

Key Personnel Assignment

Key personnel and hourly billing rates for Climate Resilient Communities are included on the following page.



Climate Resilient Communities Rate Schedule

Executive Director: Violet Wulf-Saena	\$150
Program Director: Cade Cannedy	\$100
Program Manager: Kamille Lang, John Darroch, Kae Jensen, Najiha Al Asmar	\$80/hr
Program Associate: Chase Donnell, Maya Paulo, Theo Gress	\$60/hr
Outreach Coordinator: Lesley Lopez	\$60/hr

Personal Vehicle Mileage	Current federal rate.
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Rates are client and project specific.

Exhibit D

OPR Grant Agreement

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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.

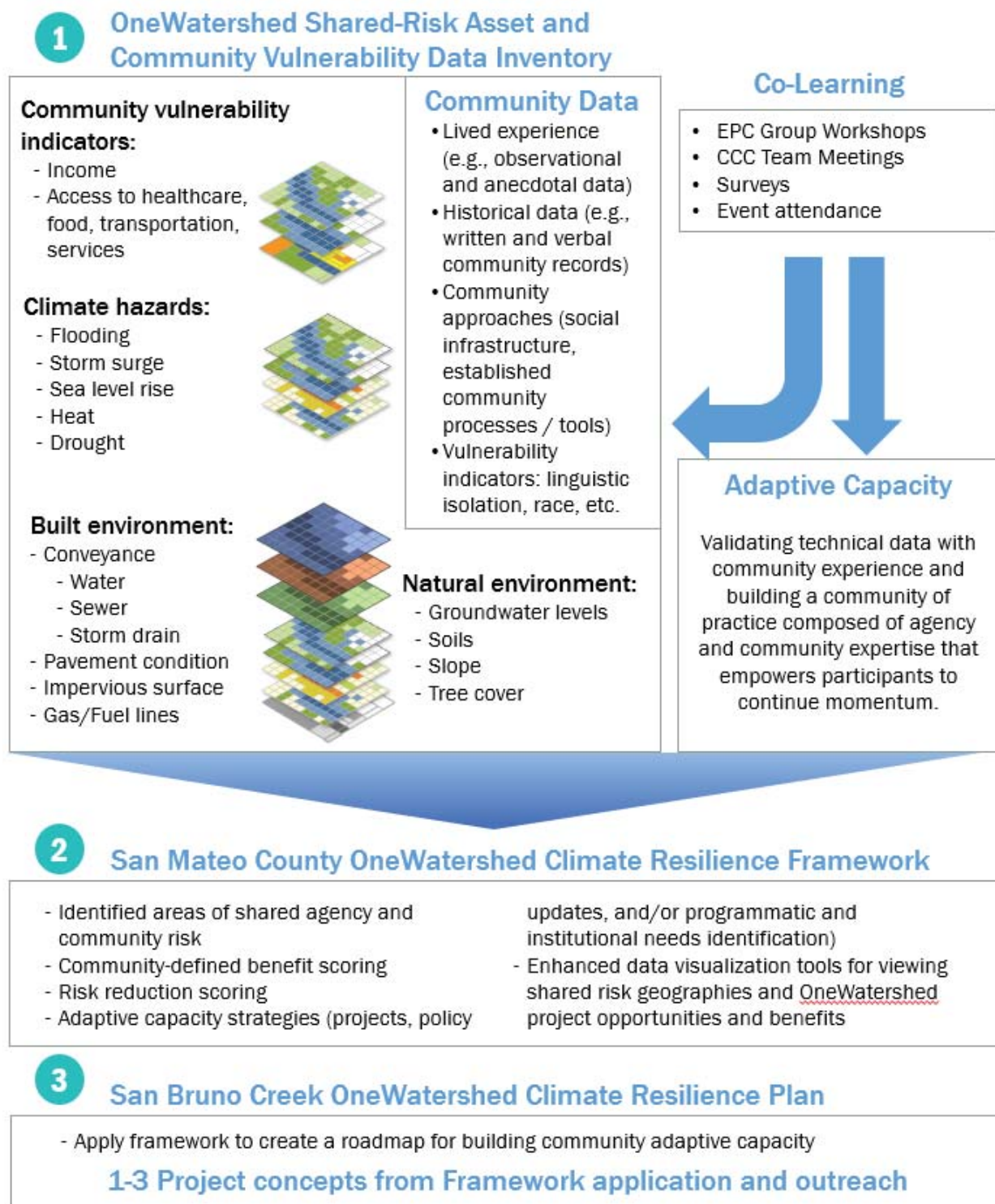


Figure 1. San Mateo County OneWatershed Climate Resilience Framework Project Approach demonstrating data inputs and co-learning that support adaptive capacity building and development of the countywide framework and local San Bruno Creek OneWatershed Plan.

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 (CCHVlz) 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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	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: intended.org/OPR23133</p> <p>APGP is a new program that will fund local, regional, and tribal organizations' integrated planning. APGP's goals are to:</p> <ol style="list-style-type: none"> 1. Expand 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	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>
-----	--	---	--	-------------------------------------	-------------------------------------	----------------

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 Major outcomes and/or metrics used to demonstrate success	Timeline No later than January 31, 2026	Partners Involved If the partners are not identified include future plans to engage	APGP Eligible Activities Addressed

4.1	Adaptive capacity evaluation and hydrologic modeling coordination/integration	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.	Adaptive Capacity Evaluation Results writeup or presentation; Hydrologic/hydrologic model integration summary	April 2024 - July 2024	Project Team and CCC team	Phase 2
4.2	Apply OneWatershed Framework to San Bruno Creek Watershed	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.	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)	July 2024 - November 2024	Project Team and CCC team	Phase 3

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

			<i>demonstrate success</i>		<i>include future plans to engage</i>	
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

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

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

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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	

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

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	

Exhibit E

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

Integrated Climate Adaptation and Resiliency Program

Adaptation Planning Grant Program Round 1 Program Guidelines FY 2022 - 2023



Adaptation Planning Grant Program (APGP)

Administered by the Office of Planning and Research (OPR)

What is the APGA?

The Adaptation Planning Grant Program (APGP) leverages \$25 million to fund local, regional, and tribal communities in integrated climate adaptation planning. By facilitating climate adaptation planning, APGA supports the development of climate-resilient projects across the State.

What is Climate Adaptation?

Adaptation to climate change refers to an adjustment in natural or human systems to a new or changing environment, whereas resilience describes the capacity of any entity to prepare for disruptions, recover from shocks and stresses, and adapt and grow from a disruption. California communities are experiencing more frequent, prolonged, and severe impacts of climate change, including extreme heat, flooding, wildfires, drought, extreme weather events, and sea level rise. Preparing for these changes is climate adaptation.

What activities does the APGA fund?

APGA provides communities the resources to:

- Identify climate resilience priorities
- Engage in integrated climate planning
- Plan social and physical climate resilient infrastructure projects
- Strengthen local coordination, leadership, knowledge, and skills to implement co-beneficial projects and increase access to additional state and federal funding

Who informed the development of the APGA?

Over 450 community members, state, regional, and federal agencies, local governments, California Native American Tribes, Community-Based Organizations and advocacy groups informed the development of the APGA through a transparent process that included convenings, listening sessions, focus groups, informant interviews, and public workshops.

Who is eligible to apply?

Eligible Applicants include local public entities, California Native American Tribes, community-based organizations, and non-profits.

How do you apply?

- Applicants complete the [Request for Full Application – APGA Intent Survey](#) from November 7, 2022 to March 31, 2023.
- On January 6, 2023, staff will release the public Notice of Funding Availability and applications via Microsoft SharePoint to Applicants who completed the Survey.
- All application materials are due before 5:00 p.m. March 31, 2023.

For more information – visit the [APGA website](#) and sign up for the [APGA email list](#)

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I. Introduction

A. Background

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

For an overview of current state laws associated with climate adaptation and resilience see [Appendix B](#).

B. Program Summary

OPR through ICARP administers the APGP and received \$25M in Fiscal Year (FY) 2021-2022 to implement the program through the provision of grants and staff support. The APGP Grant Guidelines include relevant information for potential Applicants, including the components and criteria that should be submitted in an application. Applications can request between \$150,000 and \$650,000 in total state funding for planning projects spanning thirty months.

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

- Round 1 (FY 22-23): \$8,000,000
- Round 2 (FY 23-24): \$6,600,000 (TBD)
- Round 3 (FY 24-25): \$6,600,000 (TBD)

C. Program Goals

As California experiences accelerated impacts of climate change, many communities are faced with planning for and responding to cascading and compound impacts (e.g., flooding and landslides following wildfires, or riverine flooding due to sea level rise). The APGP provides funding to help fill planning needs, provides communities the resources to identify climate resilience priorities, and supports the development of climate resilient projects across the State.

The key priorities and goals of ICARP's APGP are the following:

- **Explicitly and meaningfully prioritize equitable outcomes**, particularly in the most vulnerable communities, by establishing an inclusive funding program that removes barriers for Applicants and ensures that awardees represent a wide geographic, economic, and population diversity.

- **Encourage communities to equitably plan for and respond to multiple climate risks** by centering the needs of vulnerable communities and supporting an all-risk approach to adaptation planning. These grants encourage communities to conduct integrated planning activities.
- **Support integrated social and physical infrastructure planning to achieve community resilience.** The program provides flexible funding to meet multi-sector/issue planning needs that intersect with climate risks, including but not limited to public health, land use, transportation, economic, housing, natural resource management, public infrastructure, and hazard mitigation issues.
- **Build statewide capacity to plan for and implement equitable planning strategies** by supporting peer-to-peer learning, communities of practice, information sharing, and publishing replicable case studies in the State Adaptation Clearinghouse.
- **Embed equity into the planning process, from project visioning through project evaluation,** by increasing opportunities for shared decision-making, utilizing inclusive processes, and actively remedying historic underinvestment by fairly distributing access to the benefits and privileges associated with community investment.

D. Program Timeline

The proposed timeline below is subject to change. The most up-to-date timeline can be found on [the APGP website](#).

Milestones	Dates
Guideline Public Comment Period	September 28, 2022 – October 28, 2022
Request for Full Application: APGP Intent Survey Launch	November 7, 2023
Solicitation Release	January 6, 2023
Application Webinars	January 6, 2023 – March 31, 2023
Deadline for Submitting Applications by 5:00 p.m.	March 31, 2023
Anticipated Notice of Recommended Awards Posting Date	May - June 2023
Anticipated Start Date	June 2023
Anticipated End Date	January 31, 2026
Invoice Deadline	June 30, 2026

II: Planning Grant Program

A. Eligibility

Lead Applicants

Eligible Applicants may include, but are not limited to:

- **Local Public Entities**, including cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), and Councils of Governments (COGs). Public entities may also include California institutions of higher education, districts (including school districts and special districts), public authorities, public agencies, political subdivisions, and public corporations. This definition does not include state agencies.
- **California Native American Tribes (Tribes)**, including Native American Tribes that are on the contact list maintained by the Native American Heritage Commission (NAHC) for the purposes of Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073).
- **Community-Based Organizations**, including, but not limited to 501(c)(3) nonprofit organizations, non-governmental organizations, philanthropic organizations, foundations, and other organizations with a history of representing vulnerable communities. Organizations, collaboratives, networks, and projects that are fiscally sponsored by any of the organizations, and those fiscally sponsored by academic institutions, are also eligible. In this case, the Applicant need not be 501(c)(3) organizations but should be legal entities authorized and empowered to enter contracts and hold funds.

For-profit entities and community members are *not* eligible to apply as lead Applicants or fiscal sponsors but can be subcontracted to provide research or other services.

Co-Applicants & Partnership

There should be a minimum of one (1) Co-Applicant in addition to the Lead Applicant. More than one (1) Co-Applicant is encouraged. See the Public Entity Support and Community Partnership sections below for more detail.

Collectively, “Lead Applicants” and “Co-Applicants” are referred to as “Applicants”.

PUBLIC ENTITY SUPPORT

Either the Lead Applicant or one of the Co-Applicants should be a public entity or Tribe. Community-based organizations should partner with a local public entity or Tribe as listed above to ensure that planning efforts funded can ultimately be implemented by local, regional, or tribal entities.

If public entity support is not feasible, community-based organization Applicants are required to submit an explanation in their application as to why partnership with a public entity or Tribe is not feasible and a letter of support from a local public entity. Additionally,

Tribes are not required to partner with a public entity or other Co-Applicants, nor required to submit any justification.

COMMUNITY PARTNERSHIP SUPPORT

Public entities should partner with a community-based organization to ensure that planning efforts are centering the needs of vulnerable communities.

Strong and diverse partnerships will be comprised of partner entities that bring unique strengths and approaches that are community informed with a proven track record of engaging communities in those ways. Diverse partnerships will represent but are not limited to community-based organizations, public water related agencies in their study area (such as flood control), retail water agencies, water recycling agencies, groundwater management agencies, local health jurisdictions, local health departments, health equity-focused CBOs, vulnerable communities, representatives of disadvantaged communities, Tribes, educational institutions, local businesses, and other interest groups. Applicants should also submit an explanation of the partnership structure and roles and responsibilities of each partner in the narrative section of the application.

If a community partnership is not feasible, Applicants should submit a written explanation and/or a plan to engage with the community and build community partnership opportunities. Community partnership plans should identify key interest groups and other potential partners early in the application and plan development process, using proven methods of community engagement such as participatory budgeting or the creation of an advisory board (for guidance and examples of community engagement methods during an adaptation planning process, see the [California Adaptation Planning Guide \(2020\)](#)).

If California Native American Tribes or California tribal communities are the Lead Applicants or Co-Applicants, Tribes' sovereign status should be respected and upheld throughout the development of the partnership. The partnership should outline measures that will be taken to protect Tribal data sovereignty and the confidentiality of Tribal data and traditional ecological knowledge collected or shared as part of the grant activities.

While we encourage state and federal partnerships, for the purposes of this grant program, state and federal agencies cannot be listed as a Co-Applicants. This includes all regional conservancies, councils, and commissions listed on the [State Agency Listing](#).

LIMITED WAIVERS OF SOVEREIGN IMMUNITY

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

Consistency with Existing Local, Regional, or Statewide Plans and Alignment with the Best Available Science

Applicants should demonstrate that proposed projects are consistent with relevant local, regional, or statewide plans and use the best available science. For plans Applicants can reference the [California Climate Adaptation Strategy](#), the California [Extreme Heat Action Plan](#), other state plans, city or county general plans, local hazard mitigation plans, climate action plans, tribal-led plans, integrated regional water management plans, other local plans, local designations, zoning, building intensity, and density requirements, design guidelines,

housing elements and applicable goals, policies, and programs. For alignment with the best available science Applicants can reference data, findings, projections, and models within the most current [California Climate Change Assessments](#), [Scoping Plan](#), and/or other relevant science-based resources. An Applicant should demonstrate consistency by describing the proposed project's alignment with existing, relevant plans and how the proposed project incorporates best available science in the application narrative.

Note that planning projects may also include efforts to revise land use plans consistent with the jurisdiction's goals and policies. Plans should also consider any anticipated growth in population or density in the communities the proposed project or plan will serve, including accounting for population growth due to planned housing development. If an Applicant does not demonstrate consistency with a jurisdiction's goals and policies, and its proposed project does not include an effort to update the goals and policies to remedy that inconsistency, the Applicant should explain the reasons in the application. The Applicant should also explain how its proposed project is still consistent with the goals and priorities of the APGP.

Consideration of Vulnerable Communities

All proposed projects should consider and address how the project will serve Vulnerable Community members, including Access and Functional Needs Communities (AFN) and Disadvantaged Communities.

Climate vulnerability describes the degree to which natural, built, and human systems are at risk of exposure to climate change impacts. Vulnerable communities experience heightened risk and increased sensitivity to climate change and have less capacity and fewer resources to cope with, adapt to, or recover from climate impacts. These disproportionate effects are caused by physical (built and environmental), social, political, and/ or economic factor(s), which are exacerbated by climate impacts. These factors include, but are not limited to race, class, sexual orientation and identification, national origin, and income inequality.

While not an exhaustive list, the following tools and data can be used to identify climate vulnerable communities. As no single tool is currently capable of identifying all vulnerable communities, each Applicant is encouraged to use a combination of at least two tools from the list below to identify their unique, vulnerable communities.

- [CalEnviroScreen 4.0 \(CES\)](#)- CalEnviroScreen can be used to describe the disadvantaged communities based on historic pollution exposure and socio-economic indicators within the physical scope of the proposed project.
- [California Healthy Places Index \(HPI\)](#) – The Healthy Places Index is a dataset and online tool that maps local factors that predict life expectancy and compares community conditions across the State. HPI provides overall scores and data on specific policy action areas that shape health, such as housing, transportation, education, and more.
- [Climate Change & Health Vulnerability Indicators for California \(CCHVI\)](#)– CCHVI can be used by local health partners and planners to identify people and places that are more susceptible to adverse health impacts associated with climate change, specifically extreme heat, wildfire, sea level rise, drought, and poor air quality.
- [Access and Functional Needs \(AFN\) Web Map](#)– Can be used to assist emergency managers and planners to identify Access and Functional Needs Communities.

- The Social Vulnerability Scores from the [Federal Emergency Management Agency's \(FEMA\) National Risk Index](#)– The [Social Vulnerability Scores](#) can be used to determine susceptibility of social groups to adverse impacts from current and historic natural hazards for each United States county and Census tract.

See [Appendix D](#) for additional guidance and resources.

B. Examples of Eligible and Ineligible Planning Activities

Eligible Activities

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

Activities eligible for reimbursement must fit into one or more of the four phases included below, as defined by the California Adaptation Planning Guide. While the following eligible activities are outlined **in phases, eligible project activities can occur at any stage of this planning framework**. This list includes just some examples of eligible activities and is not comprehensive. Note, there are no specific funding allocations related to the four-phase breakdown.

PHASE 1: EXPLORE, DEFINE, AND INITIATE

Adaptation planning efforts should start with Phase 1, or a scoping phase. Scoping activities, such as the examples below, can help establish the basic aspects of the planning effort, the issues it could address, and who might be involved. Making these decisions at the beginning of the process helps ensure that the planning effort will be thorough, integrated, and equitable.

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

- Creation or enhancement of collaboratives, working groups, public-private partnerships, and advisory bodies to build community capacity for participating in an adaptation and hazard mitigation planning activity or set of activities.
- Identification of goals, objectives, and scope of work for a hazard mitigation planning activity, Local Hazard Mitigation Plan (LHMP), or set of activities through community visioning and engagement activities.
- Identification of one or more funding or financing sources to complement current or future activities, such as the following federal funding programs: FEMA's Hazard Mitigation Assistance Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), Fire Management Assistance Grant (FMAG), and HUD's Community Development Block Grant Mitigation (CDBG-MIT) program. For State programs, explore these [Resilience Funding Summary Charts](#).
- Creation or enhancement of collaboratives, working groups, and public-private partnerships to build community capacity for participating in a hazard mitigation planning activity or set of activities through community visioning and engagement activities.

[Learn more about Phase 1.](#) Review Phase 1 resources in [Appendix D](#).

PHASE 2: ASSESS VULNERABILITY

Phase 2 includes vulnerability and risk assessment activities that help to identify and characterize the climate hazards and other climate effects a community faces. Phase 2 dives deeper into the planning process, creating a more comprehensive assessment of vulnerability to climate change effects, while helping users align their vulnerability studies with the latest state and federal resources and requirements.

- Development of a climate vulnerability assessment or suite of assessments that identify and characterize the climate hazards and other climate effects a community and/or place faces. This includes identification of exposure and sensitivity to climate hazards, assessment of potential impact and adaptive capacity, and then identification of vulnerability to climate impacts, including social conditions. If a public entity is a lead Applicant, the Applicant should review all requirements implemented by SB 379 and SB 1035 (chaptered at [GC 65302\(g\)\(4\)](#)) to ensure compliance with these statutes.
- Development of a risk assessment that includes information on previous occurrences of hazard events and the probability of future hazard events, and an overall summary of each hazard and its impact on a community, housing and mobile homes, and critical infrastructure.
- Community engagement and collaboration with diverse interested parties to identify neighborhood strengths, assets, and climate change effects (ex. participatory asset mapping, storytelling timelines, and community-based participatory research), and incorporation of these community-driven identifications into a vulnerability assessment or suite of assessments.
- Execution of studies and analyses (e.g., analysis of fiscal impacts) that inform a community's efforts to address the impacts of climate change.
- Development of a FEMA-approved Benefit-Cost Analysis (BCA) to quantify the future risk reduction benefits of a hazard mitigation project.

[Learn more about Phase 2.](#) Review Phase 2 resources in [Appendix D](#).

PHASE 3: DEFINE ADAPTATION FRAMEWORK AND STRATEGIES

Phase 3 activities prepare and solidify the community's adaptation framework, which identifies specific policies and implementable strategies for adapting to climate change, thus making the community more resilient.

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

[Learn more about Phase 3.](#) Review Phase 3 resources in [Appendix D](#).

PHASE 4: IMPLEMENT, MONITOR, EVALUATE, AND ADJUST

Phase 4 activities use the adaptation framework to prepare an implementation program that puts adaptation strategies into action.

- Preparation of an action plan, or funding plan to put a strategy or set of strategies into action.
- Preparation of federal implementation grant applications or other similar grant funding opportunities.
- Preparation of a Local Hazard Mitigation Plan (LHMP) to be eligible for FEMA hazard mitigation assistance funding.
- Incorporation of the most recently updated LHMP into a General Plan Safety Element. Assembly Bill (AB) 2140 ([Gov. Code §§ 65302.6](#) and [8685.9](#)) allows jurisdictions to be eligible to apply for state funding to cover the local match (6.25%) of FEMA Public Assistance (PA) costs for recovery activities after hazard events, if the local jurisdiction incorporates their LHMP into the Safety Element of their General Plan.
- Complete application development for another State or Federal climate resilient infrastructure or hazard mitigation funding program.
- Creation of a monitoring program to track future strategy implementation, and establishment of an accompanying evaluation process to assess how long the strategy(ies) and accompanying vulnerability assessment(s) will serve the community.
- Evaluation, updating, and streamlining of various policies and codes currently enforced by local departments (e.g., public works, health and safety, fire, water, parks, and open space, etc.) to incorporate climate risk and resilience.

- Identifying and preparing project sites for implementation of a community adaptation strategy or set of strategies, including site identification, feasibility studies, and planning for project readiness.
- Community engagement and collaboration activities in support of any of the above.

[Learn more about Phase 4.](#) Review Phase 4 resources in [Appendix D](#).

Ineligible Activities

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

- Implementation of construction projects, including:
 - Direct and indirect construction costs
 - Initiation documents
 - Engineering plans and design specification work
 - Capital costs or maintenance costs
- Legislative lobbying and lawsuits
- Environmental studies, documents or other activities conducted to comply with the California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA).

D. Application

Planning grants will be evaluated and awarded through a competitive process. The APGP will use a two-phased application process for all Applicants. Applications will be submitted electronically and ICARP staff will provide additional information about the application process with the Notice of Funding Availability (NOFA) and Application materials.

Phase 1: Request for Application Materials: APGP Intent Survey

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

The Survey consists of the following questions:

- Project Name [Short Answer]
- Project Description [Long Answer]
- Project Phase, per [California Adaptation Planning Guide \(2020\)](#) [Multiple Choice]
- Estimate Project Cost [Short Answer]
- Identify Intent to Apply for Other State Funding Opportunities [Single Choice]

- F. List of State Funding Opportunities Applicant(s) Intend to Apply to [Long Answer]
- G. Lead Applicant Contact Information [Short Answer]
- H. Co-Applicant(s) Contact Information [Short Answer]

Phase 2: Full Application

On January 6, 2023, staff will release the APGP Notice of Funding Availability (NOFA) and Full Application which constitutes the second phase of the application process. The full application and application materials will be released via individualized SharePoint folders to all prospective Applicants who completed the Request for Application Materials: APGP Intent Survey. All application materials are due by **5:00 p.m. March 31, 2023**. Completed Applications will consist of the following application materials:

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

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

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

All applications and submitted materials are subject to the Public Records Act ([GC § 6250](#)) requirements and certain information may be publicly disclosed pursuant to those requirements. ICARP will post a summary of all applications received prior to funding decisions.

Below is a summary of the Full Application components to be submitted on SharePoint:

PROJECT NARRATIVE

- Project Vision & Priorities (250 words)
- Community Need & Adaptive Capacity (750 words)
- Co-Benefits (250 words)
- Community Partnership (500 words)
- Budget Justification (250 words)

ADDITIONAL DOCUMENTATION

- Application Workbook
 - Applicant Summary
 - Work Plan
 - Adhere to up to thirty-month anticipated end date and contain clear timelines, discrete tasks, and detailed deliverables.
 - See [Appendix F](#) for more information.

- Budget
 - Budget containing sufficient detail, broken down by task and line item, and are accompanied by all necessary supporting justifications.
 - See [Appendix G](#) for more information.
- Letters of Support
 - Up to three letters of support from the local, and/or regional communities, CBOs, elected officials, and appointed leaders.
 - Letters of support should include, but not be limited to:
 - Community Partnership justification and approval
 - Budget justification and approval, including for additional funding that may be required to complete the full scope of the project
- Documentation that the application meets all eligibility requirements described in the Eligible Applicants

Application Review Process

APGP staff will first evaluate applications to ensure that they are both eligible and complete. The staff and an interagency review panel will evaluate applications using the scoring criteria below. Applicants will receive a single score out of 100 points. APGP staff will recommend awards based on these scores.

Questions

Direct questions to ICARP staff through the address or contact information listed below:

Integrated Climate Adaptation and Resiliency Program (ICARP)
 Governor's Office of Planning and Research
 1400 Tenth Street Sacramento, California 95814
 Telephone: [\(916\) 758-0597](tel:(916)758-0597)
 E-mail: icarp.grants@opr.ca.gov

Applicants may ask questions during application webinars or submit written questions via mail or electronic mail. APGP staff will offer drop-in technical assistance office hours and the opportunity to meet 1:1 to discuss application questions throughout the entire application period. ICARP will respond to all questions with a high-level question-and-answer document that will be posted on the APGP webpage and shared with all intent survey respondents and announce the release of this document through ICARP e-blasts.

Third-party technical assistance is not currently available for Applicants to the APGP. In subsequent rounds of the APGP, ICARP intends to allocate additional funding to provide third-party technical assistance providers to assist with application development, implementation, and evaluation. See Post Award Technical Assistance in [Appendix L](#).

Any verbal communication with ICARP staff concerning this solicitation is not binding on the State and will in no way alter a specification, term, or condition of the solicitation. Therefore,

all communication should be directed in writing to assigned ICARP staff using the contact information above.

E. Scoring Criteria

The following scoring criteria will be applied to full applications. APGP Staff and Interagency Panel Reviewers will score each section based on a list of questions, but project proposals are not required to address all listed questions. Project proposals are not required to address the entire list of questions. Project proposals may be awarded points based on both the number of elements addressed, as well as the extent to which each element is incorporated into the planning activities. Additional information on the application process will be provided in the Notice of Funding Availability (NOFA).

Category	Description	Total Points (100)
Project Vision & Priorities	Develop a vision statement that thoughtfully describes the local area, climate issues, and clearly conceptualizes how the goals, objectives, and aspirations of the proposed project will build climate adaptation and resilience.	15 points
Community Need & Adaptive Capacity	Identify and describe the vulnerable communities and how the proposed project will address their needs. Outline a process to identify planning activities based on the needs of vulnerable communities and prioritize these projects based on feasibility.	40 points
Co-Benefits	Proposed planning activities should provide multiple co-benefits in addition to climate adaptation and hazard mitigation (such as but not limited to: greenhouse gas emissions mitigation, social equity, environmental, and/or economic co-benefits).	10 points
Community Partnership	The community partnership structure is how the Applicant, partners, and other interested parties organize themselves, facilitate project management, and network to build adaptive capacity.	20 points
Budget Justification	The proposed budget narrative will accompany the proposed budget and will provide a written explanation of budget allocations, describing details and rationale for proposed expenditures.	15 points

Project Vision & Priorities

15 points

Develop a vision statement that thoughtfully describes the local area, climate issues experienced by the most vulnerable communities, and clearly conceptualizes how the goals,

objectives, and aspirations of the proposed project will build climate adaptation and resilience.

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Does the project align with or advance an integrated approach to climate adaptation (i.e., does the project align with the approach to climate adaptation and greenhouse gas mitigation described in the 2017 ICARP Vision Statement and ICARP's seven adaptation principles to guide actions for achieving this vision)?
- Is the project consistent with the [State's Planning Priorities, State Hazard Mitigation Plan \(2018\)](#), and/or the [2021 California Climate Adaptation Strategy](#) or [Extreme Heat Action Plan's priorities](#), and/or other sector and climate impact-specific local plans?

EXAMPLE SCORING:

- **High (10-15 points):** Applicant effectively describes the project, how the project will align with ICARP and APGA vision and goals, how it will achieve specific equitable outcomes that build climate adaptation and resilience, and thoughtfully addresses the input and needs of the community, especially vulnerable communities.
- **Medium (5-9 points):** Applicant adequately describes the project and how the project will align with ICARP and APGA vision and goals but does not adequately describe how the project actions will address the knowledge gaps and needs of the community, especially vulnerable communities.
- **Low (0-4 points):** Applicant minimally describes or does not include how the project will align with ICARP and APGA vision and goals to build climate adaptation and resilience, and/or does not clearly address the local knowledge gaps or needs of vulnerable communities.

Community Need & Adaptive Capacity

40 points

Vulnerable communities have less adaptive capacity to cope with, adapt to, and recover from climate impacts. Using the tools and resources outlined in the sub-section above titled "Consideration of Vulnerable Communities," identify and describe the vulnerable communities and how the proposed project will address their needs. Using tools and resources outlined in [Appendix D](#), outline a process that identifies planning activities based on the needs of vulnerable communities and prioritizes these projects based on feasibility. If specific planning activities have already been prioritized, describe the community engagement process that was conducted to ensure that the needs of vulnerable communities will be prioritized.

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Does the project effectively describe the vulnerable communities' needs (see [Section A: Consideration of Vulnerable Communities](#))?

- Were vulnerable communities, or organizations representing vulnerable communities, included in project design scoping and identification of priority objectives prior to submission of the project proposal?
- Does the project prioritize building and/or reconfiguring infrastructure and services that enhance the adaptive capacity of the most vulnerable communities?
- Does the project seek to prevent climate-related displacement and involuntary migration of vulnerable communities by developing social safety nets that support climate adaptation?
- Will the proposed project utilize local and/or regional climate projections to further identify climate risks and exposures, describe additional impacts of climate change risks and exposures on the community, and identify and prioritize climate adaptation measures and objectives that address such impacts (See [Appendix D](#) for additional guidance and resources)?

EXAMPLE SCORING:

- **High (30-40):** Applicant clearly describes the community needs and anticipated priority climate issues by providing thoughtful insights from publicly available and local data sources and community engagement efforts. Applicant clearly prioritizes the decision-making authority of vulnerable communities, identifies gaps in the data or knowledge about climate issues and potential impacts and how these gaps will be addressed, and clearly identifies actions that will enhance the adaptive capacity of vulnerable communities. Applicant is in a group outlined as a [funding target](#).
- **Medium (16-29)** Applicant adequately describes the priority climate issues experienced by vulnerable communities within the project area, broadly addresses gaps in the data or knowledge about climate issues and potential impacts, and adequately develops actions that will enhance the adaptive capacity of vulnerable communities.
- **Low (0-15):** Applicant minimally or does not describe priority climate issues experienced by vulnerable communities within the project area and addresses little to no gaps in the data or knowledge about climate issues and potential impacts. Little descriptions are provided to describe actions that will enhance the adaptive capacity of vulnerable communities.

Co-Benefits

10 points

Proposed planning activities should provide climate change adaptation co-benefits (such as social equity, greenhouse gas mitigation, economic, and/or environmental co-benefits). Applicants are encouraged to think systematically about the interconnectedness of the climate impacts facing their community by describing what benefits the project offers beyond climate resiliency, and how the project provides multiple benefits across sectors and climate issues.

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Does the proposed project effectively incorporate nature-based or green infrastructure solutions, which can reduce a range of climate risks (e.g., drought, heat, flooding, sea-level rise, extreme precipitation/weather, wildfire, etc.) while providing co-benefits (e.g., improved public health, safety, or environmental conditions)?
- Does the proposed project prioritize any of the following?
 - **Social services** that support climate adaptation and co-benefits such as education access, poverty alleviation, housing security, economic inclusion, and food security.
 - Building **climate-responsive energy solutions** that improve community capacity to respond to supply deficits and provide greenhouse gas emissions mitigation co-benefits.
 - Investigating **innovative financing solutions** to provide co-benefits.

EXAMPLE SCORING:

- **High (7-10):** Applicant clearly describes how the project will maximize economic, environmental, public health, and other co-benefits to vulnerable communities within the project area.
- **Medium (4-6):** Applicant adequately describes how the project will maximize economic, environmental, public health, and other co-benefits to vulnerable communities within the project area.
- **Low (0-3):** Applicant minimally or does not describe how the project will maximize economic, environmental, public health, and other co-benefits to vulnerable communities within the project area.

Community Partnership

20 points

Adaptation planning activities are most effective at improving the adaptive capacity of vulnerable communities when they are conducted by, or in close partnership with, those very communities most vulnerable to the impacts of climate change. The community partnership structure is how the Applicant, partners, and other interested parties organize themselves, facilitate project management, and network to build adaptive capacity.

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Is the partnership structure composed of a diverse representation of residents and key interested parties (e.g., community leaders, California Native American Tribes or tribal-serving organizations, labor unions, non-profits, faith-based groups, community-based organizations, academics, economic development institutions, workforce development groups, businesses, representatives from local School District, Community College District, and others)?
- Does the partnership and letters of commitment demonstrate strong community support?

- Do the members of the partnership have track records, and the needed strengths and approaches, that prove they can implement the proposed project in a community-centered way?
- Do the Applicants demonstrate readiness and capacity to implement the proposed work on time and within budget? Do the Applicants demonstrate an ability to manage grants, coordinate amongst diverse partners, and complete fiscal and project management duties, including internal processes for financial tracking and accountability?

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

EXAMPLE SCORING:

- **High (15-20):** Applicant clearly describes the diverse representation of partnership organizations in the community partnership structure, especially representation of vulnerable communities, or provides detailed plans to establish such partnerships, in their planning approach. Applicant clearly and thoughtfully describes how the unique assets of each organization will center needs of vulnerable communities and embrace diverse approaches to adaptation planning. The Letters of Support demonstrate that partnership organizations contribute unique strengths and have proven track records of serving their communities.
- **Medium (7-14):** Applicant adequately describes how they have included or intend to include diverse representation of organizations and approaches to adaptation planning. However, it may not be clear how the values of each organization will be leveraged to address the needs of vulnerable communities. The Letters of Support somewhat demonstrate the unique strengths of the partnership organizations and their proven track records of serving vulnerable communities.
- **Low (0-6):** Applicant minimally or does not describe diverse representation of organizations or approaches to adaptation planning, and/or there is little evidence in the application materials that partnership organizations contribute unique strengths and track records of serving vulnerable communities.

Budget

15 points

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

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Does the proposed budget reflect the APGP objectives and align with the project vision, objectives, and activities outlined within the application and work plan?

- Does the proposed budget provide enough detail to understand proposed planning activities are understandable?
- Does the proposed budget provide adequate support for proposed community engagement activities?
- Does the proposed budget allocate resources across entities within the partnership to lead or support specific activities that reflect their strengths and experience?
- Does the proposed budget present reasonable tasks and deliverables, feasible financial projections, and timelines within the grant term that reflect the APGP objectives and vision?

See [Additional Documentation](#) for more details.

EXAMPLE SCORING:

- **High (10-15):** The proposed budget clearly discusses the project vision and objectives and work plan. The proposed budget contains sufficient detail, broken down by task and line item, and is accompanied by all necessary supporting justifications. The proposed budget is reasonable and realistic. The proposed budget effectively allocates resources across the co-Applicant structure.
- **Medium (5-9):** The proposed budget adequately discusses the project vision, objectives, and work plan. The proposed budget contains some detail, broken down by task and line item, and is accompanied by all necessary supporting justifications.
- **Low (0-4):** The budget minimally or does not describe how the project aligns with the project vision, objectives, and work plan. The budget lacks detail.

III. Grant Administration

A. Funding Availability

OPR will award \$8,000,000 million in FY 2022-23 to implement the program through the provision of grants, staff support, and third-party technical assistance. Grant awards will cover 30 months.

- The application submission period is January 6 - March 31, 2023
- The minimum grant award is \$150,000
- The maximum grant award amount is \$650,000
- Awarded projects should be completed no later than 30 months after the start of the grant agreement. The anticipated grant agreement start date is May 1, 2023.

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

Award Amount

Applicants have the flexibility to request the amount of funding needed to carry out the work described in their project proposal for the two-and-a-half-year grant term. Requests should fall within the range of \$150,000 to \$650,000.

Funding Targets

The APGP intends to fund four (or more) qualifying projects, where the Lead Applicant is a California Native American Tribe or [FEMA Hazard Mitigation Assistance \(HMA\)](#) eligible. The funding targets are intended to prioritize a portion of APGP funding for these specific communities.

APGP recognizes that FEMA HMA funding can be challenging to navigate for many under-resourced communities with limited technical expertise, partnerships, and resources to track and apply to competitive federal funding opportunities. Federally recognized Tribes and EDRCs experience heightened risk to climate change and limited resources to cope with, adapt to, and recover from climate-related disasters.

Unless stated otherwise, the project must meet all APGP grant application requirements. If multiple Funding Target projects apply for grant funding, the same scoring criteria from these guidelines will apply and projects will be ranked. Top ranked projects will be awarded under the funding target and the remaining project(s) will compete with all other submitted applications.

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

CALIFORNIA NATIVE AMERICAN TRIBES

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

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

FEMA HMA ELIGIBLE APPLICANT

The APGP intends to award two (or more) project applications for [FEMA's Hazard Mitigation Assistance \(HMA\) funding programs](#) from either Federally Recognized Tribes, economically disadvantaged rural communities (EDRC), or meets the Justice40 Initiative eligibility, as defined by FEMA.

Federally Recognized Tribes are an eligible applicant for FEMA HMA funding and considered an essential part of FEMA's efforts to build more resilient and better prepared communities.

EDRCs are identified as communities with a population of 3,000 or less, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on the best available data.

The Justice40 Initiative is a whole-of-government effort to ensure that Federal investments flow to disadvantaged communities that are marginalized, underserved, and overburdened by pollution. The Justice40 definition of a disadvantaged community may be characterized by variables including, but not limited to: low income, high and/or persistent poverty, high unemployment and underemployment, racial and ethnic segregation, linguistic isolation, high housing cost burden and substandard housing, distressed neighborhoods, high transportation cost burden and/or low transportation access, disproportionate impacts from climate, high energy cost burden, and all geographic areas within Tribal jurisdictions.

Match Funding and Cost Sharing

No match funding is required. The APGP wishes to fund viable projects. The APGP funding may be used to provide the required match funding to release other funding or grant opportunities. If additional funding is needed in addition to the APGP funding for the project to be executed, details must be provided in the budget and work plan, including the likely timeline for securing the additional funding. Additional funding should be included and referenced in letters of support from project partners and local community organizations.

Eligible Costs

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

- **Staff Costs:** Grant recipients, subgrantees, and their contractors' staff costs, including salary at an hourly rate, benefits, taxes, and leave. Staff may be full or part-time employees. If Applicants wish to use grant funds to pay for interns, fellows, or other positions that are not on an organization's payroll, these costs should be classified in the budget as a direct cost via a consultant contract.
- **Program Meeting/Workshop Attendance:** Applicants are recommended to hold a minimum of 3% of their total project budget to participate in program meetings and workshops, including regular check-in meetings. Peer-to-peer learning sessions, and virtual technical assistance events.
- **Travel Costs:** Travel reimbursements should adhere to the State rates and conditions established on [the CalHR website](#), except for "incidentals" and out-of-state travel, which will not be reimbursable under this grant.
- **Language and Information Access:** Personnel or subcontractor costs associated with translation, interpretation, or web design services for meetings, digital content, or printed materials.
- **Evaluation Activities:** Personnel or subcontractor costs associated with the evaluation of project activities and report development.
- **Engagement, Outreach, Education, and Training:** Costs related to the development and administration of engagement, outreach, education, and training activities under the grant, including, but not limited to:
 - Materials developed for outreach events, training, and other grant activities.
 - Access to proprietary data or research materials to conduct research, market, and feasibility studies, compiling and analyzing community needs-related information studies, and access proprietary data.
 - Facilitation of meetings.
 - Marketing and advertisements.
 - Community participant compensation that is an exchange of payment for services rendered in the development of outreach or work products, and appropriately documented with deliverables such as sign-in sheets or written surveys. Subcontractors and consultants should be qualified to provide services. It is the responsibility of the lead Applicant to comply with all applicable laws.
 - Transportation stipends and provision of transportation services for community residents, such as a vanpool.

- Rental costs of equipment, facilities, or venues.
- Provision of childcare or dependent-care services for community residents at project sponsored events.
- Food and refreshments that are determined to be an integral part of the event. Examples of activities where it would be appropriate to approve food purchases would include a design charrette held in the evening, where the meal is consumed as part of the event and replaces a meal otherwise missed by attending the event.
- **New Partnerships:** Applicants may set aside grant funds from the budget to account for new Partners added during the grant term ([See Appendix G](#)).
- **Indirect Administrative Costs:** May account for up to 20% of the total APGP award. Costs incurred by the recipient to administer the grant, or costs incurred by subgrantees to perform the tasks necessary to fulfill the deliverables outlined in these guidelines. Administrative costs include, but are not limited to:
 - Prorated general liability, workers' compensation (may be included in payroll), and automotive insurance.
 - Personnel costs associated with administrative, supervisory, legal, and executive staff.
 - Personnel costs associated with support units, including clerical support, housekeeping.
 - Operating expenses and equipment costs not included as part of direct project costs (functions such as accounting, budgeting, audits, business services, information technology, web design services, janitorial; and rent, utilities, supplies, etc.).

Ineligible Costs

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

- Indirect costs in excess of 20% of the awarded APGP funds
- Costs that occur outside of the grant agreement term
- Direct lobbying
- Office furniture purchases, or other capital expenditures
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- The following costs associated with community engagement and outreach:
 - Direct cash benefits or subsidies to participants are ineligible. However, participants can be compensated for services rendered. See [Eligible Costs](#) section above for more information.
 - Alcoholic refreshments
 - Participant incentives, such as door prizes, which are unrelated to specific community work
 - General meetings that do not specifically discuss or advance implementation of the APGP Project
- All ineligible activities (See [Section B. Ineligible Activities](#)).

Review Process and Grant Agreements

All project proposals submitted for the 2022 Adaptation Planning Grant Program (APGP) will be reviewed by the APGP Interagency Review Panel and administrative staff, who will review applications for eligibility, content, submission of proper documentation, meeting technical criteria, overall relationship to statewide planning efforts, and compliance with state planning requirements. Applications will be evaluated based on how well they describe the project, justify the need for the project and APGP funding, reflect the program evaluation criteria, and articulate a concrete Work Plan and project timeline.

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

Interagency review panel recommendations will be presented to the ICARP leadership for their consideration. APGP staff will make a final determination on all grants in the Spring 2023.

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

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

Disbursement and Accounting Funds

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

B. Errors

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

C. Modification or Withdrawal of Proposal

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

D. Immaterial Defect

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

E. Responsibilities and Grant Agreement

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

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

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

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

F. No Agreement Until Signed or Approved

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

G. Reporting Templates and Forms

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

IV. Appendix

Appendix A: Glossary and Acronyms

Access and Functional Needs (AFN) – Term referring to individuals who are or have: physical, developmental, or intellectual disabilities; chronic conditions or injuries; limited English proficiency; older adults; children; low-income, homeless, and/or transportation disadvantaged or public transit-dependent; and pregnant people ([California Governor's Office of Emergency Services, 2022](#)).

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

Applicant - The lead Applicant and Co-Applicants are collectively referred to as “Applicants.”

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

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

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

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

California Native American Tribe – California Native American Tribes include either a federally-recognized California tribal government listed on the most recent notice of the Federal Register or a non-federally recognized California tribal government on the California tribal Consultation List maintained by the California Native American Heritage Commission.

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

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

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

Climate Vulnerability – See “Vulnerable Communities” defined below.

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

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

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

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

Communities of Practice - A group of people who share a common concern, a set of problems, or an interest in a topic and who come together to fulfill both individual and group goals.

Community Partnership – A group of community institutions, agencies, organizations and members who share common goals and objectives, distributed roles and responsibilities, and engage in collective decision-making processes. Individual partnership members can represent, but are not limited to, community-based organizations, public water related agencies in their study area such as flood control, retail water agencies, water recycling agencies, groundwater management agencies, local health jurisdictions, local health departments, health equity-focused CBOs, vulnerable communities, member or representatives of disadvantaged communities, Tribes, educational institutions, local businesses, and other interested groups.

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

Disadvantaged Communities - Designation of census tracts and physical locations used to identify the areas most affected by pollution and the people most vulnerable to its effects, based on geographic, socioeconomic, public health, and environmental hazards criteria. The California Environmental Protection Agency (CalEPA) historically bases designations on analyses conducted by the California Communities Environmental Health Screening Tool (CalEnviroScreen) but can also exercise discretion in developing other criteria and methods.

Disadvantaged Unincorporated Communities (DUC) - A fringe, island, or legacy community in which the median household income is 80 percent or less than the statewide median household income ([SB 244 \[Wolk, 2011\]](#)).

Economically Disadvantaged Rural Community – An EDRC is defined as a community of 3,000 or fewer individuals identified by the economically disadvantaged Applicant, with residents having an average per capita annual income not exceeding 80% of the national per capita income, based on the best available data ([FEMA Building Resilient Infrastructure and Communities FY22 NOFO](#)).

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

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

Funding Target - The APGP intends to award two (or more) planning projects from California Native American Tribes, an eligible entity having co-ownership with a California Native American Tribe, or an eligible entity established by a California Native American Tribe to undertake climate adaptation planning projects. The APGP intends to award three (or more) project applications for FEMA's Hazard Mitigation Assistance (HMA) funding programs from either Federally Recognized Tribes, economically disadvantaged rural communities (EDRC) as defined by FEMA, or communities that meet the Justice40 Initiative.

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

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

Grantee - Designated Lead Applicant that has an agreement for grant funding with the State.

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

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

Hazard Mitigation Planning – A process used by governments to identify risks, assess vulnerabilities, and develop long-term strategies for protecting people and property from the effects of future natural hazard events ([FEMA FY15 Hazard Mitigation Assistance Guidance](#)).

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

Indirect Administrative Costs - May account for up to 20% of the total APGP award. Costs incurred by the recipient to administer the grant, or costs incurred by subgrantees to perform the tasks necessary to fulfill the deliverables outlined in these guidelines.

Administrative costs include, but are not limited to: (1) Prorated general liability, workers' compensation (may be included in payroll), and automotive insurance. (2) Personnel costs associated with administrative, supervisory, legal, and executive staff. (3) Personnel costs associated with support units, including clerical support, housekeeping. (4) Operating expenses and equipment costs not included as part of direct project costs (functions such as accounting, budgeting, audits, business services, information technology, web design services, janitorial; and rent, utilities, supplies, etc.).

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

Justice40 Initiative - A whole-of-government effort to ensure that Federal investments flow to disadvantaged communities that are marginalized, underserved, and overburdened by pollution ([Executive Order 14008, Tackling the Climate Crisis at Home and Abroad](#)).

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

Mitigation – Any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event (FEMA FY2015 Hazard Mitigation Assistance Guidance).

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

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

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

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

- a suite of plans (with different scopes and purposes) that share the same data, similar underlying assumptions, aligned visions, complementary goals, strategies, and actions, and

- a shared understanding, process, and structure for multiple entities in a community or region to continue to collaborate and align efforts over the long term.

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

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

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

Risk - The combination of an event, its likelihood, and its consequences – i.e., risk equals the probability of climate hazard multiplied by a given system's vulnerability.

Social Vulnerability - Social vulnerability is the susceptibility of social groups to the adverse impacts of natural hazards, including disproportionate death, injury, loss, or disruption of livelihood.

Social Vulnerability Scores - Social Vulnerability score and rating represent the relative level of a community's social vulnerability compared to all other communities at the same level. A community's Social Vulnerability score is proportional to a community's risk. A higher Social Vulnerability score results in a higher Risk Index score ([National Risk Index, FEMA](#)).

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

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

Traditional Knowledges - Although it is common to refer to "traditional knowledge(s)" as individual pieces of information, this term also refers to traditional "knowledge systems" (TKs) that are deeply embedded in indigenous ways of life. These guidelines use the phrase "traditional knowledges" deliberately in plural form to emphasize that there are diverse forms of traditional knowledge and knowledge systems that must be recognized as unique to each tribe and knowledge holder because knowledges are emergent from the symbiotic relationship of indigenous peoples and places – a nature-culture nexus.

Vulnerability - Although it is common to refer to "traditional knowledge(s)" as individual pieces of information, this term also refers to traditional "knowledge systems" (TKs) that are deeply embedded in indigenous ways of life. These guidelines use the phrase

"traditional knowledges" deliberately in plural form to emphasize that there are diverse forms of traditional knowledge and knowledge systems that must be recognized as unique to each tribe and knowledge holder because knowledges are emergent from the symbiotic relationship of indigenous peoples and places – a nature-culture nexus.

Vulnerability Assessment - Identifies who and what is exposed and sensitive to change.

Vulnerable Community - Climate vulnerability describes the degree to which natural, built, and human systems are at risk of exposure to climate change impacts. Vulnerable communities experience heightened risk and increased sensitivity to climate change and have less capacity and fewer resources to cope with, adapt to, or recover from climate impacts. These disproportionate effects are caused by physical (built and environmental), social, political, and/ or economic factor(s), which are exacerbated by climate impacts. These factors include, but are not limited to, race, class, sexual orientation and identification, national origin, and income inequality. ([Public Resources Code § 71340](#))

Appendix B: Relevant State Laws

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

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

- A vulnerability assessment that identifies the risks that climate change poses to the local jurisdiction and the geographic areas at risk from climate change impacts, including, but not limited to, an assessment of how climate change may affect the risks associated with existing natural hazards that must be addressed in the safety element.
- Information that may be available from federal, state, regional, and local agencies that will assist in developing the vulnerability assessment and the adaptation policies and strategies required.
- A set of adaptation and resilience goals, policies, and objectives based on the information specified in the vulnerability assessment, for the protection of the community.
- A set of feasible implementation measures designed to carry out the goals, policies, and objectives identified.

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

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

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

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

Although the LHMP and the general plan safety element are not intended to be identical documents, State law increasingly incentivizes the integration of these plans. For example, AB 2140 (Hancock, 2006) added GC Sections 8685.9 and 65302.6 to allow (but not require) a county or city to adopt and/or incorporate by reference its current, FEMA-approved LHMP into the general plan safety element by providing a disaster mitigation funding incentive that authorizes the State to use available California Disaster Assistance Act (Cal. Code of Regulations, title 19, Chapter 6.) funds to cover local shares of the 25% non-federal portion of grant-funded post-disaster projects.

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

Appendix C: Tips for a Successful Adaptation Planning Grant

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

- Integrate APGP Goals (See Section C. Program Goals for the complete lists of APGP Goals).

- Incorporate and align planning activities and objectives for a variety of sectors, such as transportation, housing, land use planning, public health, etc.
- Adopt an equitable planning framework:
 - Integrate an Equity Checklist and Equity Resilience Indicators into your Work Plan.
 - Consider disaster resilience and recovery by supporting planning activities that facilitate recovery in communities that suffered from the effects of catastrophic climate events.
 - Balance planning activities that advance equitable outcomes in the short term and long term– for example, public service availability to vulnerable populations, access to social services, uptake for disaster relief, while working toward physical infrastructure resilience.
 - Center community-driven climate resilience planning frameworks. Here are a few examples of community-driven climate resilience planning frameworks at work.
- Each application should discuss how the proposed project will facilitate recovery activities that incorporate long-term climate resilience.
- Consult with your local public entity for technical assistance before the application deadline.
- Use the Samples and Checklists provided for the Full Application materials including Narrative Questions, Work Plan, and Budget.
- Include ICARP staff as active partners in the application process.
- Provide additional tailored letters of support and other media (i.e., diagrams, graphics, photographs) to enhance the application. If Applicants do not have the time/resources to provide additional tailored letters of support, a petition signed by supporters in a simple table format that lists the supporters and specifically how supporters will benefit from the project proposal will suffice.

Appendix D: Climate Adaptation and Resilience Resources

Example Engagement Strategies

In all phases, equity is a critical component of these efforts. This could mean informing and engaging climate vulnerable populations by:

- Partnering with community-based organizations to conduct outreach (and providing stipends when available).
- Using culturally appropriate materials in relevant languages and approach outreach in ways that are culturally familiar to the community.
- Holding events at local, frequently visited locations that are easily accessible by transit (like libraries, schools, or recreation centers).
- Doing preparation work to train community members to be ambassadors on the planning process and lead aspects of the outreach.
- Use arts, music, and storytelling to engage youth and a broader audience.
- Providing childcare services and/or kids' activities.
- Provide assistive technologies (products, equipment, and systems) to help people who may have difficulty speaking, typing, writing, remembering, pointing, seeing, hearing, or learning.

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

- Cal-Adapt.org, an online platform that can help identify, map, and model specific climate change exposures:
<https://cal-adapt.org/>
- Climate and Health Adaptation Toolkit for local data and step-by-step guidance to develop a climate change and health vulnerability assessment:
<https://www.cdph.ca.gov/Programs/OHE/Pages/CalBRACE.aspx>
- Disadvantaged Communities Mapping Tool for evaluation Disadvantaged Community status throughout the State.
<https://gis.water.ca.gov/app/dacs/>
- Using the results of a local or regional vulnerability assessment or action plan
- Other tools and data resources, such as those on the State Adaptation Clearinghouse Tools and Data page and Find a Tool feature:
<https://resilientca.org/tools/find/>
- Any other locally developed projection model

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

- CalEnviroScreen:
<https://oehha.ca.gov/calenviroscreen>
- Center for Disease Control and Prevention (CDC) Social Vulnerability Index– Database to help emergency response planners and public health officials identify, map, and plan support for communities that will likely need support before, during and after a public health emergency.
[CDC Social Vulnerability Index | Resources | Community Stress Resource Center | ATSDR](https://www.cdc.gov/socialvulnerability/index.html)
- Climate Change and Health Profile Reports, created by the California Department of Public Health, which describe the impact of climate risks and exposures for vulnerable populations in each county:
<https://www.cdph.ca.gov/Programs/OHE/Pages/ClimateHealthProfileReports.aspx>
- Climate Change and Health Vulnerability Indicators for California (CCHVI) developed by the CalBRACE Project
<https://www.cdph.ca.gov/Programs/OHE/Pages/CC-Health-Vulnerability-Indicators.aspx>
- Guide to Defining Vulnerable Communities in the Context of Climate Change:

http://www.opr.ca.gov/docs/20200720-Vulnerable_Communities.pdf

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

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

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

https://apen4ej.org/wpcontent/uploads/2019/07/APEN-Mapping_Resilience-Report.pdf

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

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

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

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

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

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

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

- www.resilientca.org/topics

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

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

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

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

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

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

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

Appendix E: Application

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

Present the Vision Statement. Include the project approach, priority goals, objectives, and aspirations of your proposed project. (250 words)

Community Need & Adaptive Capacity

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 (750 words)

1. 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.
2. 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).
3. How the project will address the unique needs, and enhance the adaptive capacity of, vulnerable communities.

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:

1. Any existing information available on current and future climate change impacts, and gaps in known information.
2. Information on historic conditions, such as hazards faced by the community in the past.

3. 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.

Co-Benefits

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). (250 words)

Community Partnership

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. (500 words)

Workplan and Budget

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. (250 words)

Appendix F: Work Plan Template

Applicants must include a completed Work Plan that identifies the specific tasks required to complete all proposal activities. It must include a project schedule (timetable) that lists all product and meeting deliverables, and corresponding due dates. The plan should include a milestone/outcomes chart that includes major metrics and milestones that the Applicant will track to demonstrate project success. The Work Plan must include the development of a project case study that will be considered for upload in the State Adaptation Clearinghouse. OPR will provide grantees with a case study template. Case studies should be submitted along with the second to last quarterly report to allow ICARP staff the time to review the draft case study and provide feedback or answer questions from grantees. All work must be scheduled for completion by January 31st, 2026.

Work Plan
<p>Instructions:</p> <ol style="list-style-type: none"> 1. Fill out the rows and columns with the requested information. 2. All required activities must be addressed in this workplan. The workplan is a set of capacity building strategies that align with program objectives and collectively work to achieve the project vision. 3. For the eligible activities listed in the Guidelines, applicants must develop at least one strategy that includes a description of tasks and subtasks, timeline for completion of key tasks and deliverables, and members involved in implementing each task and subtask. 4. The workplan should provide a sufficient description of tasks to provide reviewers with an understanding of how specific tasks advance project objectives and goals. 5. Applicants are not limited to 5 strategies as exemplified in this workplan - include more strategies as needed.
<p>Task 1: [Insert]</p>

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>	Community Partners Involved <i>If the partners are not identified include future plans to engage</i>	APGP Eligible Activities Addressed
Subtask A					
Subtask B					

Subtask C					
Subtask D					
Subtask E					

Appendix G: Budget Template

Budget
1. Applicants should fill in the white cells only. Do not edit any shaded cells, headers, or cells with formulas included, specifically the entire "Total APGP Grant Funds" column. 2. Total APGP Grant Funds will calculate based on the "Cost per Unit" and "Number of Units". Use the "Task" columns to allocate each budget line item. The sum of the Task columns should equal the "Total APGP Grant Funds". 3. To add a Milestone Column, right click on "Milestone[X]", and "Insert Table Columns to the Left." This will ensure that the formulas properly extend across all tasks. 4. The cells in column K will highlight red if the sum of the amounts allocated for the milestones is different than the "Cost per Unit" x "Number of Units".
Proposal Name:
Lead Applicant:

Cost Description	Cost Type	Cost per unit (Examples: Hourly rates, fees, etc.)	Number of Units (Example: Hours worked, fee cost, etc.)	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total APGP Funds
										\$-
										\$-
										\$-

The project budget should provide detail and align with the project vision, objectives, and activities outlined within the application and work plan. A strong project budget will clearly outline proposed planning activities, including allocation of resources across Co-Applicants and partners to lead or support specific activities, reasonable tasks and deliverables. Applicants should ensure that the costs proposed in the project budget are eligible for

funding. Costs deemed ineligible in the application review process will be removed and the project's recommended total award will be adjusted accordingly.

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

Key considerations when developing a project budget:

- Number of funded partners
- Number and complexity of activities
- Consultant services and other contracting needs
- Feasibility of activities to complete within the 30-month grant period
- Community engagement and participation costs
- Evaluation costs (Recommend allocating 3-15% of total budget)
 - By factoring evaluation into routine functions, grantees will be able to better monitor impact and assess alignment with program objectives on an ongoing basis. The purpose of this is to ensure community partnerships are meaningfully serving vulnerable communities.
- Peer-to-Peer Learning (Recommend allocating 3-15% of total budget)
- New partnership development (Recommend allocating 3-15% of total budget)

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

- Concerns regarding the feasibility of all proposed activities within the grant term
- Removal of ineligible costs that are included in the proposal
- If funding remains after awarding the highest scoring
- Applicant, partial awards may be made to the next best-scored Applicant(s)

Appendix H: State Planning Priorities

Title 7, Division 1, Chapter 1.5, Article 5 of the Government Code

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

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

Appendix I: California Climate Adaptation Strategy Priorities

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

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

Appendix J: ICARP Vision and Principles

Vision

- All Californians thrive in the face of a changing climate. Leading with innovation, California meets the challenge of climate change by taking bold actions to protect our economy, our quality of life, and all people. The State's most vulnerable communities are prioritized in these actions. Working across all levels of government, the State is prepared for both gradual changes and extreme events. Climate change adaptation and mitigation is standard practice in government and business throughout the State. California meets these goals with urgency, while achieving the following long-term outcomes
 - All people and communities respond to changing average conditions, shocks, and stresses in a manner that minimizes risks to public health, safety, and economic disruption and maximizes equity and protection of the most vulnerable.
 - Natural systems adjust and maintain functioning ecosystems in the face of change.
 - Infrastructure and built systems withstand changing conditions and shocks, including changes in climate, while continuing to provide essential services.

Principles

- Prioritize integrated climate actions, those that both reduce greenhouse gas emissions and build resilience to climate impacts, as well as actions that provide multiple benefits.
- Prioritize actions that promote equity, foster community resilience, and protect the most vulnerable. Explicitly include communities that are disproportionately vulnerable to climate impacts.
- Prioritize natural and green infrastructure solutions to enhance and protect natural resources, as well as urban environments. Preserve and restore ecological systems (or engineered systems that use ecological processes) that enhance natural system functions, services, and quality and that reduce risk, including but not limited to actions that improve water and food security, habitat for fish and wildlife, coastal resources, human health, recreation and jobs.
- Avoid maladaptation by making decisions that do not worsen the situation or transfer the challenge from one area, sector, or social group to another. Identify and take all opportunities to prepare for climate change in all planning and investment decisions.
- Base all planning, policy, and investment decisions on the best-available science, including local and traditional knowledge, including consideration of future climate conditions out to 2050 and 2100, and beyond.
- Employ adaptive and flexible governance approaches by utilizing collaborative partnership across scales and between sectors to accelerate effective problem solving. Promote mitigation and adaptation actions at the regional and landscape scales.
- Take immediate actions to reduce present and near future (within 20 years) climate change risks for all Californians; do so while also thinking in the long term and

responding to continual changes in climate, ecology, and economics using adaptive management that incorporates regular monitoring.

Appendix K: Program Objectives

- Develop actionable plans that build and integrate climate resilience considerations in decision-making and provide multiple benefits.
- Explicitly include vulnerable communities and prioritize actions that promote equity, foster community resilience, and protect those vulnerable communities.
- Protect critical green/physical infrastructure while building social infrastructure.
- When appropriate, prioritize natural, green, or semi-natural infrastructure solutions to enhance and/or protect natural and urban resources.
- Take all opportunities to identify and avoid investment decisions that could lead to maladaptation, worsen the situation, or transfer the challenge from one area, sector, or social group to another.
- Base everyday planning, policy, and investment decisions on the best available science, including local and traditional knowledge, including consideration of future climate conditions out to 2050 and 2100, and beyond.
- Utilize localized climate projections to identify climate risks and exposures, describe the impact of climate change risks and exposures on the community, and identify and prioritize climate adaptation measures and objectives that address such impacts (See Appendix C for additional guidance and resources).
- Employ adaptive and flexible governance approaches by utilizing collaborative partnerships across scales (from household to regional scales) and between sectors to accelerate effective problem-solving.
- Take immediate actions to reduce present and near future (within 20 years) climate change risks while also thinking in the long term and responding to continual changes in climate, ecology, and economics using adaptive management that incorporates regular monitoring.
- Remain consistent with the State Planning Priorities and/or the 2021 California Climate Adaptation Strategy and / or the Extreme Heat Action plan priorities. Prioritizing policies that increase resiliency of housing (e.g., home hardening). Also, promote infill and transit-oriented developments to reduce auto dependency and to lower vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions.

Appendix L: Post Award APGP Activities

Grantees will have access to workshops throughout the grant term geared towards building short-term capacity to support grant implementation and long-term technical capacity for adaptation planning. Workshops will cover a collection of topics and resources tailored to the needs of grantees during the given stage of the grant term. Grantees are encouraged, but not required, to participate in all workshops.

Technical assistance and workshop topics include the following:

- **Peer-to-Peer Learning:** ICARP staff or partners will host quarterly peer-to-peer learning sessions. Grantees are encouraged to meet with peer jurisdictions more frequently than quarterly if helpful in advancing the work plan. Applicants should consider setting aside three to fifteen percent (3-15%) of their total budget for peer-to-peer learning and knowledge exchange through existing networks and relationships and/or facilitated opportunities (e.g., meetings, events, roadshows, and convenings of communities of practice). Peers can range from similar groupings and organizations, such as neighboring jurisdictions, community-based organizations, and climate adaptation practitioners, to those who have not historically engaged in climate adaptation planning or practice.
- **Climate Adaptation 101: Visioning, Pre-planning, and Getting Started**
 - This topic includes introductory information about climate adaptation planning. Learn how to refine the project motivation and scope, identify necessary teams and resources, and get started with identifying climate effects and community elements. Learn about introductory best practices and explore example projects and plans.
 - Resources: California 2020 Adaptation Planning Guide and the State Adaptation Clearinghouse.
- **Introduction to Integrated Planning and Plan Alignment**
 - This topic includes training on Plan Alignment, specifically resources, best practices, and frameworks for successful whole-community planning approaches and collaboration.
 - Resources: ICARP Climate Resilience Plan Alignment Toolbox.
- **Climate Impacts, Vulnerability, and Risk**
 - This topic includes an introduction to understanding and working with climate change impact information and conducting climate vulnerability assessments.
 - Resources: Cal-Adapt Enterprise; ICARP Guide to Defining Vulnerable Communities; OPC Sea Level Rise Guidance; CDPH CalBRACE Adaptation Toolkit, CDPH Climate Change and Health Vulnerability Indicators, and other resources.
- **Developing Climate Adaptation Strategies and Actions**

- This topic includes introductions to frameworks for developing, organizing, and prioritizing strategies and actions, as well as examples from around the State.
- Resources: State Adaptation Clearinghouse, California Adaptation Planning Guide, OPR General Plan Guidelines, etc.
- **Pathways Towards Funding and Implementing Adaptation**
 - **Planning Implementation, Funding, Monitoring, and Evaluation**
 - This topic covers how to prepare an implementation program, including how to identify resources, track progress, and adjust over time.
 - **Navigating Federal Hazard Mitigation Assistance (HMA) Grant Funding Opportunities**
 - This topic includes information on eligibility requirements, best practices, and tips for navigating HMA funding opportunities.
 - **Navigating State Grants and Applications**
 - **This topic includes** information on eligibility requirements, best practices, and tips for navigating state funding opportunities.

Appendix M: Grant Agreement

See [the APGP website](#) to view the sample Round 1 Draft APGP Grant Agreement.

=== END OF DOCUMENT ===