

**AGREEMENT BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
GEOSYNTEC CONSULTANTS**

This Agreement is entered into this 15<sup>th</sup> of December, 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 Geosyntec Consultants, hereinafter called “Consultant.”

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

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

**WHEREAS**, the California Governor’s Office of Planning and Research awarded C/CAG \$649,648 under the Integrated Climate Adaptation and Resilience Program’s Fiscal Year 2022-23 Adaptation Planning Grant Program 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**, C/CAG requires consultant services to complete the Project; and

**WHEREAS**, C/CAG staff, with support from the Partners issued a Request for Proposals, and has determined Consultant has the requisite qualifications to complete the Project; and,

**WHEREAS**, the total amount available to Consultant to complete the Project is not to exceed \$424,248; and

**WHEREAS**, the State-required clauses including the grant terms and conditions as required by OPR in Exhibit C, OPR Grant Agreement, attached hereto and incorporated herein, apply to the Project with applicable provisions similarly imposed upon Consultant.

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

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

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

2. **Payments.** In consideration of the services rendered with all terms, conditions, and specifications set forth herein, in Exhibit A, *Scope of Work, Schedule and Budget*, in any subsequent task orders executed under the governance of this Agreement, C/CAG shall compensate Consultant on a time and materials basis. The aggregate total amount of payment by C/CAG to Consultant for services shall not exceed \$424,248, as shown in Exhibit A for services provided during the Contract Term set forth below.

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

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

3. **Progress Reports and Meetings.** Consultant shall submit progress reports at least once a month with each project invoice during the term of this Agreement summarizing the work performed during the prior month and planned work for the following month. The progress report should be sufficiently detailed, addressing all relevant tasks/sub-tasks, for the C/CAG Project Manager to determine if Consultant is performing to expectations and is on schedule; to provide communication of interim findings; and to sufficiently address any difficulties or specific problems encountered, so remedies can be developed. Consultant’s Project Manager shall meet with C/CAG Project Manager, as needed, to discuss progress on the Scope of Work.

4. **Key Personnel.** The key personnel to be assigned to this work by Consultant and, if applicable, their hourly rates and the estimated hours to be supplied by each, are set forth in Exhibit B, *Consultant Billing Rates*, attached hereto and incorporated herein by this reference. Substitution of any of the personnel named in Exhibit B or a decrease in the hours provided to the Project by such personnel of more than 10% requires the prior written approval of the C/CAG Project Manager or a designee. Consultant shall maintain records documenting compliance with this Section, and such records shall be subject to the audit requirements of Section 16. Consultant agrees that all personnel assigned to this work will be professionally qualified for the assignment to be undertaken. C/CAG reserves the right to direct removal of any individual, including key personnel, assigned to this work.
5. **Contract Materials.** At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as “contract materials”) prepared by Consultant under this Agreement shall become the property of C/CAG and shall be promptly delivered to C/CAG. Upon termination, Consultant may make and retain a copy of such contract materials if permitted by law.
6. **Relationship of the Parties.** It is understood that Consultant is an Independent Consultant and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Consultant.
7. **Non-Assignability.** Consultant shall not assign this Agreement or any portion thereof to a third party, or subcontract with a third party, without the prior written consent of the C/CAG Executive Director. Any such assignment or subcontract without the C/CAG Executive Director’s prior written consent shall give C/CAG the right to automatically and immediately terminate this Agreement without penalty or advance notice.
8. **Contract Term/Termination.** This Agreement shall be in effect as of December 15, 2023, and Consultant shall commence work after notification to proceed by the C/CAG Project Manager, and the Agreement shall terminate on January 30, 2026; provided, however, the C/CAG Chairperson may terminate this Agreement at any time for any reason by providing 30 days’ notice to Consultant. Termination will be effective on the date specified in the notice. In the event of termination under this Section, Consultant shall be paid for all services provided to the date of termination, subject to availability of funding. Such payment shall be that prorated portion of the full payment determined by comparing the work completed to the work required by the Agreement.
9. **Hold Harmless/Indemnity.**
  - a. *General.* Consultant shall indemnify and save harmless C/CAG and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, or payments made pursuant to this

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

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

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

Consultant warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Consultant shall defend, indemnify, and hold harmless C/CAG from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Consultant's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) C/CAG notifies Consultant promptly in writing of any notice of any such third-party claim; (b) C/CAG cooperates with Consultant, at Consultant's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Consultant retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Consultant shall not have the right to settle any criminal action, suit, or proceeding without C/CAG's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on C/CAG, impair any right of C/CAG, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of C/CAG without C/CAG's prior written consent, not to be unreasonably withheld); and (d)

should services under this Agreement become, or in Consultant's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes C/CAG's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Consultant shall, at Consultant's option and expense, either: (i) procure for C/CAG the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

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

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

10. **Contract Assurance.**

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

11. **Insurance.**

- a. *General Requirements.* Consultant or its subconsultants performing the services on behalf of Consultant shall not commence work under this Agreement until all insurance required under this section has been obtained. Consultant shall use diligence to obtain such insurance. Consultant shall furnish C/CAG with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending Consultant's coverage to include the contractual liability assumed by Consultant pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy.
- b. *Workers' Compensation and Employer Liability Insurance.* Consultant shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, Consultant certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.
- c. *Liability Insurance.* Consultant shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect Consultant, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage that may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by any sub-consultant or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.
- d. *Insurance Limits; Insured Entities; Breach.* Required insurance shall include:

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

C/CAG and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a

provision that the insurance afforded thereby to C/CAG, its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers, agents, employees, and servants have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

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

12. **Compliance with All Laws.** Consultant shall at all times comply with all applicable federal, state, San Mateo County, and municipal laws, ordinances, and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973. In the event of a conflict between the terms of this Agreement and any applicable state, federal, San Mateo County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement. Consultant will timely and accurately complete, sign, and submit all necessary documentation of compliance.
13. **Non-discrimination.** Consultant and any subconsultants performing the services on behalf of Consultant shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
14. **Substitutions.** If particular persons or classifications are identified in Exhibit B as working on this Agreement, Consultant will not assign others to work in their place without the prior written consent of the C/CAG Project Manager or a designee. Any substitution shall be with a person or classification of commensurate experience and knowledge unless otherwise authorized by the C/CAG Project Manager or a designee.
15. **Sole Property of C/CAG.** Work products of Consultant which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Consultant shall not be liable for C/CAG's use, modification or re-use of products without Consultant's participation or for purpose other than those specifically intended pursuant to this Agreement.
16. **Record Retention; Right to Monitor and Audit.**
  - a. Consultant shall maintain all required records relating to services provided under this Agreement for four (4) years after C/CAG makes final payment and all other pending

matters are closed, and Consultant's records shall be subject to the examination and/or audit by C/CAG, a federal grantor agency, and/or the State of California.

- b. Consultant shall comply with all program and fiscal reporting requirements set forth by applicable federal, State, and local agencies and as required by C/CAG, including any applicable requirements related to OPR funding, as set forth in Section 5 of the OPR Grant Agreement provided in Exhibit C.
  - c. Consultant agrees, upon reasonable notice, to provide to C/CAG, to any federal or State department having monitoring or review authority, to C/CAG's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.
17. **Permits/Licenses.** If any license, permit, or approval is required to perform the work or services required by this Agreement, Consultant bears the responsibility to obtain said license, permit, or approval from the relevant agency at Consultant's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.
18. **Lobbying.** Consultant agrees to comply with the restrictions on the use of federal funds for lobbying activities set forth in 31 United States Code §1352 and 49 CFR Part 20.
19. **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.
20. **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.
21. **Notices.** All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

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



Attention: Reid Bogert, Stormwater Program Director

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

Geosyntec Consultants  
1111 Broadway, 6th Floor  
Oakland, California 94607  
Attention: Kelly Havens, Senior Engineer

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

**Geosyntec Consultants (Consultant)**

By \_\_\_\_\_  
Date \_\_\_\_\_

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

By \_\_\_\_\_  
Sean Charpentier  
C/CAG Executive Director  
Date \_\_\_\_\_

By \_\_\_\_\_  
Melissa Andrikopoulos  
C/CAG Legal Counsel  
Date \_\_\_\_\_

## Exhibit A

### Scope of Work, Schedule and Budget

# Exhibit A

## SCOPE OF WORK

### **Task 1: Project Work Plan and Initial Countywide Partner and Community Engagement**

#### **Task 1.1: Kick-off, Work Plan, and Engagement Plan**

The Geosyntec Team will facilitate a one-hour kick-off meeting with the project management team (PMT) to provide an overview of the project and discuss the Work Plan and Countywide Partner and Community Engagement Process (billed to Task 5.2).

The Geosyntec Team will develop the guiding OneWatershed Project Work Plan. The OneWatershed Project Work Plan will describe the Project tasks and deliverables and include a comprehensive project schedule. The project schedule will include deliverable deadlines along with key touchpoints with the PMT, TAC, EPC, and CCC, and review periods for the PMT, TAC, and/or EPC/CCC. The Geosyntec Team will compile comments on the draft Work Plan from the PMT, TAC, EPC, and CCC to develop the final Work Plan. The Work Plan will be used throughout the project to guide project deliverables and schedule.

The Geosyntec Team will support Climate Resilient Communities to develop the Community Engagement Plan. Geosyntec Team member Craig Communications will work collaboratively with Climate Resilient Communities to develop a Community Engagement Plan (CEP) that will 1) identify a diverse group of potential additional County-wide agencies, organizations and stakeholders to participate in the project, and 2) set forth goals and supporting strategies and outreach activities for gaining deep and meaningful participation of partners and community representatives in the Project, and 3) a schedule for completing all outreach tasks in alignment with technical milestones.

Craig Communications will hold a two-hour, in person meeting with Climate Resilient Communities key staff to develop a CEP framework including identifying potential stakeholders, best outreach tactics, community issues/concerns, and communications collateral. Other Geosyntec Team members will help identify the technical boundaries, given the Project focus and resources, which could be formalized in the CEP. The Geosyntec Team will work with Climate Resilient Communities to establish the number of community meetings that the Geosyntec Team will support (within budget constraints), the topics, length, format (i.e., virtual, hybrid, or in-person), and the roles and responsibilities of the Geosyntec Team for each meeting, which would be included in the Plan. The Geosyntec Team will also support Climate Resilient Communities to develop stipends for meeting participants, which would be paid from the “engagement team and community member compensation” grant budget line item. The Geosyntec Team will supplement this information with research to write the first draft of the CEP, which will then be provided to Climate Resilient Communities and the PMT for review and comment. Comments will be incorporated, and a final draft prepared.

#### ***Assumptions***

1. The Geosyntec Team will work collaboratively with Climate Resilient Communities to develop the Community Engagement Plan. The Geosyntec Team will draft the Community

C/CAG OneWatershed Climate Resilience Framework and Community-Led Plan  
Exhibit A: Geosyntec Consultants Team Scope

Engagement Plan, incorporating input from discussions with Climate Resilient Communities and supporting research, distribute the draft Community Engagement Plan to Climate Resilient Communities and C/CAG for review/comment, and edit the Plan to develop the final Community Engagement Plan

***Deliverables***

1. Draft and Final Project Work Plan.
2. Draft and Final Community Engagement Plan.

**Task 1.2 Equity Priority Community Group Formation and Kick-Off Meeting**

The Geosyntec Team will support the formation of the Equity Priority Community (EPC) Group, including working collaboratively with Climate Resilient Communities to identify members of the EPC and CCC and reviewing the EPC charter. The Geosyntec Team will prepare a Work Plan presentation for the virtual 1-hour EPC kick-off meeting, take notes during the meeting, and compile comments from the EPC following the meeting to be incorporated into the Work Plan.

***Assumptions***

1. Climate Resilient communities will identify members of the EPC in collaboration with the Geosyntec Team.
2. Climate Resilient Communities will provide electronic meeting advertising and meeting facilitation.
3. The EPC meeting will be virtual.
4. The Geosyntec Team will develop the agenda, presentation/meeting materials, and provide translation services as budget allows per the Community Engagement Plan.

***Deliverables***

1. Agenda, presentation, and notes for virtual EPC Kick-Off Meeting.
2. Compiled EPC comments on the Work Plan.

**Task 1.3 Technical Advisory Committee Formation and Kick-Off Meeting**

The Geosyntec Team will support the PMT in identifying the Technical Advisory Committee (TAC) members who will provide technical advising and technical work product review for the OneWatershed Project. The Geosyntec Team will develop a brief TAC charter with input from the PMT, describing the roles, responsibilities, and objectives of the TAC. Geosyntec will lead a 1-hour TAC kick-off meeting to discuss the OneWatershed Project Work Plan and initiate a discussion around data availability, collection needs, and known data gaps.

***Assumptions***

1. The TAC meeting will be virtual.

***Deliverables***

1. TAC Contact List and brief charter.
2. 1-hour TAC Kick-Off Meeting Agenda, Presentation, Facilitation, and Notes.
3. Compiled TAC comments on the Work Plan.

**Task 1.4 Establish Climate Change Community Team**

The Geosyntec Team will support Community Resilient Communities in establishing the San Bruno Creek Watershed Climate Change Community (CCC) Team. The Geosyntec Team will

C/CAG OneWatershed Climate Resilience Framework and Community-Led Plan  
Exhibit A: Geosyntec Consultants Team Scope

provide input to Climate Resilient Communities to identify participants and guide meetings through one dedicated one to 1.5-hour brainstorming meeting to identify discussion topics, and key constituencies, and scheduling information for Climate Resilient Communities to share during the CCC establishment meetings. This meeting could be combined with or scheduled with the Community Engagement Plan Kick-Off Meeting.

***Assumptions***

1. Climate Resilient Communities will perform outreach to potential CCC members, develop the contact list and charter and lead all CCC meetings.

***Deliverables***

1. Agenda, facilitation, and notes for brainstorming meeting with Climate Resilient Communities to prepare for CCC establishment meetings.

**Task 2 – Countywide OneWatershed Asset and Community Data Inventory Creation**

**Task 2.1 Data Collection and Gap Analysis**

The Geosyntec Team will compile available countywide datasets that will be used to address shared-risk to OneWatershed infrastructure and resources from the impacts of climate change. These datasets will range from water supply and wastewater infrastructure data, physical land characteristics, meteorology and climate, and other risk and vulnerability datasets, including sea level rise projections, emergent groundwater projections, high heat days, and changes to large precipitation events. As different existing climate impact data may represent different climate scenarios, the Global Circulation Models (GCM) and Representative Concentration Pathways (RCPs) used to develop climate impact data will be documented, such that a consistent future climate scenario could be used for climate shared-risk analysis.

The Geosyntec Team will compile key water supply infrastructure in the County including, but not necessarily limited to Reservoirs/dams/storage facilities, raw/treated/recycled water pipelines, pump stations, BAWSCA member agency turnouts from the SFRWS, raw water intakes, water/recycled water treatment facilities, wells, canals/channels, natural assets critical to water supply (e.g., groundwater basins, creeks) along with key asset information. The Geosyntec Team will work with Agency partners to obtain access and permission to existing databases, models, and reports to support the inventory creation.

Wastewater infrastructure data will include existing data from electronically available Sewer System Management Plans on sewer infrastructure in the County (Bayside) that might be at risk of climate impacts, as well as climate resilience planning that has or is being done by the Bayside Publicly Owned Treatment Works (POTWs) in the County as part of their NPDES permit requirements. Potentially, utilities and transportation infrastructure assets may be included as they relate to other water sectors (for example, sustainable streets contain both stormwater and transportation elements).

The Geosyntec Team will conduct a thorough review of existing datasets. Available existing datasets will be assessed for data quality, completeness, and relevancy to a OneWatershed Framework. The Geosyntec team will identify data gaps and, with input from the PMT and TAC, determine which gaps are essential to fill for the subsequent analyses and devise an approach

C/CAG OneWatershed Climate Resilience Framework and Community-Led Plan  
Exhibit A: Geosyntec Consultants Team Scope

to fill the gaps. The Geosyntec Team will create a list of compiled data and data gaps. The Geosyntec Team will coordinate with data providers to discuss any issues with data quality.

***Deliverables***

1. Data List (including file names, description, source, and contact info for questions).

***Task 2.2 Inventory Development***

Using the data gathered through Task 2.1, the Geosyntec Team will develop a countywide geospatial database inventory. Collected data will be uploaded to C/CAG's existing online GIS map viewer ([http://54.183.214.51/maps/SMC\\_project\\_prioritization](http://54.183.214.51/maps/SMC_project_prioritization)), which already houses data relevant to the OneWatershed Project. During data collection, datasets may be simultaneously uploaded to the map viewer and added to the Data List.

The online GIS map viewer will display the locations affected by climate impact drivers based on available climate study data, including projected sea level rise inundation and magnitude of increased frequency or amount of precipitation, along with risk factors, including locations of flooding, high urban heat, or water supply reliability challenges. The online GIS map viewer will show how OneWatershed infrastructure assets are co-located with the climate impact drivers or risk factors for which data is available. A brief Inventory Slidedoc will list the datasets compiled and show general instructions on how to review the online GIS map viewer.

***Assumptions***

1. Review of the datasets by Project Partners will be facilitated by C/CAG's existing online GIS Web Viewer rather than static maps for each layer.

***Deliverables***

1. OneWatershed Climate Resilience Geodatabase in ESRI ArcGIS format
2. Brief Inventory Slidedoc.
3. Link to online GIS map viewer

***Task 2.3 Vulnerability and Risk Assessment Materials Review Workshops***

The Geosyntec Team will lead one 1.5-hour virtual meeting with the TAC to discuss data collection, inventory creation, and approach to vulnerability/risk analysis at the countywide scale. The Geosyntec Team is proposing one meeting (rather than two) for this topic to provide budget efficiencies and focus feedback from the TAC.

In advance of the meeting, the Geosyntec Team will send out a link to the online GIS map viewer with the compiled climate risk and water infrastructure data to guide the discussion with the TAC and support an engaging and actionable meeting. The Geosyntec Team will prepare a TAC presentation to present available data, how data was compiled, and how the data will be used to assess the climate shared risk of OneWatershed infrastructure. The Geosyntec Team will provide meeting notes.

The Geosyntec Team will participate in one 1.5-hour EPC virtual meeting to present the data collection, inventory creation, and approach to vulnerability/risk analysis. The Geosyntec Team will modify the TAC presentation based on input from the PMT to focus on community risk exposure and vulnerability. The Team will provide notes.

The Geosyntec Team will develop a brief OneWatershed Framework Approach memorandum using feedback from the TAC and EPC meetings. The OneWatershed Framework Approach

C/CAG OneWatershed Climate Resilience Framework and Community-Led Plan  
Exhibit A: Geosyntec Consultants Team Scope

Memorandum will describe the data, statewide guidance, local plans, and other frameworks (e.g., infrastructure risk register approaches) that will be used to develop the OneWatershed Framework. The Geosyntec Team will distribute the draft OneWatershed Framework Approach to the PMT, TAC, and EPC, compile comments, and create the final OneWatershed Framework Approach memorandum.

***Assumptions***

1. The EPC meeting will be virtual.
2. For the EPC meeting, Climate Resilient Communities will provide electronic meeting advertising and meeting facilitation.
3. For the EPC meeting, the Geosyntec Team will develop the agenda, presentation/meeting materials, and provide translation services as budget allows per the Community Engagement Plan.
4. The TAC meeting will be virtual.

***Deliverables***

1. Develop presentation (using Inventory Slidedoc) and agenda package including online GIS map viewer link, schedule, facilitate/present, and take notes for one 1.5-hour virtual TAC meeting.
2. Develop presentation, provide online GIS map viewer link, present, and take notes for one 1.5-hour virtual or hybrid EPC meeting.
3. Draft OneWatershed Framework Memorandum, compiled comments from PMT, TAC, and EPC, Final OneWatershed Framework Memorandum.

**Task 3 – Countywide OneWatershed Framework**

**Task 3.1 OneWatershed Infrastructure Shared-risk Analysis**

The OneWatershed Framework will first describe metrics for evaluating the County-wide climate-related “shared risk” or risk exposure of OneWatershed assets using the data compiled through Task 2. The metrics will include:

- The climate impact drivers, including sea level rise, extreme precipitation, heat, and hydrologic drought;
- The resulting risk factors and the magnitude of impact, for example, flooding, heat impacts, water supply shortage, water quality impacts (up to ten climate risk factors for which data is available); and
- The probability of impact, using available existing studies.

The OneWatershed Framework will present an approach to use the Task 2 base GIS data to compile metrics that are used to evaluate climate shared risk Countywide. The metrics will be used to identify how many climate impact driver risk factors are present for a given OneWatershed asset location, the relative magnitude of the risks present, for example, depth of flooding or projected temperature increase; and the probability of impact, for example, 1% annual probability or 5% annual probability, using available studies. As the probability of impact may change depending on the climate scenario and timeframe, up to three different future climate conditions may be examined or reanalyzed for the shared-risk assessment, depending on the base climate risk data.

C/CAG OneWatershed Climate Resilience Framework and Community-Led Plan  
Exhibit A: Geosyntec Consultants Team Scope

A draft OneWatershed Framework Report Section describing the shared risk analysis approach will be distributed to the PMT for review. Comments received from the PMT will be addressed in the Task 3.2 OneWatershed Framework Report.

***Assumptions***

1. Climate Resilient Communities will provide input on how the metrics are weighted to develop an overall risk score for OneWatershed infrastructure assets. Climate Resilient Communities will base this input on EPC and CCC feedback.

***Deliverables***

1. Draft OneWatershed Framework Report Section describing the shared risk analysis approach.

**Task 3.2 OneWatershed Framework Development and Report**

Using the California Adaptation Planning Guide recommended approach, the OneWatershed Framework will describe how OneWatershed Infrastructure asset vulnerability will be established through identifying potential community impacts (by combining community risk exposure identified through Task 3.1 and community sensitivity) and considering community adaptive capacity. It is assumed that community sensitivity, community impacts, and adaptive capacity would be developed at the watershed scale through detailed analyses and a Climate Vulnerability Analysis or similar approach that involves a high level of engagement with residents, businesses, and other stakeholders.

Using the approach outlined in the Task 2.3 memorandum, the Geosyntec Team will develop the OneWatershed Framework. The OneWatershed Framework would also describe potential processes to identify climate vulnerability mitigation measures, or OneWatershed Framework Climate Resilience projects, that could address climate-related impacts. Given regulatory requirements and funding constraints for County jurisdictions, the OneWatershed Framework approaches for identifying projects, policies, or programs should include defining whether the projects could meet regulatory requirements or receive funding. The OneWatershed Framework could consider funding options such as the Regional Collaborative Program (i.e., by generating units of exchange), grant opportunities, or incorporating projects into funded capital improvement program projects.

The draft OneWatershed Framework Report will be distributed to the PMT, TAC, EPC, and CCC and presented in one meeting with the TAC and one meeting with the EPC. Comments from the PMT, TAC, EPC, and CCC will be compiled in a comment log and addressed in the Final OneWatershed Framework Report.

A slide deck presentation of the OneWatershed Framework and demonstration of the OneWatershed Dashboard, which will display the results of the countywide shared-climate risk analysis, will be developed to guide meetings. The Geosyntec Team will lead one 1.5 hour virtual meeting with the TAC and one 1.5 hour EPC virtual meeting. The Geosyntec Team will prepare meeting summary notes for both meetings.

***Assumptions***

1. The EPC meeting will be virtual.
2. For the EPC meeting, Climate Resilient Communities will provide electronic meeting advertising and meeting facilitation.



C/CAG OneWatershed Climate Resilience Framework and Community-Led Plan  
Exhibit A: Geosyntec Consultants Team Scope

3. For the EPC meeting, the Geosyntec Team will develop the agenda, presentation/meeting materials, and provide translation services as budget allows per the Community Engagement Plan.
4. The TAC meeting will be virtual.

***Deliverables***

1. Draft and Final OneWatershed Framework Report.
2. Presentation (slide deck) or Slidedoc describing OneWatershed Framework
3. Agenda package, schedule, facilitate/present, and take notes for one 1.5-hour virtual TAC meeting.
4. Present and take notes for one 1.5-hour virtual or hybrid EPC meeting.
5. Compiled comment log from TAC and EPC on Draft Framework.

***Task 3.3 OneWatershed Dashboard/Visualization Tools***

To support the application of a OneWatershed Framework countywide, the Geosyntec Team will develop a OneWatershed Dashboard. The Geosyntec Team will develop a memo that will outline the proposed OneWatershed Dashboard features and approach. Through memo review and discussion, the Geosyntec Team will collaborate with the PMT to create a shared vision for the OneWatershed Dashboard. The Geosyntec Team will refine the visual presentation of OneWatershed Climate Resilience data and climate impact shared-risk analysis results and identify data analysis needs to support the application of the OneWatershed Framework through the OneWatershed Dashboard. The memo will propose a format for any new data forms that may be required for inputs.

After the approach has been refined with the PMT, the Geosyntec Team will begin development of the OneWatershed Dashboard, which will be hosted within the GI Tracking Tool. To streamline development and review, the Dashboard will be delivered in three versions: a partially functioning, a draft, and a final version. The partially functioning version of the tool will have a functional user interface but will not be connected to the database inventory developed in Task 2.2. Instead, sample data may be used. This version will be shared with the PMT to receive early feedback on execution of the vision and to identify refinements to the updates outlined in the memo. Refinements based on this early feedback will be integrated into the draft OneWatershed Dashboard, which will be connected to the database inventory.

The OneWatershed Dashboard will include automated data processing to estimate OneWatershed Infrastructure asset climate shared-risk using the method developed through Task 3.1. Climate shared-risk exposure results for Countywide OneWatershed Infrastructure assets will be calculated using this automated process and displayed in the OneWatershed Dashboard. Results can also be visualized through various chart types, summarized by filters (e.g., jurisdiction, watershed, neighborhoods, receiving water), and exported into spreadsheet format.

The OneWatershed Climate Resilience data inventory and geospatial results of the Countywide climate impact shared-risk analysis will be displayed in the OneWatershed Dashboard. The draft Dashboard will be presented to the PMT, TAC, EPC, and CCC for their input and/or testing. The final version will address comments that arise during the review of the draft version. A brief Slidedoc user guide will be developed to describe the OneWatershed Dashboard functions.

### ***Assumptions***

1. Planned features will be documented in the Approach Memo and reviewed by the PMT before the development of the OneWatershed Dashboard features.
2. A partially functioning version of the dashboard features will be used to collect early feedback from the PMT on the visualization and general user experience of the tool. This version will feature a mostly completed user interface (front-end) using sample data, but will not be connected to the database inventory (back-end).
3. The draft and final versions of the OneWatershed Dashboard features will have a fully functional front-end and back-end.

### ***Deliverables***

1. OneWatershed Dashboard Approach Memo
2. Partially functioning, draft, and final OneWatershed Dashboard for visualizing ranked project opportunities, building on C/CAG's existing GI Tracking Tool
3. Brief Slidedoc summary of new OneWatershed visualization tools
4. Geospatial results of Countywide shared-risk assessment

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

### **Task 4.1 Adaptive Capacity Evaluation**

The Geosyntec Team will support Climate Resilient Communities to conduct an adaptive capacity evaluation for the San Bruno Creek watershed. The work completed through Tasks 2 and 3 will provide information about community OneWater infrastructure shared risk exposure to climate impacts. It is assumed that Climate Resilient Communities will use a Community Vulnerability Assessment approach examine the community sensitivity, or characteristics that could make the community susceptible to climate hazards, potential climate impacts, or the effects based on the risk exposure and sensitivity, and the adaptive capacity, or the mechanisms, resources, assets, institutions, or relationships that the community has to avoid, minimize, or cope with the negative effects of climate risks.

The Geosyntec Team will work with Climate Resilient Communities to develop methods to gather, document, and/or translate sensitivity and adaptive capacity identified through the Community Vulnerability Assessment to inform OneWatershed Infrastructure vulnerability. The Geosyntec Team will conduct one brainstorming session to discuss these methods and document them in a memorandum, which will also describe how the Geosyntec Team will incorporate results of the Community Vulnerability Assessment into the OneWatershed Framework application to San Bruno Creek Watershed to prioritize vulnerable OneWatershed Infrastructure assets. It is anticipated that one CCC meeting and the Task 4.7 community workshops will be used to gather information to complete the Community Vulnerability Assessment.

Hydrologic & Hydraulic modeling data in the watershed will be reviewed by the Geosyntec Team to determine how additional modeling data may be integrated into the Community-Led Plan. The Geosyntec Team will incorporate existing H&H model results into the community-led plan where it may inform the vulnerability of specific OneWatershed Infrastructure assets. Some of this data may also be compiled as part of Task 2 and incorporated into the risk analysis.

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Exhibit A: Geosyntec Consultants Team Scope

***Assumptions***

1. Climate Resilient Communities will gather community input and other data to inform community sensitivity and adaptive capacity, complete the Community Vulnerability Assessment to measure vulnerability, and author the Adaptive Capacity Evaluation Results write up or presentation for the San Bruno Creek watershed community.

***Deliverables***

1. Brainstorming session with Climate Resilient Communities.
2. Brief Memorandum describing how the San Bruno Creek Community Vulnerability Assessment outcomes will be incorporated into the pilot OneWatershed Framework application using the OneWatershed Framework approach.

**Task 4.2 Apply OneWatershed Framework to San Bruno Creek Watershed**

Using the approach described in the memorandum produced as part of Task 4.1, the Geosyntec Team will complete the OneWatershed Framework pilot application for the San Bruno Creek watershed. The Community Vulnerability Assessment will be combined with the results of the Countywide shared-risk assessment to identify the OneWatershed Infrastructure assets that are most vulnerable in the San Bruno Creek watershed. The results will be displayed within the OneWatershed Dashboard, along with the watershed-specific climate shared-risk analysis results. The results will be summarized in a brief Slidedoc.

To inform potential mitigation measures, available infrastructure plans within the watershed, such as the City of San Bruno's GI Plan (which was supported by Geosyntec Team member Paradigm), will also be compiled and displayed in the OneWatershed Dashboard.

The results of the combined OneWatershed Framework application to the San Bruno Creek Watershed will be presented to the CCC, who will also be asked to select or brainstorm potential mitigation measures. This meeting is discussed further in Task 4.6.

If water supply is a major threat in the watershed, Geosyntec Team member Hazen could optionally run a Water Supply Systems Model for specific scenarios. This is an existing BAWSCA product and running the model would require additional budget.

***Deliverables***

1. Results of OneWatershed Framework application to the San Bruno Creek watershed displayed in the OneWatershed Dashboard.
2. Brief Slidedoc showing results of OneWatershed Framework application.
3. (Optional Deliverable) Water Supply Systems Modeling, contracted separately using project partner subscriptions.

**Task 4.3 Project Opportunity/Policy/Program Developments**

Using input from the CCC regarding prioritizing vulnerable OneWatershed Infrastructure assets and community-identified potential mitigation measures, the Geosyntec Team would develop brief 1-paragraph descriptions for up to 10 project, policy, or program opportunities in the San Bruno Creek Watershed and a GIS storymap of the prioritized opportunities for initial review by the PMT. The descriptions would include details such as the location of proposed infrastructure, the potential agency or organization that would lead a program, or other specifics, and will be informed by existing plans (City of San Bruno CIP plans, City of San Bruno GI plan, City of San Bruno Walk n' Bike Plan, Storm Drain Master Plan, relevant specific plan(s), the San

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Exhibit A: Geosyntec Consultants Team Scope

Bruno/Colma Creek Resiliency Study, Countywide plans, Regional Collaborative Program). The types of projects, policies, or programs represented could include but would not be limited to:

- Remedy poor drainage areas through low impact development site design or multi-benefit stormwater capture projects (also referred to as green stormwater infrastructure) and/or “grey” drainage upgrades, including consideration of other community, environmental, or water supply co-benefits that could be provided;
- Install refillable water stations at community centers, parks, or other public areas;
- Provide more opportunities for community education around climate impacts and climate resilience through permanent signage and/or programs;
- Tools for quickly informing local government of flood or climate impact damage; or
- Plans for rehabilitating infrastructure damaged from flooding so the asset can get back online more quickly and/or updating maintenance systems.

After incorporating suggestions from the PMT, the Geosyntec Team will present the draft descriptions in an interactive meeting with the CCC to propose edits to the project descriptions to better align with community needs and vision. The CCC meeting would also be designed to select one multi-benefit green stormwater infrastructure project to move forward to concept design. The Geosyntec Team would produce a final GIS storymap showing locations and labels, and project, program, or policy descriptions following input from the CCC.

***Assumptions***

1. An internal draft, external draft, and final project description will be provided.
2. Visuals of proposed projects would be limited to Google Earth or GIS screenshots of the potential locations (additional graphics will not be generated).

***Deliverables***

1. Draft and Final top 10 project, program, or policy descriptions, GIS story map with labels, and display on OneWatershed Dashboard.

**Task 4.4 San Bruno Creek OneWatershed Climate Resilience Plan**

The Geosyntec Team will draft the San Bruno Creek OneWatershed Climate Resilience Plan as part of Task 4.4. The outputs from Tasks 4.1, 4.2, and 4.3 will be compiled along with the notes and documentation from the Task 4.6 CCC meetings. The Plan will describe the community-led process for applying the OneWatershed Framework at the watershed scale through combining the Climate Resilient Communities Community Vulnerability Assessment with the shared-risk results, gaining input from Community members on the priorities for vulnerable OneWatershed Infrastructure assets and potential mitigation measures, developing project descriptions with the community, and selecting one project for concept design.

The draft Climate Resilience Plan will be presented in a CCC meeting to obtain community input on the Plan. Details of this CCC meeting are included in Task 4.6. The Climate Resilience Plan will be distributed to the PMT, TAC, EPC, and CCC for input. Using input received, the Geosyntec Team will finalize the Climate Resilience Plan. The final Climate Resilience Plan will be presented in workshops conducted for Task 4.7.

***Assumptions***

1. One PMT draft, one CCC draft, and one Final draft of the Plan will be developed.

***Deliverables***

1. Draft and Final San Bruno Creek OneWatershed Climate Resilience Plan.
2. Results of the San Bruno Creek OneWatershed Climate Resilience Plan displayed in the OneWatershed Dashboard.

**Task 4.5 San Bruno Creek OneWatershed Project Concept Design**

The Geosyntec Team will prepare a draft concept design, 1-page fact sheet, including a description of the proposed project and potential climate resilience and co-benefits achieved, high-level cost based on acre-treated cost formulas, and visual isometric rendering for the top selected multi-benefit green stormwater infrastructure project, identified through CCC meeting #5. The draft concept design will be presented to the CCC through CCC meeting #6 using a design charrette type approach, by providing up to three slightly-modified versions of the same project plan view concept. This will enable interactive input from the community on the preferred concept design for the project. The concept design will also be distributed to the PMT and TAC for input. Using this input, the Geosyntec Team will finalize the OneWatershed Project concept design. The final concept design will be described in the final Climate Resilience Plan.

***Assumptions***

1. One version of the draft concept will be presented to the PMT for initial input.
2. Three (3) versions of the draft concept (addressing input from PMT) will be presented to the CCC for comment.
3. One version of the final concept will be prepared.
4. One final draft rendering of one version of the concept will be prepared for display during the CCC meeting.

***Deliverables***

1. Draft and Final San Bruno Creek OneWatershed Concept Design, visual rendering.

**Task 4.6 CCC Team Meetings**

The Geosyntec Team will support CCC meetings. The total number of CCC meetings and the extent of Geosyntec Team support will be determined through the Community Engagement Planning process.

The suggested approach for the Geosyntec Team, corresponding with key input on deliverables and aligning with our project budget, includes an active role in five CCC meetings, either through presenting or participating in interactive decision-making led by the community. The suggested meeting topics are described in the table below.

CCC Meeting	Date	Topic
1	May 2024	Project Introduction, Data Inventory, and Risk Analysis Summary
2	Nov 2024	OneWatershed Framework, Dashboard, and Risk Analysis Results for San Bruno Creek Watershed, Introduction for Community Vulnerability Assessment
3	Mar 2025	Results of OneWatershed Framework Application and Potential Mitigation Measures
4	Jun 2025	Top Ten OneWatershed Climate Resilience Project Opportunities

C/CAG OneWatershed Climate Resilience Framework and Community-Led Plan  
Exhibit A: Geosyntec Consultants Team Scope

5	Oct 2025	Climate Resilience Plan and OneWatershed Climate Resilience Project Concept
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The Geosyntec Team understands that Climate Resilient Communities may want to hold other separate CCC meetings, and Geosyntec Team staff could support up to 15 additional meetings through attendance and note-taking only with the budget assumed for this scope.

***Assumptions***

1. The Geosyntec Team will support agenda development, presentations, written materials/handouts, and up to \$200 of printed materials per meeting.
2. The Geosyntec Team will provide staff to present at five CCC meetings and assist with the smooth running of the meetings.
3. Climate Resilient Communities will provide meeting advertising and meeting facilitation, secure meeting venues that are comfortable and easily accessible to the community, secure equipment and negotiate rental fees, and provide accommodations including transportation/childcare.
4. For the up to 15 additional CCC meetings held by Climate Resilient Communities, the Geosyntec Team will attend the meeting and deliver notes only.
5. If the CCC meeting approach changes from these assumptions because of the Community Engagement Planning process, the alternate CCC meeting approach will not exceed up to \$35,500 for both labor and direct costs for the Geosyntec Team, budgeted to support these meetings.
6. Additional meeting support and/or direct costs could be covered through Optional Task 6 (Additional Outreach Support). This could include but not be limited to meeting advertising, facilitation, additional meetings, translation services, venue/equipment rental, food.

***Deliverables***

1. Assistance with agenda development and material preparation, presenting, active participation, and note-taking for five CCC meetings.
2. Attendance at and note-taking for up to 15 additional CCC meetings.

**Task 4.7 Workshops**

The Geosyntec Team will support Climate Resilient Communities with four interactive Community Workshops supporting the San Bruno Creek OneWatershed Climate Resilience Plan. The Geosyntec Team assumes that these workshops would be held at community center venues where community members regularly gather and be mono-lingual, with language used depending on the community center. The total number of Workshops and the extent of Geosyntec Team support will be determined through the Community Engagement Planning process.

This scope and budget assumes the following: two workshops would be held in support of Climate Resilient Communities Community Vulnerability Assessment. These workshops would listen to lived experiences and obtain community input related to:

- community sensitivity, or features that could make the community susceptible to climate hazards,

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Exhibit A: Geosyntec Consultants Team Scope

- potential climate impacts, or effects of climate risk exposure, considering community sensitivity, and
- the adaptive capacity, or the mechanisms, resources, assets, institutions, or relationships that the community has to avoid, minimize, or cope with the negative effects of climate risks.

Additionally, two workshops would be held at the same venues at the conclusion of the project to circle back with community members and present the results of the San Bruno Creek OneWatershed Climate Resilience Plan and next steps in the process including further opportunities for community involvement. Geosyntec Team staff could support up to two additional workshops through attendance and note-taking only.

***Assumptions***

1. The Geosyntec Team will support agenda development, presentations, written materials/handouts, and up to \$200 of printed materials per meeting.
2. The Geosyntec Team will provide staff to present at the meetings and assist with the smooth running of the meetings.
3. Climate Resilient Communities will provide meeting advertising and meeting facilitation, secure meeting venues that are comfortable and easily accessible to the community and equipment, including identifying existing community gathering spaces, negotiate rental fees, and provide accommodations including transportation/childcare.
4. If the Workshop approach changes from these assumptions because of the Community Engagement Planning process, the alternate Workshop approach will not exceed up to \$23,000 for both labor and direct costs for the Geosyntec Team, budgeted to support these meetings.
5. Additional meeting support and/or direct costs could be covered through Optional Task 6 (Additional Outreach Support). This could include but not be limited to meeting advertising, facilitation, additional meetings, translation services, venue/equipment rental, food.

***Deliverables***

1. Assistance with agenda, visually appealing and/or interactive meeting materials, short presentations, and note-taking for four workshops.
2. Attendance and note-taking at two additional workshops.

**Task 5 – Administration and Follow-Up**

**Task 5.1 Implementation Grant Application Support**

Development of the full NOAA climate resilience regional challenge grant application will require submittal of federal forms, and the development of the following application components: 1) project summary, 2) project narrative, 3) budget narrative, 4) supplemental materials/appendices, and 5) letters of support and collaboration. Geosyntec Team grant specialists and technical leads will kick off the grant application task through a call with the PMT and other partners, focused on developing a framework for the NOAA grant's technical requirements and commitments, grant approach and vision, partnership and collaboration, and document/data requirements and requests. The Geosyntec Team will then review previous related NOAA grant submittals and summarize C/CAG and partners existing resilience work and successes, planning studies, related programs, financial tools and leveraged resources,

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Exhibit A: Geosyntec Consultants Team Scope

incentives, and equity approach. We will look for specific opportunities to create an application that meets NOAA's stated goals and priorities to catalyze equitable adaptation through regional scale collaboration and implementation of adaptation actions that will reduce future damage from weather and climate impacts. We will also review the NOAA debrief of the submitted LOI to ensure that the grant application addresses NOAA's feedback.

The Geosyntec Team will develop a PMT-approved and administratively compliant budget and schedule for eligible grant activities that will maximize benefit to the regional partners. The Geosyntec Team will work with the PMT and partners to develop a community outreach and engagement strategy for the grant-funded work that is inclusive and responsive to the community's need, anticipated benefits, and outcomes. We will establish the equity components and community benefits of the proposed grant funded program and seek support letters for the submittal.

The Geosyntec Team will conduct three additional coordination meetings (after the project kick-off meeting) and e-mail coordination through the course of the grant application process to work through any outstanding data gaps or information needs. Once the draft application is complete, we will provide a copy to the PMT and partners for timely review and completion of the required federal forms. The grant application is required to be submitted through Grants.gov.

***Assumptions***

1. Four one-hour meetings (including kick-off) will be held with the PMT and project partners (these may overlap with scheduled monthly PMT meetings).
2. PMT and/or project partners will assist with non-technical required forms and provide data and studies relevant to proposed activities.

***Deliverables***

1. Grant Task Kick-Off Meeting.
2. Brief framework describing requirements, vision, and schedule for completing application for NOAA Regional Resilience Challenge Grant.
3. Draft/Final NOAA Regional Resilience Challenge Grant with required components.

**Task 5.2 Project Management and Administration**

The Geosyntec Team will support C/CAG with grant reporting and documentation requirements as required by the OPR Grant Agreement, Appendix B, including quarterly grant reporting, mid-term progress reports tracking the work completed during the first half of the Grant Term and providing information consistent with the OPR Grant Agreement, and the final grant report. The Geosyntec Team provides monthly invoices and progress reports consistent with C/CAG's invoicing format and OPR's format, including documentation of work performed and how the work relates to the deliverables outlined in the work plan, the total budget spent categorized by cost category and tasks corresponding to the grant budget detail worksheet. The Geosyntec Team will also host monthly virtual PMT meetings, and project Kick-Off meeting with the PMT.

***Deliverables***

1. Kick-Off Meeting Agenda, Facilitation, Notes.
2. Quarterly Grant Reporting, Invoicing and Progress Reports, Mid-Term Progress Report.



3. Up to Twenty-four (24) monthly 1-hour PMT meetings, including e-mailed agendas and brief e-mailed meeting summaries.
4. Draft and Final Grant Report.

### **Optional Task 6 – Additional Outreach Support**

This optional task is included for additional outreach support from subcontractor Craig Communications to assist Climate Resilient Communities and C/CAG in preparing for and hosting community meetings. This support may include but not be limited to: meeting advertising and meeting facilitation support, CCC and workshop meeting logistics support, including identifying, securing, and negotiating meeting venues, written material translations and language interpretation (Spanish/Mandarin/Tagalog/Samoan/ Tongan) services, and other direct costs including food, venue and equipment rental. This optional task could also include other support, including additional translation services for Slidedoc deliverables or assistance with the community vulnerability assessment. The scope and budget for additional outreach support would be determined through the Community Engagement Plan process occurring through Task 1.1.

#### ***Assumptions***

1. A detailed scope of work would be developed if C/CAG elects to add this optional task.

#### ***Deliverables***

1. Additional outreach support.

### **Optional Task 7 – NOAA Climate Resilience Regional Challenge Grant Support**

The Geosyntec Team understands that the NOAA Climate Resilience Regional Challenge is an extremely competitive grant program and does not presume any outcome from the Grant Application. The Geosyntec Team is aware, however, that if awarded, C/CAG will have a considerable load of grant administration and other tasks that will need to be accomplished in a short turnaround time. We have assembled an impressive team of experts with experience in most of the service areas that are likely to be needed if a NOAA Climate Resilience Regional Challenge Grant is awarded, including but not limited to grant administration and reporting, project management, multi-benefit stormwater capture facility and OneWater infrastructure planning, pre-design studies, permitting, and design, community outreach, applying the OneWatershed Climate Resilience Framework to other regions of the County, Regional Collaborative Program development, and GI Tracking Tool development. The Geosyntec Team is providing this optional NOAA Climate Resilience Regional Challenge Grant Support Task that C/CAG could utilize for grant administrative or technical tasks that would be selected by C/CAG consistent with your procurement rules.

#### ***Assumptions***

1. A detailed scope of work would be developed if C/CAG elects to add this optional task.

#### ***Deliverables***

1. NOAA Climate Resilience Regional Challenge Grant Support

## **PROJECT SCHEDULE, BUDGET, AND RATES**

Project detailed schedule, formatted budget, detailed budget, and rates are provided on the following pages.

Schedule of Work					2023	2024												2025												2026
Task	Subtask	Work Products	Start	End	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	1	1 Draft/Final Work Plan	Dec-23	Feb-24																										
	1	1 Draft/Final Community Engagement Plan	Dec-23	Feb-24																										
	1	2 EPC Meeting 1: Kick Off meeting and Summary Notes (Virtual)	Mar-24	Mar-24																										
	1	2 Compiled EPC Comments on Work Plan	Feb-24	Mar-24																										
	1	3 TAC Contact List and Brief Charter	Dec-23	Feb-24																										
	1	3 TAC Meeting 1: Kick Off and Work Plan; Summary (Virtual)	Mar-24	Mar-24																										
	1	3 Compiled TAC Comments on Work Plan	Feb-24	Mar-24																										
	1	4 Climate Change Community Team Support	Dec-23	Feb-24																										
	2	1 Data List summarizing Data Collection and Gap Analysis	Dec-23	Mar-24																										
	2	2 OneWatershed Climate Resilience Geodatabase in ESRI ArcGIS, Brief Inventory Slidedoc, Online GIS map viewer	Mar-24	Apr-24																										
	2	3 TAC/EPC Data Inventory and Risk Analysis Presentation	Mar-24	May-24																										
	2	3 TAC Workshop 2 (Virtual): Data Inventory and Approach to Risk Analysis	May-24	May-24																										
	2	3 EPC Workshop 2 (Virtual or Hybrid): Data Inventory and Approach to Risk Analysis	May-24	May-24																										
	2	3 Draft/Final OneWatershed Framework Approach Memo	Mar-24	Jun-24																										
	2	3 Compiled Comments on OneWatershed Framework Approach Memo	May-24	Jun-24																										
	3	1 OneWatershed Framework Report Section Describing Shared-Risk Approach	May-24	Jul-24																										
	3	2 Draft OneWatershed Framework Report	May-24	Oct-24																										
	3	2 OneWatershed Framework Presentation or Slidedoc	Oct-24	Oct-24																										
	3	2 TAC Workshop 3 (Virtual): OneWatershed Framework, OneWatershed Dashboard, and Countywide Shared-Risk Results	Oct-24	Nov-24																										
	3	2 EPC Workshop 3 (Hybrid): OneWatershed Framework, OneWatershed Dashboard, and Countywide Shared-Risk Results	Oct-24	Nov-24																										
	3	2 Compiled Comments on OneWatershed Framework Report	Nov-24	Dec-24																										
	3	2 Final OneWatershed Framework Report	Dec-24	Jan-25																										
	3	3 OneWatershed Dashboard Memo	Mar-24	May-24																										
	3	3 Partially functioning OneWatershed Dashboard (present to PMT)	May-24	Aug-24																										
	3	3 Slidedoc summary of OneWatershed visualization tools	May-24	Aug-24																										
	3	3 Geospatial Results	May-24	Oct-24																										
	3	3 Draft OneWatershed Dashboard	May-24	Oct-24																										
	3	3 Final OneWatershed Dashboard	Oct-24	Jan-25																										
	4	1 San Bruno Creek Community Vulnerability Assessment completed by CRC	Sep-24	Jan-25																										
	4	1 Brainstorming Session and Notes with CRC	Jan-25	Jan-25																										
	4	1 Memo describing incorporation of San Bruno Creek Community Vulnerability Assessment into OneWatershed Framework Application	Jan-25	Feb-25																										
	4	2 San Bruno Creek OneWatershed Framework Application Results Displayed in OneWatershed Dashboard	Feb-25	Mar-25																										
	4	2 Slidedoc summary of OneWatershed Framework application	Feb-25	Mar-25																										
	4	3 Draft/Final top 10 project, program, or policy descriptions, GIS Story Map, Display in OneWatershed Dashboard	Mar-25	Aug-25																										
	4	4 Draft/Final San Bruno Creek OneWatershed Climate Resilience Plan	Jan-25	Dec-25																										
	4	5 Draft/Final Concept Design	Aug-25	Dec-25																										
	4	6 Support CCC Meetings	Feb-24	Dec-25																										
	4	7 Two Community Workshops supporting Community Vulnerability Assessment	Oct-24	Jan-25																										
	4	7 Two Community Workshops summarizing San Bruno Creek OneWatershed Climate Resilience Plan	Nov-25	Jan-26																										
	5	1 NOAA Climate Resilience Regional Challenge Grant Application Support	Dec-23	Feb-24																										
	5	2 Project Kick-Off Meeting	Dec-23	Dec-23																										
	5	2 APGP Grant Progress Reports (8)	Dec-23	Jan-26																										
	5	2 PMT monthly meeting agendas and summaries	Jan-24	Jan-26																										
	5	2 APGP Draft and Final Grant Report	Nov-25	Jan-26																										

## C/CAG OneWatershed Climate Resilience Framework and Community-Led Plan

## Exhibit A: Geosyntec Consultants Team Formatted Costs

Subtask Number	Work Products / Deliverables	Timeframe		Consultant Labor Costs	Overhead	Other Direct Costs	Total Project Costs
		Start	End				
Task 1							
1.1	Draft/Final Project Work Plan and Compiled Comments	Dec-23	Feb-24	\$3,161	\$89		\$3,250
1.1	Draft/Final Community Engagement Plan	Dec-23	Feb-24	\$6,582	\$397		\$6,979
1.2	EPC Meeting 1: Kick Off meeting and Summary Notes (Hybrid)	Mar-24	Mar-24	\$2,886	\$114		\$3,000
1.3	TAC Contact List and Brief Charter	Dec-23	Feb-24	\$2,106	\$95		\$2,201
1.3	TAC Meeting 1: Kick Off and Work Plan; Summary (Virtual)	Mar-24	Mar-24	\$2,611	\$67		\$2,678
1.4	Climate Change Community Team Support	Dec-23	Feb-24	\$1,726	\$95		\$1,821
Task 1 Subtotal							\$19,929
Task 2							
2.1	Data List summarizing Data Collection and Gap Analysis	Dec-23	Mar-24	\$15,896	\$1,003		\$16,899
2.2	OneWatershed Geodatabase in ESRI ArcGIS	Mar-24	Apr-24	\$12,960	\$963		\$13,923
2.2	Online GIS map viewer and Slidedoc	Mar-24	Apr-24	\$4,770	\$278		\$5,048
2.3	TAC Workshop 2 (Virtual): Data Inventory and Risk Analysis	May-24	May-24	\$5,187	\$217		\$5,404
2.3	EPC Workshop 2 (Virtual or Hybrid): Data Inventory and Risk	May-24	May-24	\$5,137	\$264		\$5,401
2.3	Draft/Final Framework Approach Memo and Comments	Mar-24	Jun-24	\$5,081	\$221		\$5,302
Task 2 Subtotal							\$51,977
Task 3							
3.1	OneWatershed Framework Report - Shared-Risk Approach	May-24	Jul-24	\$12,421	\$540		\$12,961
3.2	Draft/Final OneWatershed Framework Report and Comments	May-24	Oct-24	\$16,502	\$319		\$16,821
3.2	OneWatershed Framework Presentation or Slidedoc	Oct-24	Oct-24	\$3,890			\$3,890
3.2	TAC Workshop 3 (Virtual): OneWatershed Framework, OneWatershed Dashboard, and Shared-Risk Results	Oct-24	Nov-24	\$6,977	\$330		\$7,307
3.2	EPC Workshop 3 (Hybrid): OneWatershed Framework, OneWatershed Dashboard, and Shared-Risk Results	Oct-24	Nov-24	\$5,963	\$330		\$6,293
3.3	OneWatershed Dashboard Memo	Mar-24	May-24	\$10,095	\$764		\$10,859
3.3	Partially functioning OneWatershed Dashboard (to PMT)	May-24	Aug-24	\$38,986	\$3,077		\$42,063
3.3	Draft OneWatershed Dashboard and Shared Risk Results	May-24	Oct-24	\$29,925	\$2,235		\$32,160
3.3	Final OneWatershed Dashboard	Oct-24	Jan-25	\$23,810	\$1,831		\$25,641
3.3	Brief Slidedoc User Guide	Oct-24	Jan-25	\$3,556	\$241		\$3,797
Task 3 Subtotal							\$161,793

C/CAG OneWatershed Climate Resilience Framework and Community-Led Plan  
Exhibit A: Geosyntec Consultants Team Formatted Costs

Subtask Number	Work Products / Deliverables	Timeframe		Consultant Labor Costs	Overhead	Other Direct Costs	Total Project Costs
		Start	End				
Task 4							
4.1	Brainstorming Session and Notes with CRC	Jan-25	Jan-25	\$2,290	\$79		\$2,369
4.1	Memo describing incorporation of Community Vulnerability Assessment	Jan-25	Feb-25	\$6,605	\$320		\$6,925
4.2	San Bruno Creek OneWatershed Framework Application Results and Slidedoc	Feb-25	Mar-25	\$12,830	\$818		\$13,648
4.3	Draft/Final top 10 project, program, or policy descriptions	Mar-25	Aug-25	\$5,735			\$5,735
4.4	Draft/Final San Bruno Creek OneWatershed Climate Resilience Plan	Jan-25	Dec-25	\$15,736	\$108		\$15,844
4.5	Draft/Final Concept Design	Aug-25	Dec-25	\$18,890			\$18,890
4.6	CCC Meeting - Support, Presentation/Attendance, and Notes	Feb-24	Dec-25	\$33,200	\$1,312	\$1,000	\$35,512
4.7	Community Workshops - Support, Presentation/Attendance, and Notes	Mar-25	Mar-25	\$21,128	\$945	\$800	\$22,873
Task 4 Subtotal							\$121,797
Task 5							
5.1	NOAA Climate Resilience Regional Challenge Grant App	Dec-23	Feb-24	\$35,300	\$1,200		\$36,500
5.2	Project Kick-Off Meeting	Dec-23	Dec-23	\$2,485	\$62		\$2,547
5.2	APGP Grant Progress Reports (8)	Dec-23	Jan-26	\$6,720			\$6,720
5.2	PMT meeting agendas and summaries	Jan-24	Jan-26	\$19,239	\$386		\$19,625
5.2	APGP Final Grant Report	Nov-25	Jan-26	\$3,360			\$3,360
Task 5 Subtotal							\$68,752
Total Project				\$403,746	\$18,702	\$1,800	\$424,248

Subtask No	Work Products	Description	Start	End	FY	Geosyntec Consultants							
						Senior Principal	Principal	Senior Professional	Engineer	Senior Staff Engineer	Administrator	Total Hours	Total Labor
						\$315	\$295	\$270	\$215	\$190	\$95		
1.1	Draft/Final Project Work Plan and Compiled Comments	Project Deliverables	Dec-23	Feb-24	23/24	1		5		2		8	\$2,045
1.1	Draft/Final Community Engagement Plan	Project Deliverables	Dec-23	Feb-24	23/24			6				6	\$1,620
1.2	EPC Meeting 1: Kick Off meeting and Summary Notes (Virtual)	Consultant Engagement	Mar-24	Mar-24	23/24			4		2		6	\$1,460
1.3	TAC Contact List and Brief Charter	Consultant Engagement	Dec-23	Feb-24	23/24			2		2		4	\$920
1.3	TAC Meeting 1: Kick Off and Work Plan; Summary (Virtual)	Consultant Engagement	Mar-24	Mar-24	23/24	1		4		2		7	\$1,775
1.4	Climate Change Community Team Support	Consultant Engagement	Dec-23	Feb-24	23/24			2				2	\$540
2.1	Data List summarizing Data Collection and Gap Analysis	Data Analysis and Framework	Dec-23	Mar-24	23/24			4		12		16	\$3,360
2.2	OneWatershed Geodatabase in ESRI ArcGIS	Data Analysis and Framework	Mar-24	Apr-24	23/24			2		2		4	\$920
2.2	Online GIS map viewer and Slidedoc	Project Deliverables	Mar-24	Apr-24	23/24			2		4		6	\$1,300
2.3	TAC Workshop 2 (Virtual): Data Inventory and Approach to Risk Analysis	Consultant Engagement	May-24	May-24	23/24	2		4		4		10	\$2,470
2.3	EPC Workshop 2 (Virtual or Hybrid): Data Inventory and Risk Analysis	Consultant Engagement	May-24	May-24	23/24			4		4		8	\$1,840
2.3	Draft/Final OneWatershed Framework Approach Memo and Comments	Project Deliverables	Mar-24	Jun-24	23/24	1		6		2		9	\$2,315
3.1	OneWatershed Framework Report Section Shared-Risk Approach	Project Deliverables	May-24	Jul-24	24/25	2		6		18		26	\$5,670
3.2	Draft/Final OneWatershed Framework Report and Compiled Comments	Project Deliverables	May-24	Oct-24	24/25	2	4	18	6	24		54	\$12,520
3.2	OneWatershed Framework Presentation or Slidedoc	Project Deliverables	Oct-24	Oct-24	24/25			4	6	8		18	\$3,890
3.2	TAC 3 (Virtual): OneWatershed Framework, Dashboard, Results	Consultant Engagement	Oct-24	Nov-24	24/25	2		4		6		12	\$2,850
3.2	EPC 3 (Hybrid): OneWatershed Framework, Dashboard, Results	Consultant Engagement	Oct-24	Nov-24	24/25			4		4		8	\$1,840
3.3	OneWatershed Dashboard Memo	Project Deliverables	Mar-24	May-24	24/25			2				2	\$540
3.3	Partially functioning OneWatershed Dashboard (present to PMT)	Data Analysis and Framework	May-24	Aug-24	24/25			2				2	\$540
3.3	Draft OneWatershed Dashboard and Shared Risk Results	Data Analysis and Framework	May-24	Oct-24	24/25	1		2		6		9	\$1,995
3.3	Final OneWatershed Dashboard	Project Deliverables	Oct-24	Jan-25	24/25			2		2		4	\$920
3.3	Brief Slidedoc Summary of Dashboard	Project Deliverables	Oct-24	Jan-25	24/25			2				2	\$540
4.1	Brainstorming Session and Notes with CRC	Data Analysis and Framework	Jan-25	Jan-25	24/25			2		4		6	\$1,300
4.1	Memo describing incorporation of Community Vulnerability Assessment	Data Analysis and Framework	Jan-25	Feb-25	24/25			4		8		12	\$2,600
4.2	San Bruno Creek OneWatershed Framework Application Results and Slidedoc	Data Analysis and Framework	Feb-25	Mar-25	24/25			4		8		12	\$2,600
4.3	Draft/Final top 10 project, program, or policy descriptions	Project Deliverables	Mar-25	Aug-25	25/26	1		6		20		27	\$5,735
4.4	Draft/Final San Bruno Creek OneWatershed Climate Resilience Plan	Project Deliverables	Jan-25	Dec-25	25/26	2		18	6	40		66	\$14,380
4.5	Draft/Final Concept Design	Project Deliverables	Aug-25	Dec-25	25/26	6		8	16	60		90	\$18,890
4.6	CCC Meeting - Support, Presentation/Attendance, and Notes	Consultant Engagement	Feb-24	Dec-25	25/26			20		60		80	\$16,800
4.7	Community Workshops - Support, Presentation/Attendance, and Notes	Consultant Engagement	Mar-25	Mar-25	24/25			12		32		44	\$9,320
5.1	NOAA Climate Resilience Regional Challenge Grant Application Support	Project Administration	Dec-23	Feb-24	23/24	20	4	22	32			78	\$20,300
5.2	Project Kick-Off Meeting	Project Administration	Dec-23	Dec-23	23/24	2		4				6	\$1,710
5.2	APGP Grant Progress Reports (8)	Project Administration	Dec-23	Jan-26	25/26			8		24		32	\$6,720
5.2	PMT meeting agendas and summaries	Project Administration	Jan-24	Jan-26	25/26			48			15	63	\$14,409
5.2	APGP Draft/Final Grant Report	Project Administration	Nov-25	Jan-26	25/26			4		12		16	\$3,360
Geosyntec Team Subtotal						43	8	251	66	372	15	755	\$169,994

Subtask No	Work Products	Paradigm Environmental											
		Principal Engineer	Principal Hydrologist	Principal Analyst	Principal IT Analyst	Senior Engineer	Senior IT Analyst	Associate Engineer	Associate IT Analyst	Staff Engineer	Staff IT Analyst	Total Hours	Total Labor
		\$265	\$255	\$250	\$225	\$230	\$190	\$190	\$170	\$165	\$140		
1.1	Draft/Final Project Work Plan and Compiled Comments												\$0
1.1	Draft/Final Community Engagement Plan												\$0
1.2	EPC Meeting 1: Kick Off meeting and Summary Notes (Virtual)												\$0
1.3	TAC Contact List and Brief Charter												\$0
1.3	TAC Meeting 1: Kick Off and Work Plan; Summary (Virtual)												\$0
1.4	Climate Change Community Team Support												\$0
2.1	Data List summarizing Data Collection and Gap Analysis					4		8				12	\$2,440
2.2	OneWatershed Geodatabase in ESRI ArcGIS					4		12		16		32	\$5,840
2.2	Online GIS map viewer and Slidedoc	2			4	4					8	18	\$3,470
2.3	TAC Workshop 2 (Virtual): Data Inventory and Approach to Risk Analysis	1				4						5	\$1,185
2.3	EPC Workshop 2 (Virtual or Hybrid): Data Inventory and Risk Analysis	1				4						5	\$1,185
2.3	Draft/Final OneWatershed Framework Approach Memo and Comments	2				4		4				10	\$2,210
3.1	OneWatershed Framework Report Section Shared-Risk Approach	1	2	4		2						9	\$2,235
3.2	Draft/Final OneWatershed Framework Report and Compiled Comments	2				2		4				8	\$1,750
3.2	OneWatershed Framework Presentation or Slidedoc											0	\$0
3.2	TAC 3 (Virtual): OneWatershed Framework, Dashboard, Results	1	2		4	4						11	\$2,595
3.2	EPC 3 (Hybrid): OneWatershed Framework, Dashboard, Results	1	2			4						7	\$1,695
3.3	OneWatershed Dashboard Memo	1	2	8	4	8		20				43	\$9,315
3.3	Partially functioning OneWatershed Dashboard (present to PMT)		8		18	8	20	28	68		68	218	\$38,130
3.3	Draft OneWatershed Dashboard and Shared Risk Results	2	8		16	4	40	8	36		40	154	\$27,930
3.3	Final OneWatershed Dashboard	2	4		16	2	20	8	36		40	128	\$22,650
3.3	Brief Slidedoc Summary of Dashboard		1		1	2		8				12	\$2,460
4.1	Brainstorming Session and Notes with CRC	2				2						4	\$990
4.1	Memo describing incorporation of Community Vulnerability Assessment	1		4		2						7	\$1,725
4.2	San Bruno Creek OneWatershed Framework Application Results and Slidedoc				2	2	8		8			20	\$3,790
4.3	Draft/Final top 10 project, program, or policy descriptions												\$0
4.4	Draft/Final San Bruno Creek OneWatershed Climate Resilience Plan												\$0
4.5	Draft/Final Concept Design												\$0
4.6	CCC Meeting - Support, Presentation/Attendance, and Notes												\$0
4.7	Community Workshops - Support, Presentation/Attendance, and Notes												\$0
5.1	NOAA Climate Resilience Regional Challenge Grant Application Support												\$0
5.2	Project Kick-Off Meeting	1				1						2	\$495
5.2	APGP Grant Progress Reports (8)												\$0
5.2	PMT meeting agendas and summaries					5						5	\$1,150
5.2	APGP Draft/Final Grant Report												\$0
		20	29	16	65	72	88	100	148	16	156	710	\$133,240



Subtask No	Work Products	Hazen and Sawyer								Craig Communications				
		Principal-in-Charge	QA/QC	Project Manager	Grant Lead	Principal Engineer	Assistant Engineer	Total Hours	Total Labor	Principal	Project Manager	Community Relations Specialist	Total Hours	Total Labor
		\$320	\$280	\$280	\$280	\$180	\$160			\$223	\$185	\$140		
1.1	Draft/Final Project Work Plan and Compiled Comments			2				2	\$560					\$0
1.1	Draft/Final Community Engagement Plan								\$0	4	22		26	\$4,962
1.2	EPC Meeting 1: Kick Off meeting and Summary Notes (Virtual)								\$0	2	4		6	\$1,186
1.3	TAC Contact List and Brief Charter								\$0	2	4		6	\$1,186
1.3	TAC Meeting 1: Kick Off and Work Plan; Summary (Virtual)			1				1	\$280					\$0
1.4	Climate Change Community Team Support								\$0	2	4		6	\$1,186
2.1	Data List summarizing Data Collection and Gap Analysis			2		4	20	26	\$4,480					\$0
2.2	OneWatershed Geodatabase in ESRI ArcGIS		1	4			30	35	\$6,200					\$0
2.2	Online GIS map viewer and Slidedoc								\$0					\$0
2.3	TAC Workshop 2 (Virtual): Data Inventory and Approach to Risk Analysis			1.5					\$420					\$0
2.3	EPC Workshop 2 (Virtual or Hybrid): Data Inventory and Risk Analysis								\$0	4	4		8	\$1,632
2.3	Draft/Final OneWatershed Framework Approach Memo and Comments								\$0					\$0
3.1	OneWatershed Framework Report Section Shared-Risk Approach		1	4			16	21	\$3,960					\$0
3.2	Draft/Final OneWatershed Framework Report and Compiled Comments			4				4	\$1,120					\$0
3.2	OneWatershed Framework Presentation or Slidedoc								\$0					\$0
3.2	TAC 3 (Virtual): OneWatershed Framework, Dashboard, Results			1.5					\$420					\$0
3.2	EPC 3 (Hybrid): OneWatershed Framework, Dashboard, Results								\$0	4	4		8	\$1,632
3.3	OneWatershed Dashboard Memo							0	\$0					\$0
3.3	Partially functioning OneWatershed Dashboard (present to PMT)								\$0					\$0
3.3	Draft OneWatershed Dashboard and Shared Risk Results							0	\$0					\$0
3.3	Final OneWatershed Dashboard								\$0					\$0
3.3	Brief Slidedoc Summary of Dashboard								\$0					\$0
4.1	Brainstorming Session and Notes with CRC								\$0					\$0
4.1	Memo describing incorporation of Community Vulnerability Assessment		1	4			4	9	\$2,040					\$0
4.2	San Bruno Creek OneWatershed Framework Application Results and Slidedoc		1	6			28	35	\$6,440					\$0
4.3	Draft/Final top 10 project, program, or policy descriptions								\$0					\$0
4.4	Draft/Final San Bruno Creek OneWatershed Climate Resilience Plan			2				2	\$560					\$0
4.5	Draft/Final Concept Design								\$0					\$0
4.6	CCC Meeting - Support, Presentation/Attendance, and Notes								\$0	20	60	6	86	\$16,400
4.7	Community Workshops - Support, Presentation/Attendance, and Notes								\$0	16	40	6	62	\$11,808
5.1	NOAA Climate Resilience Regional Challenge Grant Application Support		1	4	40		15	60	\$15,000					\$0
5.2	Project Kick-Off Meeting			1				1	\$280					\$0
5.2	APGP Grant Progress Reports (8)								\$0					\$0
5.2	PMT meeting agendas and summaries	1		12				13	\$3,680					\$0
5.2	APGP Draft/Final Grant Report								\$0					\$0
		1	5	49	40	4	113	209	\$45,440	54	142	12	208	\$39,992



San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan  
Exhibit A: Cost Details by Firm

Subtask No	Work Products	EOA				Carollo		Total Project Hours	Total Project Labor	Overhead (Sub Mark up (8%))	Direct Costs	Total Project
		Senior Managing Engineer	Managing Env Engineer	Total Hours	Total Labor	Julia Schmitt	Total Labor					
		\$316	\$312			\$240						
1.1	Draft/Final Project Work Plan and Compiled Comments	1		1	\$316	1	\$240	12	\$3,161	\$89		\$3,250
1.1	Draft/Final Community Engagement Plan				\$0		\$0	32	\$6,582	\$397		\$6,979
1.2	EPC Meeting 1: Kick Off meeting and Summary Notes (Virtual)				\$0	1	\$240	13	\$2,886	\$114		\$3,000
1.3	TAC Contact List and Brief Charter				\$0		\$0	10	\$2,106	\$95		\$2,201
1.3	TAC Meeting 1: Kick Off and Work Plan; Summary (Virtual)	1		1	\$316	1	\$240	10	\$2,611	\$67		\$2,678
1.4	Climate Change Community Team Support				\$0		\$0	8	\$1,726	\$95		\$1,821
2.1	Data List summarizing Data Collection and Gap Analysis		18	18	\$5,616		\$0	72	\$15,896	\$1,003		\$16,899
2.2	OneWatershed Geodatabase in ESRI ArcGIS				\$0		\$0	71	\$12,960	\$963		\$13,923
2.2	Online GIS map viewer and Slidedoc				\$0		\$0	24	\$4,770	\$278		\$5,048
2.3	TAC Workshop 2 (Virtual): Data Inventory and Approach to Risk Analysis	2		2	\$632	2	\$480	19	\$5,187	\$217		\$5,404
2.3	EPC Workshop 2 (Virtual or Hybrid): Data Inventory and Risk Analysis				\$0	2	\$480	23	\$5,137	\$264		\$5,401
2.3	Draft/Final OneWatershed Framework Approach Memo and Comments	1		1	\$316	1	\$240	21	\$5,081	\$221		\$5,302
3.1	OneWatershed Framework Report Section Shared-Risk Approach	1		1	\$316	1	\$240	58	\$12,421	\$540		\$12,961
3.2	Draft/Final OneWatershed Framework Report and Compiled Comments	2		2	\$632	2	\$480	70	\$16,502	\$319		\$16,821
3.2	OneWatershed Framework Presentation or Slidedoc				\$0		\$0	18	\$3,890	\$0		\$3,890
3.2	TAC 3 (Virtual): OneWatershed Framework, Dashboard, Results	2		2	\$632	2	\$480	27	\$6,977	\$330		\$7,307
3.2	EPC 3 (Hybrid): OneWatershed Framework, Dashboard, Results	1		1	\$316	2	\$480	26	\$5,963	\$330		\$6,293
3.3	OneWatershed Dashboard Memo				\$0	1	\$240	46	\$10,095	\$764		\$10,859
3.3	Partially functioning OneWatershed Dashboard (present to PMT)	1		1	\$316		\$0	221	\$38,986	\$3,077		\$42,063
3.3	Draft OneWatershed Dashboard and Shared Risk Results				\$0		\$0	163	\$29,925	\$2,235		\$32,160
3.3	Final OneWatershed Dashboard				\$0	1	\$240	133	\$23,810	\$1,831		\$25,641
3.3	Brief Slidedoc Summary of Dashboard	1		1	\$316	1	\$240	16	\$3,556	\$241		\$3,797
4.1	Brainstorming Session and Notes with CRC				\$0		\$0	10	\$2,290	\$79		\$2,369
4.1	Memo describing incorporation of Community Vulnerability Assessment				\$0	1	\$240	29	\$6,605	\$320		\$6,925
4.2	San Bruno Creek OneWatershed Framework Application Results and Slidedoc				\$0		\$0	67	\$12,830	\$818		\$13,648
4.3	Draft/Final top 10 project, program, or policy descriptions				\$0		\$0	27	\$5,735	\$0		\$5,735
4.4	Draft/Final San Bruno Creek OneWatershed Climate Resilience Plan	1		1	\$316	2	\$480	71	\$15,736	\$108		\$15,844
4.5	Draft/Final Concept Design				\$0		\$0	90	\$18,890	\$0		\$18,890
4.6	CCC Meeting - Support, Presentation/Attendance, and Notes				\$0		\$0	166	\$33,200	\$1,312	\$1,000	\$35,512
4.7	Community Workshops - Support, Presentation/Attendance, and Notes				\$0		\$0	106	\$21,128	\$945	\$800	\$22,873
5.1	NOAA Climate Resilience Regional Challenge Grant Application Support				\$0		\$0	138	\$35,300	\$1,200		\$36,500
5.2	Project Kick-Off Meeting				\$0		\$0	9	\$2,485	\$62		\$2,547
5.2	APGP Grant Progress Reports (8)				\$0		\$0	32	\$6,720	\$0		\$6,720
5.2	PMT meeting agendas and summaries				\$0		\$0	81	\$19,239	\$386		\$19,625
5.2	APGP Draft/Final Grant Report				\$0		\$0	16	\$3,360	\$0		\$3,360
		14	18	32	\$10,040	21	\$5,040	1,935	\$403,746	\$18,702	\$1,800	\$424,248

## Exhibit B

### Consultant Billing Rates

Hourly billing rates and staff for Consultant and subconsultant(s) are included on the following pages.

# GEOSYNTEC CONSULTANTS 2024 U.S. RATE SCHEDULE

Staff Professional	\$165
Senior Staff Professional	\$190
Professional	\$215
Project Professional	\$240
Senior Professional	\$270
Principal	\$295
Senior Principal	\$315

Technician I	\$ 88
Technician II	\$ 96
Senior Technician I	\$107
Senior Technician II	\$115
Site Manager I	\$128
Site Manager II	\$140
Construction Manager I	\$152
Construction Manager II	\$164

Senior Designer	\$205
Designer	\$170
Senior Drafter/Senior CADD Operator	\$155
Drafter/CADD Operator/Artist	\$140
Project Administrator	\$ 95
Clerical	\$ 75

Direct Expenses	Cost plus 8%
Subcontract Services	Cost plus 8%
Technology/Communications Fee	3% of Professional Fees
Specialized Computer Applications (per hour)	\$ 15
Personal Automobile (per mile)	Current Gov't Rate
Photocopies (per page)	\$ .09

Rates are provided on a confidential basis and are client and project specific.  
Unless otherwise agreed, rates will be adjusted annually based on a minimum of the Producer Price Index  
for Engineering Services.

Rates for field equipment, health and safety equipment, and graphical supplies presented upon request.  
Construction management fee presented upon request.



**Paradigm Environmental, Inc.  
Standard Billing Rates—2023**

<b>Labor Category</b>	<b>Hourly Rate</b>
<i>Principal Engineer</i>	\$265.00
<i>Principal Hydrologist</i>	\$255.00
<i>Principal Analyst</i>	\$250.00
<i>Principal Scientist</i>	\$240.00
<i>Principal IT Analyst</i>	\$225.00
<i>Senior Engineer</i>	\$230.00
<i>Senior Hydrologist</i>	\$220.00
<i>Senior Analyst</i>	\$210.00
<i>Senior Scientist</i>	\$195.00
<i>Senior IT Analyst</i>	\$190.00
<i>Associate Engineer</i>	\$190.00
<i>Associate Hydrologist</i>	\$185.00
<i>Associate Analyst</i>	\$180.00
<i>Associate Scientist</i>	\$175.00
<i>Associate IT Analyst</i>	\$170.00
<i>Staff Engineer</i>	\$165.00
<i>Staff Hydrologist</i>	\$160.00
<i>Staff Analyst</i>	\$150.00
<i>Staff Scientist</i>	\$145.00
<i>Staff IT Analyst</i>	\$140.00
<i>Graphic Designer</i>	\$130.00
<i>Editor</i>	\$125.00
<i>GIS Technician</i>	\$120.00
<i>Field Specialist</i>	\$100.00
<i>Contract Administrator</i>	\$105.00
<i>Technician</i>	\$90.00
<i>Clerical</i>	\$65.00
<i>Intern</i>	\$55.00

RATES ARE SUBJECT TO ANNUAL ESCALATION PENDING APPROVAL OF CLIENT



Hazen and Sawyer  
90 New Montgomery Street, Suite 333  
San Francisco, CA 94105 • 628.242.0042

## 2023-24 Rate Sheet

STAFF/ CLASSIFICATION	HOURLY/UNIT RATE
Marc Solomon/Vice President	\$320
Senior Associate II	\$305
Senior Associate I (Jenn Coryell, Luke Wang, Lisa Hulette)	\$280
Associate	\$240
Senior Principal Engineer	\$205
Diane Roher/ Principal Engineer	\$170
Nadia Maher/Assistant Engineer I	\$155



## 2023/24 Rate Sheet

Category	Rate	Personnel
Principal	\$223/hour	Tracy Craig
Director of Communications	\$200/hour	John Promani
Project Manager	\$185/hour	Sarah Craig Greg Townsend Rebecca Crump
Community Relations Specialist	\$140/hour	Aerielle Brackett Max Craig
Graphic Design	\$125/hour	Rob Deene
Administration	\$115/hour	Bryan Rice

**DIVERSITY SPEND:** Craig Communications is certified as a disadvantaged, small, woman-owned business by the California Public Utilities Commission, Women's Business National Enterprise Council, and State of California.



Environmental and Public Health Engineering

## EOA 2024 FEE SCHEDULE

The following fee schedule covers personnel rates for EOA, Inc. staff.

Our charges are divided into two categories: personnel, and direct expenses. A new fee schedule is issued at the beginning of each year. Charges for all work, except where other arrangements have been made, are based on the new schedule of charges.

### PERSONNEL

Personnel charges are for any technical, clerical or administrative work necessary to perform the project. Work tasks include geologic and environmental consulting, engineering and computer services, regulatory liaison, and report preparation. Personnel rates are as follows:

Personnel Category	Hourly Rates
Principal.....	\$320
Senior Managing Engineer/Scientist I.....	\$316
Managing Engineer/Scientist III.....	\$312
Managing Engineer/Scientist II.....	\$294
Managing Engineer/Scientist I.....	\$280
Senior Technical Specialist I.....	\$270
Senior Engineer/Scientist III – Project Leader.....	\$260
Senior Engineer/Scientist/Planner II.....	\$236
Senior Engineer/Scientist/Planner I.....	\$216
Associate Engineer/Scientist III.....	\$206
Associate Engineer/Scientist II.....	\$196
Associate Engineer/Scientist I.....	\$166
Assistant Engineer/Scientist.....	\$150
Technician, Administrative Manager .....	\$130
Clerical/Computer Data Entry.....	\$92

Charges for professional services are in increments of one quarter-hour. Depositions/legal testimony charged portal-to-portal, at 200% of standard rates, with a four-hour minimum charge. In accordance with California Civil Procedure 2037.7, where applicable, the minimum fee must be paid prior to commencement of testimony. Preparation for court cases is charged on a time-and-materials basis as outlined in this fee schedule.

### DIRECT EXPENSES

Reimbursement for expenses directly related to services provided will be charged at cost plus 10%. Examples of such direct expenses include:

- Costs of sub-consultants or subcontractors
- Costs of special fees (insurance, permits, etc.)
- Costs of copying, drafting, blueprints, etc. (EOA copies charged at \$0.10 each for B&W, \$0.35 each for color. Large format \$0.15/sq ft for B&W, \$0.50/sq ft for color)
- Costs of color map production supplies (color ink and large format paper)
- Costs or rental of special equipment. Daily use fees of monitoring equipment charged at the following rates:
  - Single-parameter field meter - \$10/day
  - Multi-parameter field meter and sonde - \$100/day
- Costs of authorized travel and related expenses
- Automobile mileage directly related to services, at current IRS rate.

### INVOICES

Invoices are prepared and submitted on a monthly basis, as either final or progress billings and are payable upon receipt unless prior arrangements have been made. Interest of 1-1/2% per month, or the maximum rate allowed by law, is payable on accounts not paid within 30 days.



## **Carollo Rates**

Julia Schmitt billing rate:      \$240



## Exhibit C

Office of Planning and Research Grant Agreement

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

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## Exhibit A: SCOPE OF WORK

### 1. Purpose of the Agreement

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

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

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

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

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

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

### 3. Grant Term

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

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

### 4. Authorized Signatories

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

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

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

## 5. Party Representatives

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

### OPR

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

### Grantee

Name	Title	Phone Number	Email
Reid Bogert	Program Director	(650) 863-2126	<a href="mailto:rbogert@smcgov.org">rbogert@smcgov.org</a>

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:

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

- 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](mailto: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.

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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 10<sup>th</sup> Street, Sacramento, California, 95814  
[info@opr.ca.gov](mailto:info@opr.ca.gov) | [opr.ca.gov](http://opr.ca.gov)



Director Sam Assefa

June 8, 2023

Reid Bogert  
[rbogert@smcgov.org](mailto: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](mailto:abby.edwards@opr.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Sam Assefa".

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.

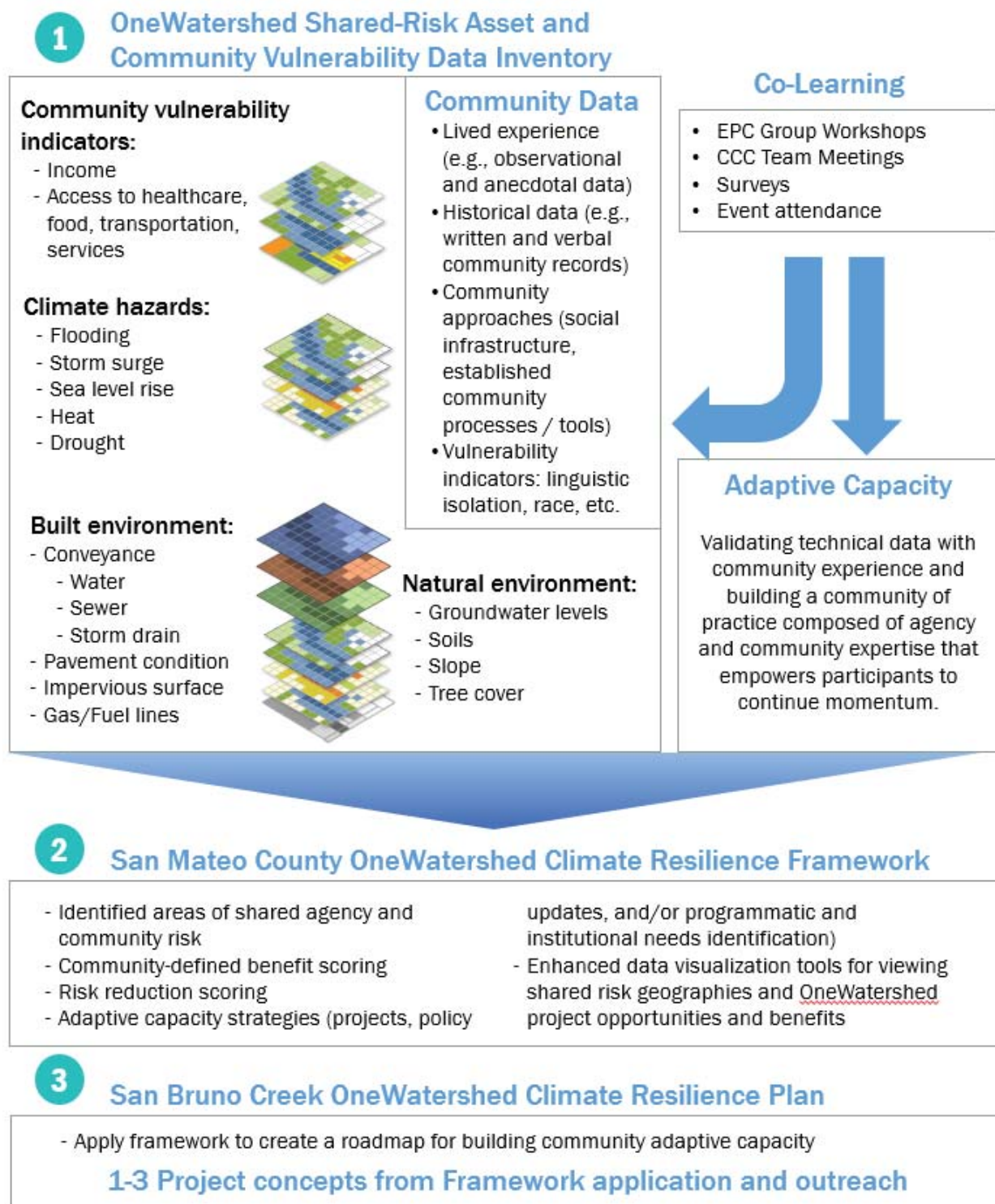
In collaboration with local partners, the team will apply the framework to the flood-prone San Bruno Creek watershed then co-create 3) a OneWatershed Climate Resilience Plan (Plan) including 1-3 project, policy update, or program opportunities (Figure 1).

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



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- 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"><li>Evaluated future increased stormwater runoff depths countywide.</li><li>Identified regional stormwater projects to treat runoff, reduce peak flows, and augment water supply.</li></ul>	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"> <li>• 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.</li> <li>• Funded by Caltrans Adaptation Planning Grant.</li> </ul>	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"> <li>• Holistic look at impacts of SLR on entire County</li> <li>• Led to creation of the San Mateo County Flood and Sea Level Rise Resiliency Agency (OneShoreline)</li> </ul>	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"> <li>• Construct localized flood protection of the low laying areas around the plant.</li> <li>• Engineers designed the protections to supplement future larger scale regional efforts.</li> <li>• Funded by a US Army Corp of Engineers grant and City of South San Francisco.</li> </ul>	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](mailto: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](mailto: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](mailto: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](http://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](http://bitly.com) and [tinyurl.com](http://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.
<a href="#">Link to post</a>	<a href="#">Link to post</a>
 <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: <a href="#">intended.apgpr.net</a></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"> <li>1. Explicitly and meaningfully prioritize equitable outcomes</li> <li>2. Encourage communities to equitably plan for and respond to multiple climate risks</li> <li>3. Support integrated social and physical infrastructure planning to achieve community resilience</li> <li>4. Build statewide capacity to create and implement equitable planning strategies</li> <li>5. Embed equity into the planning process</li> </ol> <p>#climateadaptation #climatechangeaction #planning</p> <p><b>Adaptation Planning Grant Program (APGP)</b> <b>Round 1 Funding Application Available!</b></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 <a href="#">bit.ly/3GNfuTS</a>. App materials here: <a href="#">bit.ly/3WOIR2I</a></p> <p>#climatechange #climateadaptation</p> <p><b>Adaptation Planning Grant Program (APGP)</b> <b>Round 1 Funding Application Available!</b></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.
<a href="#">Link to post</a>	<a href="#">Link to post</a>

## 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/](https://unsplash.com/)

Pexels (*Free*): [pexels.com/](https://pexels.com/)

Gender Spectrum:

[drive.google.com/drive/u/0/folders/1JF4t11wo8PnFsqZrKwyg4rtvohPNRAi6](https://drive.google.com/drive/u/0/folders/1JF4t11wo8PnFsqZrKwyg4rtvohPNRAi6)

CreateHERStock: [createherstock.com/](https://createherstock.com/)

Noun Project (*Free and Paid*): [thenounproject.com/](https://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](mailto: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](https://twitter.com/Cal_OPR)

### **LinkedIn**

[linkedin.com/company/governor-s-office-of-planning-and-research/](https://linkedin.com/company/governor-s-office-of-planning-and-research/)

### **Website**

[opr.ca.gov](https://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 \_\_\_\_\_

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## 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

<b>1.2</b>	<b>Equity Priority Community Group formation</b>	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 contact list, Comment Log tracking EPC group review of Work Plan / Engagement Plan	December 2023 - March 2024	Project Team and EPC group members	Phase 1

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<b>1.3</b>	<b>Technical Advisory Committee formation</b>	below and workshops will be spaced at 3-6 months apart. 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.	Establishment of TAC, TAC charter, and contact list, Comment Log tracking TAC review of Work Plan	December 2023 - January 2024	Project Team and TAC members	Phase 1			

<b>1.4</b>	<b>Establish Climate Change Community Team</b>	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
<b>Task 2: Countywide OneWatershed Asset and Community Data Inventory Creation</b>						
<b>Subtask Number</b>	<b>Subtask</b>	<b>Description</b> <i>Include detail of activities or deliverables</i>	<b>Deliverables / Milestones</b> <i>Major outcomes and/or metrics used to demonstrate success</i>	<b>Timeline</b> <i>No later than January 31, 2026</i>	<b>Partners Involved</b> <i>If the partners are not identified include future plans to engage</i>	<b>APGP Eligible Activities Addressed</b>
<b>2.1</b>	<b>Data collection and gap analysis</b>	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	<b>Inventory development</b>	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	<b>Vulnerability and risk assessment materials review workshops</b>	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		
<b>3.2</b>	<b>OneWatershed Framework creation and review workshops</b>	<p>analyses showing areas of shared-risk from relevant climate hazards and areas of greatest need and opportunity for OneWatershed multi-benefit stormwater projects.</p> <p>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.</p>	<p>Draft/Final OneWatershed Framework slide doc; TAC and EPC workshop agendas, presentations, notes, and recordings; Comment logs with feedback on framework / dashboard mockup</p>	November 2024 - July 2025	Project Team, TAC members, and EPC group	Phase 3

3.3	<b>OneWatershed dashboard/visualization tools</b>	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 <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

4.1	<b>Adaptive capacity evaluation and hydrologic modeling coordination/integration</b>	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	<b>Apply OneWatershed Framework to San Bruno Creek Watershed</b>	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

<b>4.3</b>	<b>Project opportunity/policy/program developments</b>	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
<b>4.4</b>	<b>San Bruno Creek OneWatershed Climate Resilience Plan preparation</b>	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
<b>4.5</b>	<b>Conceptual Design for one OneWatershed Project</b>	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

<b>4.6</b>	<b>CCC Team Meetings</b>	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
<b>4.7</b>	<b>Community workshops and survey</b>	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
<b>Task 5: Administration and Follow up</b>						
<b>Subtask Number</b>	<b>Subtask</b>	<b>Description</b> <i>Include detail of activities or deliverables</i>	<b>Deliverables / Milestones</b> <i>Major outcomes and/or metrics used to</i>	<b>Timeline</b> <i>No later than January 31, 2026</i>	<b>Partners Involved</b> <i>If the partners are not identified</i>	<b>APGP Eligible Activities Addressed</b>

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			demonstrate success		include future plans to engage	
5.1	<b>Implementation Grant Application Support</b>	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	<b>Project management / administration</b>	Support all grant reporting and documentation requirements, provide monthly invoices, Project Team kickoff and hour-long monthly check-in meetings (virtual).	Progress reports, invoicing, reimbursement request forms, and meeting agendas and summaries via email.	November 2023 - September 2025	Project Team	Program Administration

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

**Attachment 3: Final Report**

<b>Adaptation Planning Grant Program</b> <b>Final Report: FY 22-23</b>
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]
<b>Consultant Engagement activities</b> , including agendas, presentations and minutes <b>Task 1:</b> TAC, EPG group, and CCC team formation <b>Task 2:</b> Data collection and inventory review workshops with TAC and EPC group (CCC team in EPC group) <b>Task 3:</b> 2 workshops with TAC and 2 with EPC group (CCC team in EPC group), and event attendance to survey community <b>Task 4:</b> 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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Attachment 4: Budget Detail Worksheet

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<b>CCC Team engagement activities and community member compensation:</b> <b>Task 1:</b> participation in EPC group kickoff <b>Task 2:</b> EPC group workshops <b>Task 3:</b> EPC group workshops <b>Task 4:</b> 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
<b>Data analysis and framework activities:</b> <b>Task 2:</b> Data collection and gap analysis and inventory development; OneWatershed approach memo <b>Task 3:</b> Infrastructure risk and community vulnerability analysis <b>Task 4:</b> 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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Attachment 4: Budget Detail Worksheet

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Attachment 4: Budget Detail Worksheet

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		



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2			
	Subtotal		
3			
	Subtotal		
Travel			
	Subtotal		
Equipment			
	Subtotal		
Indirect			
	Subtotal		
	<b>SUBTOTAL FOR THIS QUARTER</b>		

**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

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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:

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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	