

## WORK PLAN

In 2023, the City/County Association of Governments of San Mateo County (C/CAG) received a California Integrated Climate Adaptation and Resilience Program (ICARP) Adaptation Planning Grant Program grant to develop and pilot the OneWatershed Framework, an equitable climate adaptation approach focused on integrated watershed management.

Climate risks in San Mateo County include flooding due to sea level rise and extreme precipitation, water supply stress due to hydrologic drought, emergent groundwater, and urban heat. Underserved and vulnerable communities in San Mateo County are at disproportionate risk of climate impacts.

The OneWatershed Framework will assess the regional and shared-risk of climate change to water infrastructure and resources (sewer, water, stormwater) and develop opportunities to build adaptive capacity to climate impacts for the most vulnerable communities.

The OneWatershed Framework approach will be piloted in the San Bruno Creek Watershed. Data and results will be publicly available through the OneWatershed Dashboard, which will be integrated into the existing C/CAG GI Tracking Tool. Details of the Tasks that will be carried out to complete this work are described.

### **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.

The Geosyntec Team will develop the guiding OneWatershed Project (Project) Work Plan. The 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 Project Management Team (PMT), Technical Advisory Committee (TAC), Equity Priority Community (EPC) Workgroup, and Climate Change Community (CCC) Team, 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, and EPC 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.

***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. The Geosyntec Team will support Climate Resilient Communities to facilitate the meeting.

***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.

***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 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.

***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, stormwater, and wastewater infrastructure data, physical land characteristics, meteorology and climate, and other risk and vulnerability datasets, including sea level rise projections for selected scenarios, 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 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.

***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 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.

***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.

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.

#### ***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.

### ***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 Team 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 OneWatershed Dashboard functions.

***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. Climate Resilient Communities will use a Community Vulnerability Assessment approach to examine community sensitivity or characteristics that could make the community susceptible to climate hazards including: climate impacts, risk exposure and sensitivity, adaptive capacity, and the mechanisms, resources, assets, institutions, or relationships the community has to avoid 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 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.

***Deliverables***

1. 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 Storm Drain Master Plan and 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 Team, who will be asked to ground-truth results based on their lived experience and 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.
- (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 show locations of the prioritized opportunities on the OneWatershed Dashboard 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 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.

***Deliverables***

1. Draft and Final top 10 project, program, or policy descriptions, including locations 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.

***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 estimate, 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.

***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
5	Oct 2025	Climate Resilience Plan and OneWatershed Climate Resilience Project Concept

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.

***Deliverables***

1. Assistance with agenda development and material preparation, presenting, active participation, and note-taking for five CCC meetings.
1. 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 proposed 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,
- 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.

### ***Deliverables***

1. Assistance with agenda, visually appealing and/or interactive meeting materials, short presentations, and note-taking for the 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, 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.

***Deliverables***

1. Grant Task Kick-Off Meeting.
2. Brief framework describing requirements, vision, and schedule for completing application for NOAA Regional Resilience Challenge Grant in fact sheet and powepoint slide deck.
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.

## PROJECT SCHEDULE

A detailed, working project schedule is provided below. This project schedule will be updated as the Project continues:

<b>Task</b>	<b>Meeting or Deliverable</b>	<b>Who</b>	<b>Schedule</b>
5	OneWatershed Kick-Off Meeting and Slide Deck; NOAA Climate Resilience Challenge Grant Application Kick-Off	PMT, Geosyntec Team	12/16/2023
1	Community Engagement Plan Strategy Meeting and CCC Establishment Brainstorm	Climate Resilient Communities, Geosyntec Team, C/CAG	1/16/2024
5	Submit NOAA Climate Resilience Challenge Grant Application	C/CAG, Geosyntec Team	2/13/2024
1	Identify EPC Members	C/CAG, Climate Resilient Communities	2/22/2024
1	Identify TAC Members	C/CAG, Geosyntec Team	2/22/2024
1	Draft Community Engagement Plan (CEP) submitted to C/CAG and PMT	Climate Resilient Communities, Geosyntec Team	3/1/2024
1	Draft Work Plan (including Fact Sheet) submitted to C/CAG and PMT	Geosyntec Team	3/1/2024
1	TAC Contact List and Brief Charter	Geosyntec Team	3/1/2024
1	Review/Comments on Draft CEP and Draft Work Plan	PMT	3/15/2024
1	Final CEP	Geosyntec Team	3/22/2024
1	Revised Draft Project Work Plan	Geosyntec Team	3/20/2024
1	TAC Meeting Presentation and Agenda	Geosyntec Team	3/8/2024
1	EPC Meeting Presentation and Agenda	Geosyntec Team	3/15/2024
1	TAC Meeting 1 (Virtual): Kick-Off and Work Plan	TAC, Geosyntec Team	3/20/2024
1	TAC Meeting Summary	Geosyntec Team	3/27/2024
1	EPC Meeting 1 (Virtual): Kick-Off Meeting	Climate Resilient Communities, Geosyntec Team, EPC	4/3/2024
1	EPC Meeting Summary	Geosyntec Team	4/10/2024
1	Review/Comments on Draft Project Work Plan	PMT, TAC, EPC, CCC	4/17/2024
1	Final Project Work Plan	Geosyntec Team	4/24/2024
2	Data List Summarizing Data Collection and Gap Analysis	Geosyntec Team, PMT, TAC	4/24/2024
2	OneWatershed Climate Resilience Geodatabase in ESRI ArcGIS format and Inventory Slidedoc	Geosyntec Team	4/26/2024
2	Access to Online GIS Map Viewer	Geosyntec Team	4/26/2024
2	TAC/EPC Meeting Presentation and Agenda Package	Geosyntec Team	May 2024
2	TAC Meeting 2 (Virtual Workshop): Data Inventory/Collection and Vulnerability/Risk Analysis Approach	TAC, Geosyntec Team	May 2024
2	TAC Meeting 2 Summary	Geosyntec Team	May 2024

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

<b>Task</b>	<b>Meeting or Deliverable</b>	<b>Who</b>	<b>Schedule</b>
2	EPC Meeting 2 (Virtual Workshop): Data Inventory/Collection and Vulnerability/Risk Analysis Approach	EPC, Climate Resilient Communities, Geosyntec Team	May 2024
2	EPC Meeting 2 Summary	Geosyntec Team	May 2024
2	Draft OneWatershed Framework Approach Memo	Geosyntec Team	June 2024
2	Review/Comments on Draft OneWatershed Framework Approach Memo	PMT, TAC, EPC	June 2024
3	OneWatershed Dashboard Memo	Geosyntec Team	June 2024
2	Final OneWatershed Framework Approach Memo	Geosyntec Team	July 2024
3	OneWatershed Framework Report Section Describing Shared-Risk Approach	Geosyntec Team	Aug 2024
3	Comments on OneWatershed Framework Report Section	PMT	Aug 2024
3	Partially functioning OneWatershed Dashboard (present to PMT)	Geosyntec Team	Aug 2024
3	Slidedoc summary of OneWatershed visualization tools	Geosyntec Team	Aug 2024
3	Draft OneWatershed Framework Report	Geosyntec Team	Oct 2024
3	OneWatershed Framework Presentation or Slidedoc	Geosyntec Team	Oct 2024
3	Geospatial Shared-Risk Results	Geosyntec Team	Oct 2024
3	Draft OneWatershed Dashboard	Geosyntec Team	Oct 2024
3	TAC Workshop 3 (Virtual): OneWatershed Framework, OneWatershed Dashboard, and Countywide Shared-Risk Results	TAC, Geosyntec Team	Nov 2024
3	EPC Workshop 3 (Hybrid): OneWatershed Framework, OneWatershed Dashboard, and Countywide Shared-Risk Results	EPC, Climate Resilient Communities, Geosyntec Team	Nov 2024
3	Compiled Comments on OneWatershed Framework Report	Geosyntec Team	Dec 2024
3	Final OneWatershed Framework Report	Geosyntec Team	Jan 2025
3	Final OneWatershed Dashboard	Geosyntec Team	Jan 2025
4	Two Community Workshops supporting Community Vulnerability Assessment	Climate Resilient Communities, Geosyntec Team	Jan 2025
4	San Bruno Creek Community Vulnerability Assessment completed by CRC	Climate Resilient Communities	Jan 2025
4	Brainstorming Session with CRC regarding Community Vulnerability Assessment, Notes	Geosyntec Team, Climate Resilient communities	Feb 2025
4	Memo describing incorporation of San Bruno Creek Community Vulnerability Assessment into OneWatershed Framework Application	Geosyntec Team	Feb 2025

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

<b>Task</b>	<b>Meeting or Deliverable</b>	<b>Who</b>	<b>Schedule</b>
4	San Bruno Creek OneWatershed Framework Application Results Displayed in OneWatershed Dashboard	Geosyntec Team	Mar 2025
4	Slidedoc summary of OneWatershed Framework application	Geosyntec Team	Mar 2025
4	Draft/Final top 10 project, program, or policy descriptions, GIS Story Map, Display in OneWatershed Dashboard	Geosyntec Team	Aug 2025
4	Draft/Final San Bruno Creek OneWatershed Climate Resilience Plan	Geosyntec Team	Dec 2025
4	Draft/Final Concept Design	Geosyntec Team	Dec 2025
4	Support CCC Meetings	Geosyntec Team (support Climate Resilient Communities)	Dec 2025
4	Two Community Workshops summarizing San Bruno Creek OneWatershed Climate Resilience Plan	Geosyntec Team, Climate Resilient Communities	Jan 2026
5	APGP Grant Progress Reports (8)	C/CAG, Geosyntec Team	Quarterly
5	PMT monthly meeting agendas and summaries	PMT, Geosyntec Team	Monthly
5	APGP Draft and Final Grant Report	Geosyntec Team	Jan 2026