

# WILDFIRE RESILIENCY AND RECOVERY PLANNING GRANTS

State of California  
Notice of Funding Availability

## ***GUIDELINES & APPLICATION***

FUNDED BY PROPOSITION 84, CHAPTER 9, SECTION C

*THE SAFE DRINKING WATER, WATER QUALITY AND SUPPLY, FLOOD CONTROL,  
RIVER AND COASTAL PROTECTION BOND ACT OF 2006*

**Release Date: February 18, 2020**

**Application Due Date: March 18, 2020**

**DIRECT QUESTIONS TO:**

Integrated Climate Adaptation and Resiliency Program

Governor's Office of Planning and Research

Phone: (916) 323-4982

Email: [grant.guidelines@sgc.ca.gov](mailto:grant.guidelines@sgc.ca.gov)





## EXECUTIVE SUMMARY

**State Agency Name:** Strategic Growth Council (SGC), Governor's Office of Planning and Research (OPR), and the Department of Conservation (DOC)

**State Funding Opportunity Title:** Proposition 84, Chapter 9, Sustainable Communities and Climate Change Reduction

**Submission Date:** Applications are due no later than 5:00 p.m. Pacific Standard Time, Wednesday, March 18, 2020, using the California Department of Water Resources' Grants Review and Tracking System (**GRanTS**).<sup>1</sup> Submissions uploaded after the closing date and time will not be accepted.

**State Funding Opportunity Description:** The Department of Conservation reappropriated approximately \$720,000 in unused or returned funds awarded as part of the SGC's Sustainable Communities Planning Grant and Incentives Program awarded in 2012 and 2014. These funds will be used to conduct a competitive grant program that focuses on communities affected by catastrophic wildfires in 2017, 2018, and 2019. The Wildfire Resiliency and Recovery Planning Grants Program, a partnership between SGC, DOC, and OPR's Integrated Climate Adaptation and Resiliency Program (ICARP), will award funds to applicants that identify and implement planning activities to advance climate adaptation in the context of changing wildfire regimes. The program emphasizes prioritizing investments in projects that demonstrate innovative approaches in planning that could be replicated in other jurisdictions across the state.

These grant guidelines include the information needed for potential applicants to apply to the program, and the criteria for submitting an application requesting between \$150,000 and \$250,000 in total state funding for projects spanning a twelve to twenty-four month period.

The SGC will post a list of recommended planning grant awards on April 20, 2020 as part of the Council's public meeting materials. The Council will vote to award recommended projects at its April 30, 2020 meeting in Sacramento. All work must be completed on or before October 31, 2022.

This solicitation is funded by Proposition 84: The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Act of 2006<sup>2</sup> passed by voters to fund projects that, among other priorities, revitalize communities and make them more sustainable and livable by investing in sound land use planning.

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<sup>1</sup> <http://water.ca.gov/grants/>

<sup>2</sup> Public Resources Code Section 75001, et seq.



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## I. INTRODUCTION AND PROGRAM SUMMARY

Wildfire Resiliency and Recovery Planning Grants will be awarded to support local and regional agency planning activities that facilitate resilient recovery in wildfire affected communities in California. These guidelines reflect the Strategic Growth Council's (SGC) priorities for distributing unused and returned funds from three cycles of the SGC's Sustainable Communities Planning Grant and Incentives Program.

### A. Purpose, Goal, and Program Objectives

The principal goal of these grants is to support planning activities that facilitate resilient recovery in communities that suffered from the effects of the catastrophic wildfires occurring throughout California in 2017, 2018, and/or 2019. These funds are intended to advance climate adaptation activities in the context of changing wildfire regimes. The Governor's Office of Planning and Research (OPR) and the SGC have partnered to create a set of criteria to prioritize projects that demonstrate innovative approaches in planning that could be replicated in other jurisdictions across the state. Applicants who have adaptation planning efforts underway, as well as those who have not yet started adaptation work are encouraged to apply.

The overarching goals of this grant program are to:

- 1) Support land use planning activities at the local or regional levels that advance climate adaptation and resilience efforts specific to wildfire risk reduction;
- 2) Advance local understanding and consideration of vulnerable communities in an adaptation context; and
- 3) Support local or regional capacity building to incorporate climate adaptation and resilience into wildfire planning and recovery.

Additionally, proposed planning efforts should facilitate reductions in greenhouse gas emissions (GHGs) and the State's climate goals in a manner consistent with the State Planning Priorities (see [Appendix I](#)), AB 32: The California Global Warming Solutions Act of 2006 (see [Appendix B](#), Glossary) and the Adaptation Vision and Principles adopted in 2018 by the Technical Advisory Council of OPR's Integrated Climate Adaptation and Resiliency Program (ICARP), (see [Appendix J](#)).

This program aligns with the Council's mission to foster the development of sustainable communities throughout California. It is designed to help local governments meet the challenges of adopting plans and integrating strategies to transform communities and create long-term prosperity. Sustainable communities shall promote equity, strengthen the economy, protect the environment, and promote healthy, safe communities.

Funded activities are intended to achieve the SGC's Sustainable Community Objectives:

- Improve air and water quality
- Promote public health
- Promote equity
- Increase housing affordability
- Increase infill and compact development
- Revitalize urban and community centers

- Protect natural resources and agricultural lands
- Reduce automobile usage and fuel consumption
- Improve infrastructure systems
- Promote water conservation
- Promote energy efficiency and conservation
- Strengthen the economy

## B. Sources of Funds and Statutory Authority

**Chapter Nine of Proposition 84** - The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006: [Sustainable Communities and Climate Change Reduction](#) apportioned \$90 million to fund planning grants and incentives that encourage the development of regional and local land use plans designed to promote water conservation, reduce automobile use and fuel consumption, encourage greater infill and compact development, protect natural resources and agricultural lands, and revitalize urban and community centers.

**Senate Bill 732** (Steinberg, 2008) established the SGC in [Division 43, Chapter 13 of the Public Resources Code, Strategic Growth Council and Climate Change Reduction](#). It directed the Council to manage and award financial assistance to support the planning and development of sustainable communities that achieve sustainability, to develop criteria for eligibility and additional consideration for awarding funds; and to require that funded activities be consistent with the [State's Planning Priorities](#). Additionally, the SGC is responsible for coordinating funding programs and activities to meet the goals of reducing GHG emissions consistent with [California Global Warming Solutions Act of 2006](#), as well as advance the strategies and priorities developed in the state's climate adaptation strategy known as the [Safeguarding California Plan](#).

## C. Eligible Applicants

Per California Public Resources Code section 75127 (see [Appendix K](#)), Cities, Counties, Tribal Governments, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), Councils of Governments (COGs), or combinations thereof are eligible to apply.

Eligible applicants can be included in the proposed budget of a maximum of three applications. Included in the three-application maximum, an eligible applicant can submit as the project applicant on up to two applications, and as a funded partner on additional applications submitted by another applicant. In the event that an applicant exceeds the application limit, applications will be accepted based on earliest date and time of submission (i.e., the first three applications received prior to the deadline will be accepted and the remainder will be returned without review).

### Partnership

Applicants are encouraged to including robust, diverse, multi-stakeholder partnerships featuring key stakeholders as part of their planning approach. Partners may include, but are not limited to: community-based organizations, tribes, governmental agencies, businesses, or other organizations. Successful projects will demonstrate meaningful, actionable internal



and external collaboration that reflects commitment to the proposed planning efforts from the applicant and partner organization(s).

Applicants cannot partner with or submit letters of support from a California state agency or department.

### **Application Funding**

The minimum grant award is \$150,000. The maximum grant award is \$250,000. The SGC reserves the right to adjust award amounts within the allowable range relative to requested funds in order to reach more communities. A grant project should be no less than twelve months in length and cannot span over more than twenty-four months. All deliverables must be completed by October 31, 2022.

### **Grant Application and Administration**

OPR will administer these grants on behalf of the SGC and Department of Conservation (DOC), providing management and review of the award process and grant projects. The Sustainable Communities Planning Grant and Incentives Program funds are conveyed through the DOC, the fiscal agent responsible for reimbursing grantees project costs. For more information about the administrative process (see [Section VIII, Grant Administration](#)). Grant applications are submitted via the online Grants Review and Tracking System (GRanTS), a web-based grant application and management tool. Applicants are required to respond to the tool's questionnaire and submit required supporting documentation. For information about the online application, (see [Appendix D, Online Application Tool: GRanTS. Section VIII, Grant Administration](#)) includes descriptions of mandatory grantee meetings, and requirements for submitting invoices and reports.

## D. Key Activities and Dates

Key activities including dates and times for awarding these funds are presented below. An addendum will be released if the dates change for the asterisked (\*) activities.

**FIGURE 1: KEY ACTIVITIES SCHEDULE**

ACTIVITY	ACTION DATE
Solicitation Release	February 18, 2020
Technical Assistance Application Webinar*	February 24, 2020
Deadline for Submitting Questions	February 25, 2020
Solicitation FAQ available	February 28, 2020
Deadline to Submit Applications (by 5:00 p.m.)	March 18, 2020
Anticipated Notice of Recommended Awards Posting Date	April 20, 2020
Council Approval of Recommended Awards	April 30, 2020
Anticipated Agreement Start Date	September 1, 2020
Final Day for Work to be Completed	October 31, 2022

## E. Notice of Technical Assistance Application Webinar

OPR staff will hold one Technical Assistance Application Webinar to review the guidelines and answer questions from potential applicants. Participation is optional but encouraged. Attendees may participate via the internet (WebEx), or via conference call on the date, time, and location listed on the OPR website.

## F. Questions

During the application process, direct questions to OPR staff through the address/contact information listed below:

Integrated Climate Adaptation and Resiliency Program (ICARP)  
 Governor's Office of Planning and Research  
 1400 Tenth Street  
 Sacramento, California 95814  
 Telephone: (916) 323-4982  
 E-mail: [grant.guidelines@sgc.ca.gov](mailto:grant.guidelines@sgc.ca.gov)

Applicants may ask questions at the Webinar or can submit written questions via mail or by electronic mail. However, all technical questions must be received by the deadline listed in the "Key Activities Schedule" (Figure 1, above). Non-technical questions (e.g., questions concerning format requirements or attachment instructions) may be submitted to OPR staff at any time prior to the deadline for applying.

OPR will respond to all technical questions with a question and answer document that will be posted on the Program's webpage: <http://sgc.ca.gov/programs/prop84/> and announce the release of this document through OPR and SGC E-Blasts.

If an ambiguity, conflict, discrepancy, omission, or other error is discovered in the solicitation at any time prior to the submission deadline, the applicant may notify OPR in writing and request modification or clarification of the solicitation. OPR, at its discretion may provide modifications or clarifications either by an addendum to the solicitation or by a written notice to all parties who requested the solicitation. At its discretion, OPR may re-open the question/answer period to provide all applicants the opportunity to seek any further clarification required.

Any verbal communication with an OPR or SGC employee concerning this solicitation is not binding on the State and will in no way alter a specification, term, or condition of the solicitation. Therefore, all communication should be directed in writing to assigned OPR staff using the contact information above.

## II. THRESHOLD REQUIREMENTS

Applications must meet all of the Threshold Requirements below. Applications that do not meet the following criteria will not be considered eligible for funding. Determining the adequacy of an applicant's response shall be at the sole discretion of the State.

### A. Application

- 1) Fully completed application.
- 2) Properly labeled, structured and stored required application documents.
- 3) Sufficiently detailed budgets accompanied by necessary supporting documentation.
- 4) Verification of eligibility (applicant and activities).

### B. Proposed Project

- 1) Description of how the project addresses an unmet policy, planning, or recovery need.
- 2) Up to three letters of support from community decision makers and leaders.

### C. Statutory Requirements

- 1) Verify that the proposed project will support a community that is covered by an Executive Order or proclamation by a California Governor [declaring an emergency](#) due to wildfire in 2017, 2018, or 2019 (Executive Order number).
- 2) Describe how the proposed project is consistent with the [State's Planning Priorities](#).
- 3) Describe how the proposed project advances at least one of the SGC's [Sustainable Community Objectives](#).
- 4) List of state policies or programs, regional planning efforts, and local plans and processes that will be addressed by the proposed project.

### III. ELIGIBLE ACTIVITIES

#### A. Plans and Planning Activities

The SGC will fund projects that support activities that include but are not limited to:

- Preparation, adoption, and implementation of a general plan or general plan element that incorporates wildfire and climate risk, aligned with Government Code 65302(4).
- Preparation, adoption, and implementation of other plans that incorporate wildfire and climate risk (e.g., corridor plans).
- Supportive planning activities (e.g., community engagement, scoping and pre-planning activities) that advance development of a general plan or general plan element update.

Although applicants may propose to engage in more than one type of plan or activity, each application must discuss how the proposed project will facilitate recovery activities that incorporate long-term climate resilience.

#### B. Allowable Costs

The program will reimburse grantees for the following types of direct and administrative costs:

- 1) Direct costs defined as costs directly tied to the implementation of an awarded planning project that are reimbursable costs, except for equipment purchases. These costs will vary depending on the project but include the salaries and fringe benefits of project staff (including costs of staff conducting implementing the grant project, cost allocated to fund the work of partners and sub-recipients; materials, supplies and miscellaneous costs that are attributed to the project). Travel costs are only reimbursable for in-state travel for the project staff as specified below and in the Grant Agreement:
  - a. Accommodation-related travel costs: maximum reimbursement rates based on county as shown here: <http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>, with no option for approval of an “excess lodging rate.”
  - b. Mileage will be reimbursed at the Reimbursement Rate Per Mile for Personal Vehicle as shown here: <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.
  - c. Train or airfare will only be reimbursed to attend meetings with the State to discuss the project, and then only if it is the typical method used to get from one location to the other.
  - d. No other travel-related costs will be reimbursed through this grant program.
- 2) Administrative costs that directly apply to the accomplishment of a project or partnership may account for up to five (5) percent of the awarded funds. Similar to direct costs, applicants can request reimbursement of costs to “administer the grant” that may include, but is not limited to: activities required for coordinating the Grant Recipient/Partner relationship, reporting, invoicing. Administrative costs may include the following budget categories: staff salaries and benefits, supplies, and other direct costs that are necessary to administer the grant.

3) Ineligible costs

Common examples of ineligible costs are:

- Costs that are not related to the this program
- Costs that occur outside of the Grant Agreement term
- Meals, incidentals, tips, per diems, or refreshments for meetings or travel
- Incentive/participation gifts or payments
- Out-of-state travel and activities

## IV. APPLICATION ORGANIZATION AND SUBMISSION INSTRUCTIONS

### A. Required Components of the Application

The following table summarizes formatting and page limit requirements:

**FIGURE 2: APPLICATION FORMATTING**

TOPIC	PARAMETERS
<b>FORMAT</b>	<p><u>Font</u>: 11-point, Arial (excluding Excel spreadsheets, original template headers and footers, and commitment or support letters).</p> <p><u>Margins</u>: No less than one inch on all sides (excluding headers and footers).</p> <p><u>Spacing</u>: Single spaced, with a blank line between each paragraph.</p> <p><u>Pages</u>: Numbered and printed double-sided (when determining page limits, each printed side of a page counts as one page).</p> <p><u>File Format</u>: MS Word version 2007 or later (.doc or .docx format) or PDF files, excluding Excel spreadsheets and commitment or support letters.</p> <p><u>File Storage</u>: Electronic files of the application package must be submitted as part of the <a href="#">GRanTS</a> web-based grant application submission tool.</p>
<b>SUBMISSION LIMITATIONS</b>	<p><u>Application – Program Objectives</u>:</p> <ul style="list-style-type: none"> <li>- Recovery Activities (approximately 750 words, 5,000 characters)</li> <li>- Building Resilience (approximately 500 words, 3,500 characters)</li> <li>- Climate Equity (approximately 500 words, 3,500 characters)</li> <li>- Meaningful Engagement (approximately 500 words, 3,500 characters )</li> <li>- Intentional Resiliency Design (approximately 500 words, 3,500 characters)</li> </ul> <p>Letters of Support: One page for each reference, maximum of three letters (multiple organizations that are part of a coalition may sign and submit a single letter of support).</p> <p>There are no page limits for the following items:</p> <ul style="list-style-type: none"> <li>- Project Budget (see <a href="#">Appendix F</a>)</li> <li>- Work Plan (see <a href="#">Appendix G</a>)</li> <li>- Letter of Commitment</li> </ul>

### B. Method for Delivery

The method of delivery for responding to these guidelines is through the Department of Water Resources' Grants Review and Tracking System (GranTS), a web-based grants application tool, available at: <https://www.water.ca.gov/Work-With-Us/Grants-And-Loans/GRanTS/>. This online tool allows applicants to submit their electronic documents to OPR prior to the date and time specified in this solicitation. Electronic files must be in Microsoft Word XP (.pdf format) and Excel Office Suite formats unless originally provided in the solicitation in another format. Attachments requiring signatures may be scanned and submitted in PDF format. Completed Budget Forms must be in Excel format. The system will not allow users to submit a planning application after the due date and time.

First-time users of the GRanTS platform must register as a new user to access the system. Applicants will receive an email after documents have been submitted and received by the State. This email indicates that OPR has received something from the applicant and is NOT a confirmation that all submitted or required documents were received. The applicant is solely responsible for ensuring all required documents are received through the GRanTS platform. A tutorial of the system is available online, and the system will be discussed at the Technical Assistance Application Webinar, which will be recorded and made available on the OPR's website.

## C. Application Submission Organization and Content

As part of completing the Application Questionnaire (see [Appendix E](#)) in the GRanTS Application system, applicants will be asked to develop a project narrative based on five specific criteria. Below is a description of each required section of the submission package. Completeness in submitting all the information required in each attachment will be factored into the scoring. Completeness in submitting all the information required in each attachment will be factored into the scoring.

### Organization and Content

- 1) Completed Application Questionnaire
  - I. Applicant Information - basic information providing geographic and legislative data about the applicant's institution.
  - II. Project Information - mandatory geographic and legislative questions about the project. Much of the required information will self-populate based on your responses in Section I.
  - III. Application Summary – include a succinct statement that articulates the proposed work and identify specific information such as the Project Manager (PM) and information that categorizes the type of work being proposed.
    - Purpose of the project
    - Unmet needs
    - Expected outcomes
    - Champions among decision makers and the communities
  - IV. Threshold Requirements – identify how the project meets the program's threshold requirements:
    - Wildfire affected community
    - Unmet planning need
    - Alignment with
      - [ICARP's Vision Statement](#)
      - [State Planning Priorities](#)
      - [SGC Sustainable Communities Objectives](#)
  - V. Project Objectives and Priority Considerations – a narrative that conveys how the project and proposed planning activities will successfully advance the communities

efforts to effectively recover from the affects of wildfire and build resilience to anticipated impacts from future climate events.

- Recovery Activities (750 words)
- Building Resilience (500 words)
- Climate Equity (500 words)
- Meaningful Engagement (500 words)
- Intentional Resiliency Design (500 words)

- VI. Collaborative Partnerships – provide contact information about partners that will participate in planning activities and advance the State’s climate goals.
- VII. Terms and Conditions – review and agree to the requirements governing the execution of a grant agreement to fund the project and the administration of the grant.

## 2) Supporting Documentation

- a. Budget
- b. Work Plan
- c. Letter(s) of Support
- d. Letter of Commitment from the applicant’s governing body

### **Content for Required Attachments**

In addition to completing the Application Questionnaire (see [Appendix E](#)) in the GRanTS Application system, below is a description of each required section of the submission package. Completeness in submitting all the information required in each attachment will be factored into the scoring.

#### 1) Budget (see [Appendix F](#))

The budget should outline how the funds will be invested and be scalable (in case OPR needs to scale selected awards due to limited funds). Budget forms are available in MS Excel format on the GRanTS application tool platform. Complete and submit information on the budget worksheet and budget justification instructions. The salaries, rates, and other costs entered on the worksheets will become part of the final agreement.

- All project expenditures must be made within the approved agreement term. The entire term of the agreement and projected rate increases must be considered when preparing the budget.
- The budget must reflect estimates for actual costs to be incurred during the agreement term. OPR may only approve and reimburse for actual costs that are properly documented in accordance with the grant terms and conditions. Rates and personnel shown must reflect the rates and personnel the applicant would include if selected as a Grant Recipient.
- The proposed rates are considered capped and may not change during the agreement term. The Grant Recipient will only be reimbursed for actual rates up to the rate caps.
- The budget must NOT include any Grant Recipient profit from the proposed project, either as a reimbursed item, match share, or as part of overhead or general and



administrative expenses (subcontractor profit is allowable, though the maximum percentage allowed is ten percent of the total subcontractor rates for labor, and other direct and indirect costs as indicated in the Category Budget form). Please review the terms and conditions and budget forms for additional restrictions and requirements.

- The budget must allow for the expenses of all meetings and products described in the Work Plan. Meetings may be conducted at the OPR building or by conference call, as determined by OPR's Agreement Manager.
- Equipment purchases are not an allowable expense under this program.
- Applicants must provide budget details for any leverage funding, including in-kind, if applicable.
- Applicants must budget for open access publishing, if applicable, for all published materials.
- The budget must NOT include program funds spent outside of the United States or for out of country travel.

2) Work Plan (see [Appendix G](#))

Applicants must include a completed Work Plan that identifies the specific tasks required to complete all proposed project activities. It must include a project schedule (timetable) that lists all product and meeting deliverables, and corresponding due dates. The plan should include a milestone/outcomes chart that includes major metrics and milestones that the applicant will track to demonstrate project success. The Work Plan must provide a project case study that will be included in the ICARP Adaptation Clearinghouse. OPR will provide grantees with a case study template. Case studies should emphasize processes or results that can be adapted or replicated for use in other jurisdictions or in various parts of the state. Case studies must be submitted along with the second to last quarterly report to allow ICARP staff the time to review the draft case study and provide feedback or answer questions from grantees. All work must be scheduled for completion by October 31, 2022.

3) Letters of Support

All applicants must include at least one, and no more than three, support letter(s) from a project stakeholder(s) (i.e., an entity or individual that will benefit from and/or be involved in the project). In the letter the stakeholder(s) should (1) describe their interest or involvement in the project; (2) indicate the extent to which the project has the support of the relevant industry, community and/or organizations; (3) describe how they intend to support or contribute to the project; and, (4) if applicable, indicate how their support will influence political support of the project's objectives by decision makers and community leaders. Multiple organizations that are part of a coalition are encouraged to sign and submit a single letter of support.

*Note: Applicants cannot submit letters of support from California state agencies.*

4) Letter of Commitment

A letter from the applicant's institution is required, signed by a senior manager or executive with authority over human resources and finances (e.g. executive or department director, financial officer, etc.) that states the institution's commitment and

capacity to complete the proposed work on time and on budget. This letter must include information that indicates the capacity of the applicant organization to perform the proposed work. The letter will be used to evaluate the institution's organizational capacity to conduct the proposed work. For additional information, see [Section 5.D, Organizational Capacity](#).

Specifically, the letter should address:

- **Relevant Experience** with conducting tasks and activities similar to those proposed in the Work Plan.
- **Demonstrated Readiness** of the organization and project partners to implement the proposed Work Plan.
- **Institutional Strategy** describing how the organization and its partners will: 1) acquire the appropriate technical expertise; 2) generate the political will; and 3) gather and incorporate community feedback to successfully implement the proposed work.
- **Steps to Implementation** that will be performed to advance post-project actions towards climate adaptation in the context of changing wildfire regimes, including responsible parties, potential funding sources, etc.
- **Methods and Practices** that will be used to adhere to the proposed schedule and budget.
- **Past Success** (if applicable) describing completed efforts, especially projects funded through a competitive award process.

## D. Anticipated Announcement and Award Dates

The SGC will post a list of recommended planning grant awards on April 20, 2020, and the Council will vote on approving the awards at their public meeting that will take place on April 30, 2020 in Sacramento. Funded projects are anticipated to start no later than September 1, 2020, and all work must be completed on or before October 31, 2022.

Final funding decisions will be made based on the results of application scores assigned by the Grant Review Committee (as described [in Section V.B.](#), below) and are subject to the approval of the Council. In making the final funding decisions, reviewers may also consider program balance elements such as geographical representation, types of partnerships, types of projects and climate themes; as well as, available funds.

If an application is recommended to the Council for award, OPR staff may contact the applicant's project manager for assistance in preparing the public award abstract and its title describing the project. Project award abstracts must articulate how the project responds to a community's recovery, builds resilience to future fire risk, promotes [ICARP's Adaptation Vision and Principles](#), and has a clear and demonstrated connection to the State's climate goals.

An award recommendation by OPR or SGC staff does not constitute approval or obligation of funds. Applicants are cautioned that commitments, obligations or awards can only be made by a majority vote of the Council. No commitment on the part of the SGC or the State of California should be inferred from technical or budgetary discussions with staff. An applicant or organization that makes financial or personnel commitments in the absence of a signed grant or cooperative agreement does so at its own risk.

## V. EVALUATION AND REVIEW PROCESS

### A. Intake and Screening

OPR staff will screen application submissions for compliance with the Section II Threshold Requirements. Submissions that fail any of the screening criteria will be rejected, without notice to the applicant. At their discretion, OPR staff may conduct optional in-person or telephone clarification interviews with applicants during the screening process to clarify and/or verify submitted information. However, these interviews may not be used to change or add to the content of the original application.

### B. Application Evaluation

Reviewers will evaluate applications and score them based on responses to the information requested in guidelines. To evaluate submissions, OPR will form a Grant Review Committee consisting of representatives from state agencies and departments including but not limited to OPR, SGC, CalOES, CalTrans, DOC, HCD, and CalFire. Ranking will be determined by the number of points that applications receive based on the program's scoring criteria (see Section VI, Scoring Criteria). Projects must receive more than 75 points to be eligible to receive an award.

*Note: Applicants will not be reimbursed for time spent answering clarifying questions throughout the evaluation process.*

### C. Review and Scoring

All information submitted as part of the application package provides the Grant Review Committee tools for evaluation and should demonstrate how effectively the application meets the guidelines' Threshold Requirements, Program Objectives, and Priority Considerations. Applications will be reviewed for completeness and eligibility. Applications will be scored as described in [Section VI](#), Scoring Criteria. Each area is awarded points on a sliding scale from zero to the listed number. See [Section D](#), Evaluation Questions, below for specific evaluation questions.

### D. Evaluation Questions

The questions below are designed to solicit specific facts so that the applicant fully addresses the following components of the application: Threshold Requirements (Section IV), Program Objectives and Priority Considerations (Section V). Additionally, Organizational Capacity will be evaluated based on responses in the Letter of Commitment.

When completing the application on-line, be sure to clearly address all of the prompts using the character limits identified in [Appendix E](#), Application Questionnaire.

#### Threshold Requirements

- 1) Provide the name of the wildfire that affected the community requesting funding, the year that the fire occurred, and the Governor's Executive Order number or proclamation that [declared an emergency](#) in response to the impact from the wildfire.
  - 2019 Executive Orders are listed on the [Official Web Portal](#) of Governor Gavin Newsom.

- Information about wildfire emergencies proclaimed by Governor Edmund G. Brown (2017 and 2018 Executive Orders) can be found on the former Governor's [archived web portal](#).
- 2) Describe the unmet policy, planning, or recovery need that is addressed in this application.
  - 3) Briefly describe how the work program is consistent with the State's Planning Priorities ([Appendix I](#)). Specifically, how activities will:
    - Promote infill development and equity by rehabilitating, maintaining and improving existing infrastructure; or
    - Protect, preserves, and enhances environmental and agricultural lands, and natural and recreational resources; or
    - Encourage location- and resource-efficient development.
  - 4) Connect state policies or programs, regional planning, and local plans through coordination and collaboration.
    - If the applicant is a city or county, how does the work program support the region's goals and planning documents, including but not limited to any approved, adopted, or proposed Transportation Plan/Sustainable Communities Strategy?
    - If the applicant is a city or county, how does the work program support implementation of Government Code Section 65302(g)(4), which requires the incorporation of climate adaptation and resiliency considerations in the General Plan Safety Element?
    - If the applicant is a regional agency, what local action or implementation can be reasonably expected to follow from this work program? How will the applicant work with cities and counties or other organizations to ensure local support for the work program?

### **Program Objectives**

- 1) Recovery Activities
  - What is the planning need or recovery activity?
  - How does this advance wildfire recovery and climate resilience activities in your community?
  - How do proposed activities meet threshold requirements?
  - What are the consequences if this activity is not funded?
- 2) Building Resilience
  - How will this activity account for future wildfire and climate risk?
  - How will this activity advance the [ICARP Vision and Principles](#)?
- 3) Climate Equity
  - How will this activity consider vulnerable populations in an adaptation context?

- How will this activity promote equity?

4) Meaningful Engagement

- How will the community be included in this process?
- Can this activity serve as a model for other communities? If yes, how?

5) Intentional Resiliency Design

- Describe how the proposed project aligns with State of California guidance on climate change vulnerability assessments, resilience planning, and adaptation strategy implementation (see [Appendix H](#), Climate Adaption Resources for Local Governments).
- Identify the built and natural infrastructure, as well as communities, most vulnerable to climate change impacts within the planning area.
- How does the proposed work address adaptation to these impacts and reduce future risk?

**Priority Considerations** – identify how the applicant will address any or all of the following priority considerations in the Work Plan.

- 1) Is there collaboration with various levels of government (including federal, regional, local and school and special districts), internal coordination among applicant departments; and collaboration with diverse external stakeholder groups such as businesses, NGOs, and community members?
  - a) Provide information regarding partnerships that will be established in the proposed work, and how those partnerships contribute to and support the proposed work?
  - b) Of these partnerships, identify those which provide an active role in the application. In the Work Plan, describe tasks undertaken by all participating entities.
  - c) Describe the purpose and extent of stakeholder and public engagement opportunities that will be provided by the proposed work program. How will these engagement opportunities target specific groups or populations?
- 2) What strategies or outcomes will the project produce that can serve as best practices for communities across the state? *Note: Funded projects and final work products may be posted on the OPR Adaptation Clearinghouse.*
  - a) What tools or processes that could easily be accessed and used by other government agencies to develop plans or strategies for sustainable communities?
  - b) How will the applicant and its partners promote and share the work program's information, tools or processes?
- 3) What additional resources will be leveraged?
  - a) How do these additional resources the applicant intends to utilize in order to increase the impact and value of the proposed work program?

**Organizational Capacity** – identify capacity of the applicant to complete proposed work in the [Letter of Commitment](#).

- 1) Provide an explanation that demonstrates the applicant's capacity to successfully execute proposed work on time and within budget.
  - a) Provide examples of experiences and successful track record that is relevant to the proposed work? Is the expertise for the successful execution for the proposed work in-house? If not, provide a plan on how to build capacity within the organization?
  - b) How will the proposed work will be kept on schedule and within budget? If the proposed work goes over budget, is there a contingency plan to cover the cost?
- 2) Describe how the applicant and its partners plan to demonstrate readiness and capacity to implement proposed work.
  - a) How will the organization and its partners will: 1) acquire the appropriate technical expertise; 2) generate the political will; and 3) gather and incorporate community feedback to successfully implement the proposed work?
  - b) What additional steps will be necessary for implementation (lead applicant, co-applicants, and other partners), and who is responsible for managing the implementation? Have funding sources for implementation been identified?
- 3) **For past State of California grantees only:** Please note any State [competitive grants](#) awarded to your jurisdiction/agency since 2014 and briefly describe the current status of the grant project(s).

## VI. SCORING CRITERIA

**FIGURE 3: SCORING CRITERIA**

<b>Program Goals, Objectives, and Focus Area [60 points]</b>	
<u>Wildfire Recovery Activities</u> : Extent the proposed work meets a planning need or recovery activity.	5
<u>Wildfire Recovery Activities</u> : Extent the proposed work advances wildfire recovery and climate resilience in the community.	5
<u>Wildfire Recovery Activities</u> : Extent to which the proposal addresses the consequences of the project not being funded.	5
<u>Building Resilience</u> : Extent to which the proposed work program accounts for future wildfire and climate risks.	5
<u>Building Resilience</u> : Extent to which the proposed work program advances ICARP's Adaptation Vision and Principles (see Appendix J).	5
<u>Equity and Underserved Populations</u> : Extent to which the proposed work program considers vulnerable populations in an adaptation context.	5
<u>Equity and Underserved Populations</u> : Extent to which the proposed work program promotes equity.	5
<u>Meaningful Engagement</u> : Extent to which the proposed work program includes the community in the process.	5
<u>Meaningful Engagement</u> : Extent to which the proposed work program can serve as a model to other communities.	5
<u>Intentional Resiliency Design</u> : Describe how the proposed project aligns with State of California guidance on climate change vulnerability assessments, resilience planning, and adaptation strategy implementation (see Appendix H)	5
<u>Intentional Resiliency Design</u> : Identify the built and natural infrastructure, as well as communities, most vulnerable to climate change impacts within the planning area.	5
<u>Intentional Resiliency Design</u> : How does the proposed work address adaptation to these impacts and reduce future risk?	5
<b>Priority Considerations [20 points]</b>	
Proposed project adds or enhances elements of a regional plan not funded with federal dollars	5
Does the project rely on ongoing collaboration with various levels of government; internal coordination amongst applicant departments; and collaboration with diverse external stakeholder such as businesses, NGOs and community members.	5
Extent that the outcomes from this project serve as a best practices for communities across the state?	5
How will the proposed project leverage additional resources.	5
<b>Organizational Capacity [20 points]</b>	
Organization demonstrates the capacity to successfully execute proposed work on time and within budget	10
Organization and its partners demonstrate readiness and capacity to implement proposed work	10
<b>Total Available Points</b>	<b>100</b>

## VII. INELIGIBLE APPLICATIONS

Ineligible applications that will not be funded under this program include, but are not limited to, applications that:

- Do not meet the threshold requirements
- Do not contain adequate documentation and applicable materials
- Are not received by the application deadline
- Request funding for activities already funded by any other grant program

## VIII. GRANT ADMINISTRATION

### A. Grant Selection Process

- 1) Applicants submit a complete grant application to the State by the deadline.
- 2) Applications are reviewed for completeness and eligibility. (Incomplete or ineligible applications may not be evaluated or considered for funding at the sole discretion of the State.)
- 3) Grant Review Committee reviews applications and makes recommendations for awards.
- 4) The Grant Review Committee recommends the final applications for awards to the Council.
- 5) The Council determines final project awards.

**NOTE:** Awards are contingent upon legislative appropriation of funds and sale of bond.

### B. General Overview of Grant Process after Grants are Awarded

#### **Executing the Grant Agreement:**

- 1) State sends grant agreement and materials to grantee.
- 2) Grantee must submit all supporting materials and a signed agreement within twelve (12) months of the announcement or risk forfeiting the grant award.
- 3) Grantee signs and returns all required copies back to the State (a fully executed copy will be returned to the Grantee).

#### **Upon Signature of the Grant Agreement:**

- 1) Grantee participates in an orientation meeting with OPR, Department of Conservation and SGC staff.
- 2) Grantee commences work and submits requests for reimbursements, as applicable.
- 3) Grantee submits quarterly progress reports for review via electronic file and signed original document.
- 4) Grantee participates in ongoing technical assistance, learning collaborative activities, and reporting meetings that support the overall work plan (at least annually).
- 5) Grantee may be asked to attend a future council meeting to discuss the merits of the grant project.



- 6) Grantee must submit a final report upon completion of the award agreement in order to receive a final payment.

### C. Changes to Approved Grant Projects

A grantee wishing to make changes or amendments to an approved application must first obtain approval from the State. Changes in the application must continue to meet the requirements of the grant as approved, including its goals, objectives, and tasks. The grantee jeopardizes funding if changes are made without State approval.

### D. Eligible Costs

These are defined in Section III. B. Allowable Costs and in the Glossary.

### E. Payment of Grant Funds

Funds cannot be disbursed until there is a fully executed grant agreement between the State and the Grantee. Work done prior to a fully executed grant agreement will not be funded.

- Payments will be made on a reimbursement basis (i.e. the grantee pays for services or staff then is reimbursed by the State).
- 100 percent (100%) of the amount submitted for reimbursement in the final invoice will be withheld and issued as a final payment upon work program completion, at the sole discretion of the State.
- Advanced payments are not allowed.

### F. Cancellation of Grants

The Department of Conservation retains its discretion to cancel grant agreements, as a last resort, for failure to comply with the terms of the executed agreement. The following are examples of actions that may result in a Grantee's loss of funding. This is not an exhaustive list:

- Grantee fails to obtain a Grant Agreement.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded work program.
- Grantee fails to complete a work program that meets the requirements agreed upon.
- Grantee fails to submit all documentation within the time periods specified in the grant agreement.
- Grantee changes scope of work program without approval of the State.
- Grantee changes the sub-recipient or entity(s) identified in the work plan or application without approval from the State.

### G. Reporting Requirements

The Grant Recipient will submit quarterly progress reports that comply with OPR requirements on templates provided by OPR. These reports will express the grantee's

progress in administering and implementing project tasks, describe successes with completing planning activities and facilitating community engagement efforts, discuss any opportunities or challenges that have occurred, and will include any required grant deliverables due within the quarter for submission with the progress report.

Additionally, the Grant Recipient is required to submit a project case study with the second to last progress report for OPR to review, provide edits, and collect any missing information from grantees.

Finally, the Grant Recipient will submit a final report as part of the closeout of the grant award that summarizes the key findings, accomplishments (including best practices and implementation templates), and deliverables completed during the grant term. This document will also include a finalized case study, approved by OPR staff.

## H. Errors

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

## I. Modifying or Withdrawal of Proposal

A participating applicant may, by letter to James Crowder at OPR, withdraw or modify a submitted proposal before the deadline to submit proposals. Proposals cannot be changed after that date and time. A proposal cannot be “timed” to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: “This proposal and the cost estimate are valid for 60 days.”

## J. Immaterial Defect

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

## K. Disposition of Participating Documents

All proposals and related material submitted in response to these guidelines becomes a part of the property of the State and public record.

## L. Admonishment to Applicants

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

## M. Agreement Requirements

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

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

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

## N. No Agreement Until Signed and Approved

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

## O. Communications

**Branding:** Grant Recipients are required to use SGC's name and/or logo for all published materials related to the project funded through this program. All press releases, fact sheets, talking points and press interviews related to this research must include the phrase "administered by the California Strategic Growth Council" and logos should be included where applicable.

**Media:** Grant Recipients are required to identify a point of contact for all press inquiries and communications needs related to the project and provide the name, phone number and email address of this individual to OPR.

**Summary Brief:** Grant Recipients are required to prepare a two-page summary of the selected proposal, corresponding to the template provided by SGC to be displayed on SGC's website and used for other communications purposes.

## P. State Audit and Accounting Requirements

### **Audit Requirements**

Funded applications are subject to audit by the State of California annually and for three (3) years following the final payment of grant funds. If the award is selected for audit, advance notice will be given. The audit shall include all books, papers, accounts, documents, or other records of the grantee, as they relate to the work program for which the funds were granted.

The grantee must have the work program records, including the source documents and evidence of payment, readily available, and provide an employee with knowledge of the project to assist the auditor. The grantee must provide a copy of any document, paper, record, or the like, requested by the auditor. The Department of Conservation will provide an initial guidance document outlining acceptable documentation.

### **Accounting Requirements**

The grantee must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provides a sufficient audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, time cards, canceled checks, etc.
- Provides accounting data so the total cost of each individual application can be readily determined.

### **Records Retention**

Grant records must be retained for a period of three (3) years after final payment is made by the State. All grant records must be retained by the grantee at least one (1) year following an audit. Grantees are required to keep source documents for all expenditures related to each grant for at least three (3) years following work program completion and one year following an audit. A work program is considered complete upon receipt of final grant payment from the State.

## **Q. Government Alliance on Race & Equity (GARE)**

SGC is a member of the [Government Alliance on Race and Equity's California Capitol Cohort](#). Last year, the Council adopted a [racial equity action plan](#) that outlines action steps toward increasing equity through organizational commitments, stakeholder engagement practices, workforce development, program planning, and other priorities. The plan aims to, among several objectives, diversify grant review panels; provide guidance on measuring, tracking, and scoring for racial equity priority topics; investigate and remove barriers to apply for or to spend grant funding; and, introduce the racial equity action plan to and share best practices with grant recipients. Staff continues to work with leadership and member agencies to operationalize and implement this action plan.

**APPENDIX A: ACRONYM KEY**

<b>CEQA</b>	California Environmental Quality Act
<b>COG</b>	Council of Governments
<b>DOC</b>	California Department of Conservation
<b>EJC</b>	Environmental Justice Community
<b>GHG</b>	Greenhouse Gases
<b>GRANTS</b>	Grants Review and Tracking System
<b>ICARP</b>	Integrated Climate Adaptation and Resiliency Program
<b>JPA</b>	Joint Powers Authority
<b>MPO</b>	Metropolitan Planning Organization
<b>PDF</b>	Portable Document Format
<b>OPR</b>	Governor’s Office of Planning and Research
<b>RTP</b>	Regional Transportation Plan
<b>RTPA</b>	Regional Transportation Planning Agencies
<b>SGC</b>	California Strategic Growth Council
<b>SCS</b>	Sustainable Communities Strategy



## APPENDIX B: GLOSSARY

The terms used in these grant guidelines are defined as follows:

**AB 32 (Chapter 488, 2006): Assembly Bill 32**, or the California Global Warming Solutions Act of 2006, establishes a comprehensive program of regulatory and market mechanisms to achieve real, quantifiable, cost-effective reductions of greenhouse gases. It codifies in the Health and Safety Code declarations about the serious threats posed by global warming and the intent of the Legislature to ensure coordination among state agencies and all affected stakeholders in the development of regulations to implement this law.

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

**Applicant:** An eligible organization requesting funding from this program to be administered by the State. Eligible applicants include cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), Council of Governments (COGs), or a combination.

**Bond or Bond Act:** Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (see [Appendix J](#)).

**Bookend Transit Connections:** "Blended" sections of the High-Speed Rail system that contain existing rail segments that will facilitate the eventual use of the segment for High-Speed Rail but will also improve service for existing riders. (SB 1029)

**Catalyst Project:** A Gold, Silver or Bronze level project designated under the Department of Housing and Community Development's California Catalyst Projects for Sustainable Communities Pilot Program.

**Co-Applicant:** Also, a **sub-recipient**. In the context of a joint application, an eligible applicant which is part of a joint application but is not the lead applicant. All co-applicants are responsible for addressing objectives of the grant program by responding to evaluation questions, particularly in the Work Program and Budget documents.

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

**Consistent With:** Compatible with, or in agreement with, not contradictory to.

**Council:** Members of the Strategic Growth Council established pursuant to SB 732 (Steinberg, Chapter 13, Statutes of 2008).

**Direct Costs:** Costs incurred during the performance period specified in the grant agreement, including salary and benefits for staff, to implement the proposed work program. Direct costs are eligible for reimbursement.

**Eligible Applicant:** As defined by Public Resources Code §75126, cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), Councils of Governments (COGs), or a combination of these entities.

**Equity:** A community that demonstrates equity is a competitive and inclusive community in which members of all racial, ethnic, and income groups have opportunities to live and work in all parts of the region, have access to living wage jobs and are included in the mainstream of regional life. It is also one in which all neighborhoods are supported to be vibrant places with choices for affordable housing, good schools, access to open space, transit that connects people to jobs, and healthy and sustainable environments, as well as access to basic services, infrastructure, and amenities.

**Fund or Funds:** Monies authorized from the Proposition 84 Bond Act of 2006

**Grant Administrator:** An employee of the State who manages the grants.

**Grant Agreement:** A contractual arrangement between the State and grantee specifying the payment of funds by the State for the execution of the work program by the grantee.

**Grant Performance Period:** The beginning and ending dates of the Grant Agreement. Eligible costs incurred during this period may be funded from the grant. No work plan should exceed 24 months.

**Grantee:** An applicant that has a signed agreement for grant funding with the State.

**Greenhouse Gases:** Includes, but are not limited to, carbon dioxide, methane, nitrous oxide, hydro fluorocarbons, perfluorocarbons, and sulfur hexafluoride.

**Healthy Community:** A healthy community is one that meets the basic needs of all residents, ensures quality and sustainability of the environment, provides for adequate levels of economic and social development; and assures social relationships that are supportive and respectful.

**Implementation of a General Plan:** An action, procedure, program, or technique that carries out general plan policy and relies primarily upon regulations, such as specific plans, the zoning ordinance, subdivision ordinances, and public project consistency requirements. Each general plan policy must have at least one corresponding implementation measure. Examples of implementation measures: (1) the city shall use tax-increment financing to pay the costs of replacing old sidewalks in the redevelopment area. (2) The city shall adopt a specific plan for the industrial park. (3) Areas designated by the land use element for agriculture shall be placed in the agricultural zone.

**Infrastructure:** May include but is not limited to: transportation modes including walking and biking; housing supply or affordability; energy generation or transmission; water supply or conveyance; water treatment; trees or other vegetation; parks, open space and other public



spaces; solid waste systems; liquid waste systems; or communications systems such as broadband access.

**Joint Application:** An application submitted by one lead eligible applicant with one or more eligible entities, or co-applicants. A single budget and work proposal must be submitted by the lead applicant. The budget and work proposal must describe the funds that will be distributed to lead and co-applicants and identify general activities for which they are used.

**Natural Resources:** The materials and functions that comprise the natural wealth of an area's ecosystems, including, but not limited to the plants, animals, minerals, air, water, and soil. Among these functions are watershed catchment, wildlife migration and habitation, forestry, grazing, and crop production. Of particular importance for complex, large scale natural resources functions are lands that flood, lands that are farmed, lands dedicated to open space, lands designated for mineral extraction, greenbelts, parks and trails, and lands valued for their aesthetics.

**Objective:** A high-level focus or approach to achieve sustainable communities requirements and priorities. This allows flexibility for an entity to focus on issues that are important to its community and have the most beneficial results. For example, to address the requirement to conserve water, one entity may want to focus on reduction of commercial water usage because a larger percentage of its water is used by that sector. Another entity may want to focus on reduction of outdoor residential water usage because it would result in significant water savings.

**Partner(s):** Public, private, or nongovernmental agencies, or other stakeholder, who, along with eligible applicants submitting a single-applicant or joint application to the Grant Program, are included or play a role in the proposed scope of work. It is not necessary for a partner to be included in the proposed budget. **Active partners** are those which are represented in a work program and budget.

**Primary Objectives:** For the purposes of this application, applicants can select up to three of the Program Objectives as "Primary Objectives" for the proposed activities and explain how these objectives will be met.

**Program Objectives:** This program is intended to fund applications that achieve a variety of the objectives listed below:

- ▶ Improve air and water quality
- ▶ Promote public health
- ▶ Promote equity
- ▶ Increase housing affordability
- ▶ Promote infill and compact development
- ▶ Revitalize urban and community centers
- ▶ Protect natural resources and agricultural lands
- ▶ Reduce automobile usage and fuel consumption
- ▶ Improve infrastructure systems
- ▶ Promote water conservation
- ▶ Promote energy efficiency and conservation

- ▶ Strengthen the economy

**Proposition 84:** - See “Bond”

**Regional Plan:** Either of the following: 1) A long-range transportation plan developed pursuant to Section 134(g) of Title 23 of the United States Code and any applicable state requirements, OR 2) A regional blueprint plan, which is a regional plan that implements statutory requirements intended to foster comprehensive planning as defined in Section 65041.1 of, Chapter 2.5 (commencing with Section 65080) of Division 1 of title 7 of, and Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code.

**Resilience:** Capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, to recover from shocks and resees, and to adapt and grow from a distrupitve experience.

**Revitalize Urban Areas and Community Centers:** For the purpose of this grant program, the rejuvenation and promotion of reinvestment in a district of a city, county or community, usually typified by a concentration of uses including residential, retail and commercial buildings, and public spaces.

**Specific Plan:** A tool for local government implementation of all or part of an area covered by a general plan. A specific plan can combine policy statements with development regulations. It is often used to address the development requirements for projects such as urban infill developments or a planned communities. Its emphasis is on standards and development criteria for projects within the area of the specific plan. A specific plan may be adopted either by resolution or by ordinance. Specific plans must be consistent with all facets of the General Plan (§65450, et seq.).

**State:** The Governor’s Office of Planning and Research, which includes the Strategic Growth Council or its representative.

**State Planning Priorities:** Per Government Code §65041.1: The state planning priorities, which are intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety in the state, including in urban, suburban, and rural communities, shall be as follows: (a) To promote infill development and equity by rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed, underutilized land that is presently served by transit, streets, water, sewer, and other essential services, particularly in underserved areas, and to preserving cultural and historic resources. (b) To protect environmental and agricultural resources by protecting, preserving, and enhancing the state's most valuable natural resources, including working landscapes such as farm, range, and forest lands, natural lands such as wetlands, watersheds, wildlife habitats, and other wildlands, recreation lands such as parks, trails, greenbelts, and other open space, and landscapes with locally unique features and areas identified by the state as deserving special protection. (c) To encourage efficient development patterns by ensuring that any infrastructure associated with development, other than infill development, supports new development that does all of the following:

1. Uses land efficiently.

2. Is built adjacent to existing developed areas to the extent consistent with the priorities specified pursuant to subdivision (b).
3. Is located in an area appropriately planned for growth.
4. Is served by adequate transportation and other essential utilities and services.
5. Minimizes ongoing costs to taxpayers.

**Sub-recipient:** Also, a **Co-Applicant**. An entity that will participate in the proposed work program submitted by the applicant. Sub-recipients must be included in the work plan and budget form. The lead applicant submits invoices on behalf of the sub-recipient. The State pays the lead applicant, who then pays the sub-recipient.

**Vulnerable Communities:** Communities that experience heightened risk and increased sensitivity to climate change and have less capacity and fewer resources to cope with, adapt to, or recover from climate impacts. Disproportionate effects are caused by physical (built and environmental), social, political, and/or economic factor(s) that can be exacerbated by climate impacts. Drivers of communities that receive fewer resources can include, but are not limited to, race, class, sexual orientation and identification, national origin, and income inequality.



## APPENDIX C: APPLICATION CHECKLIST

The online application tool will provide a number of application forms and templates in Word, Excel and/or PDF formats. Applicants are required to upload certain attachments in the PDF format. Do not submit additional materials that have not been specifically requested. Incomplete applications may not be evaluated or considered for funding at the sole discretion of the State.

The online application tool will request all of the following information, either as attached (uploaded) PDF files, or as text entered into the online questionnaire.

- 1) Completed Application Form** ([Online GRanTS Questionnaire, Appendix E](#)).
- 2) Supporting Documentation**
  - Project Budget** (see [Appendix F, Budget Template](#))
  - Work Plan** (see [Appendix G, Work Plan Template](#))
  - Letter(s) of Support from Decision Makers/Leadership** (See Threshold Requirements, Page 5)
- 3) Letter of Commitment from Governing Body**



## APPENDIX D: ONLINE APPLICATION TOOL – GRANTS

Planning grant applications will be submitted through the online Grants Review and Tracking System (GRanTS), a web-based grant application and management tool that is managed by the Department of Water Resources. This submittal process takes advantage of an interagency collaborative effort, improves transparency, and significantly reduces costs associated with staff time as well as the amount of printing and paper consumed in the application and review processes.

The GRanTS platform provides a quick reference guide, FAQs, and a project mapping tool available online. Visit [www.water.ca.gov/grants](http://www.water.ca.gov/grants) for information about the system and to review the support documentation.

### **System requirements and Compatibility:**

**Browsers:** The platform can be viewed on Internet Explorer Edge and Google Chrome. If you are using a version of Internet Explorer greater than 9, please turn on “Compatibility View”. The system does not support Safari or Mozilla Firefox.

### **Create a User Account:**

To register for a user account, select the [Registration](#) hyperlink on the login page and complete the three sections:

- 1) **Contact Tab:** First Name, Last Name, and Office Phone Number are required fields.
- 2) **Organization Tab:** Select an Organization from the drop-down or create a new organization by selecting “Add New”. **Note:** Your organization may already be in GRanTS. Start by using the search function.
- 3) **Account Tab:** Set your Username (email address), password, and security questions. **Note:** Password must be at least seven characters and contain at least three of the four groups listed below.

If you have questions or for further assistance, please call the GRanTS support staff at the Department of Water Resources at: (888) 907-4267 or email [GRanTSadmin@water.ca.gov](mailto:GRanTSadmin@water.ca.gov). Staff is available Monday thru Friday 8:00AM - 5:00PM to respond to your requests.





## APPENDIX E: APPLICATION QUESTIONNAIRE

The method of delivery for responding to the Wildfire Resiliency and Recovery Grant Program guidelines is through the Department of Water Resources' [Grants Review and Tracking System \(GRanTS\)](#), a web-based application platform. This online tool allows applicants to complete the applications online and to electronically submit required supplemental documents to the SGC. Electronic files must be formatted in Microsoft Word XP, Excel Office Suite, or Adobe Acrobat.

This attachment provides the information that applicants are required to complete in the questionnaire. The first two sections of the questionnaire are pages that are required by DWR's application platform. **Applicants only need to complete the information highlighted in sections I and II to satisfy the requirements of the application platform.** You can use the applicant's physical address to complete the geographic information questions and use the platform's [Project Mapping Tool](#) to discover the project's latitude and longitude.

### SECTION I - APPLICANT INFORMATION

This section asks applicants to provide basic information about their institutions. You can use the applicant's mailing address to respond to geographic and legislative questions below.

Question	Answer Type	Answer Options	Required Field?
<b>APPLICANT INFORMATION</b>			
Organization Name	Dropdown		X
Point of Contact			
First Name	Text Box		X
Last Name	Text Box		X
Email	Text Box		X
Confirm Email	Text Box		X
Division Name	Text Box		
Phone	Text Box		X
Address Line 1	Text Box		X
Address Line 2	Text Box		
City	Text Box		X
State	Text Box		X
Zip	Text Box		X
Point of Contact Position Title	Text Box	50 characters	X
Proposal Name	Text Box	150 characters	X
Proposal Objective	Text Box	2000 characters	X
<b>BUDGET</b>			
Other Contribution	Number Box		
Local Contribution	Number Box		
Federal Contribution	Number Box		
In-kind Contribution	Number Box		
Amount Requested	Number Box		X
Total Proposal Costs	Number Box		X

<b>GEOGRAPHIC INFORMATION</b> (for GEO information, visit <a href="https://www.census.gov/geo/maps-data/data/geocoder.html">https://www.census.gov/geo/maps-data/data/geocoder.html</a> )						
Latitude	Number Box	DD(+/-)	MM	SS		X
Longitude	Number Box	DD(+/-)	MM	SS		X
Longitude/Latitude Clarification	Text Box	250 characters				
Location	Text Box	100 characters				
County	Drop Down	CA Counties				X
Ground Water Basin	Drop Down	Basins				
Hydrologic Region	Drop Down	Regions				
Watershed	Text Box	250 characters				
<b>LEGISLATIVE INFORMATION</b> (for information, visit <a href="http://findyourrep.legislature.ca.gov/">http://findyourrep.legislature.ca.gov/</a> and <a href="https://www.govtrack.us/">https://www.govtrack.us/</a> )						
Assembly District	Drop Down	Districts				X
Senate District	Drop Down	Districts				X
US Congressional District	Drop Down	Districts				X

**SECTION II – PROJECTS**

This section is another mandatory page in the tool. Users may use the address of Lead Applicant rather than a project location to complete the mandatory geographic and legislative questions in this section. Much of the required information will self-populate based on your responses in Section I.

Question	Answer Type	Answer Options				Required Field?
<b>PROJECT INFORMATION</b>						
Project Name	Text Box	150 characters				X
Implementing Organization	Drop Down					X
Secondary Implementing Org.	Text Box	125 characters				
Proposed Start Date	Date Box	mm/dd/yyyy				
Proposed End Date	Date Box	mm/dd/yyyy				
Scope of Work	Text Box	500 characters				
Project Description	Text Box	2000 characters				
Project Objective	Text Box	500 characters				
<b>PROJECT BENEFIT INFORMATION</b>						
Benefit Level	Drop Down	Primary/ Secondary	Tertiary/ Quaternary	Quinary	Septary	
Benefit Type	Drop Down	Research/ Planning				
Benefit	Drop Down	Clean Air (only)				
Description	Text Box	2000 characters				
Measurement	Number Box					

<b>BUDGET (copies budget data from the Application Page)</b>						
Other Contribution	Number Box					
Local Contribution	Number Box					
Federal Contribution	Number Box					
In-kind Contribution	Number Box					
<b>Amount Requested</b>	Number Box					<b>X</b>
<b>Total Proposal Costs</b>	Number Box					<b>X</b>
<b>GEOGRAPHIC INFORMATION (copies geographic data from the Application Page)</b>						
<b>Latitude</b>	Number Box	DD(+/-)	MM	SS		<b>X</b>
<b>Longitude</b>	Number Box	DD(+/-)	MM	SS		<b>X</b>
Longitude/Latitude Clarification	Text Box	250 characters				
Location	Text Box	100 characters				
<b>County</b>	Drop Down	CA Counties				<b>X</b>
Ground Water Basin	Drop Down	Basins				
Hydrologic Region	Drop Down	Regions				
Watershed	Text Box	250 characters				
<b>LEGISLATIVE INFORMATION (copies legislative data from the Application Page)</b>						
<b>Assembly District</b>	Drop Down	Districts				<b>X</b>
<b>Senate District</b>	Drop Down	Districts				<b>X</b>
<b>US Congressional District</b>	Drop Down	Districts				<b>X</b>

**SECTION III – APPLICATION SUMMARY**

This page asks the applicant to describe the proposed work and to identify specific information such as the Project Manager and information that categorizes the type of work being proposed.

Question	Answer Type	Answer Options	Required Field?
<b>PROJECT STATEMENT:</b> The project statement must not be more than 3,500 characters (approximately one page) in length and must clearly address: (1) the purpose and expected outcomes of this work; (2) how the proposed planning activities tackle the unmet needs of the residents living in the planning area and will improve outcomes; (3) the plan that will be instituted or advanced as a result of this work; and, (4) a clear description of how the project aligns with the goals and objectives of the Wildfire Resiliency and Recovery Grant Program. This statement should convey the activity that would result if the project is funded and a statement of objectives and methods to be employed. The project statement should be written in the third person, informative to other persons working in the same or related fields, and, understandable to a lay reader.			
Provide a project statement:	Text Box	3,500 characters	<b>X</b>

<b>ADVANCING LAND USE PLANS:</b> Identify current planning efforts that will be advanced by the proposed project.						
Current plan types or initiatives that will be advanced through this project:	Check Box (multiple responses)		Climate Plan (Carbon reduction and/or adaptation)	Corridor Plan	Conservation Plan (i.e., Resource, Agriculture)	<b>X</b>
			General Plan Update	Sustainable Communities Strategy	Specific, Community, or Master Plan	
			Zoning Amendment or Update	Regional Plan (i.e., economic, environmental)	Infrastructure Plan	
Identify the plan(s) or initiative(s) that will be advanced by this the project	Text Box	100 characters				<b>X</b>
<b>PROJECT MANAGER (PM):</b> The individual responsible for the direction and management of the proposed work. The PM directs the project, maintains accountability for ensuring that the project stays on time and on budget, and is responsible for submitting the requisite invoices and project reports in a timely manner.						
Project Manager's Name	Text Box	30 characters				<b>X</b>
Project Manager's Title	Text Box	50 characters				<b>X</b>
Project Manager's Address (Institution, Department, Street Address, City, State, ZIP)	Text Box	50 characters				<b>X</b>
Project Manager's Telephone Number	Text Box	20 characters				<b>X</b>
Project Manager's Email Address	Text Box	90 characters				<b>X</b>
<b>PROJECT DURATION:</b> The anticipated number of months to complete the proposed project						
Number of months to conduct and closeout the project.	Text Box	25 characters				<b>X</b>
<b>FUNDING REQUEST:</b> Note the amount being requested for performing this project.						
Funding being requested to conduct this project	Text Box	25 characters				<b>X</b>

**SECTION IV – THRESHOLD REQUIREMENTS**

This section asks applicants to describe how the project meets the program’s threshold requirements.

Question	Answer Type	Answer Options			Required Field?
<b>ELIGIBILITY REQUIREMENT – CATASTROPIC WILDFIRE AFFECTED COMMUNITY</b>					
The project is located within a county where an emergency proclamation was issued by the Governor of California resulting from an occurrence of a catastrophic wildfire in 2017, 2018, and/or 2019	Radio Button	Yes		No	X
Identify the county where the project is located	Textbox (one response)	50 characters			X
Provide the name and start date of the wildfire(s) that has affected the communities being served by the project	Text Box	100 characters			X
Provide number and date of Executive Order or Proclamation signed by the Governor of California	Text Box	50 characters			X
<b>UNMET POLICY, PLANNING, OR RECOVERY NEED:</b> Describe how the project addresses unmet policy, planning, or recovery needs relative to the size and scope of the planning activities proposed.					
This project addresses an unmet policy, planning, or recovery need	Radio Button	Yes		No	X
Discuss the unmet need(s) identified and the role of this project in addressing those needs	Text Box	1,750 characters			X
<b>INTEGRATED CLIMATE ADAPTATION AND RESILIENCY PROGRAM (ICARP):</b> Describe the project in terms of the ICARP 2017 Vision Statement, expressing the characteristics of a resilient California, and the program’s seven adaption principles to guide actions for achieve this vision.					
Identify if the project will align with or advance any of the ICARP’s three long-term adaption outcomes”	Check Box (multiple responses)	<u>All people and communities</u> respond to changing average conditions, shocks, and stresses in a manner that minimizes risks to public health, safety, and economic disruption and maximizes equity and protection of the most vulnerable	<u>Natural systems</u> adjust and maintain functioning ecosystems in the face of change	<u>Infrastructure and built systems</u> <u>withstand</u> changing conditions and shocks, including changes in climate, while continuing to provide essential services.	X

<p>Choose any of the ICARP Adaptation Principles that will be applied through the proposed project:</p> <p><b>Option A:</b> Prioritize integrated climate actions, those that both reduce greenhouse gas emissions and build resilience to climate impacts, as well as actions that provide multiple benefits.</p> <p><b>Option B:</b> Prioritize actions that promote equity, foster community resilience, and protect the most vulnerable.</p> <p><b>Option C:</b> Prioritize natural and green infrastructure solutions to enhance and protect natural resources or urban environments.</p> <p><b>Option D:</b> Avoid maladaptation by making decisions that do not worsen the situation or transfer the challenge from one area, sector, or social group to another.</p> <p><b>Option E:</b> Base all planning, policy, and investment decisions on the best-available science, including local and traditional knowledge, and consideration of future climate conditions out to 2050 and 2100, and beyond.</p> <p><b>Option F:</b> Employ adaptive and flexible governance approaches by utilizing collaborative partnership across scales and between sectors to accelerate effective problem solving. Promote mitigation and adaptation actions at the regional and landscape scales.</p> <p><b>Option G:</b> Take immediate actions to reduce present and near future climate change risk for all Californians; do so while also thinking in the long term and responding to continual changes in climate, ecology, and economics using adaptive management that incorporates regular monitoring.</p>	<p>Check Box (multiple responses)</p>	Option A	Option B	Option C	<p><b>X</b></p>
		Option D	Option E	Option F	
		Option G			
		<p><b>ALIGNING REGIONAL AND LOCAL PLANNING:</b> describe how the proposed work aligns state policies or programs, regional planning, and local plans through coordination and collaboration.</p>			
Applicant is a City or County	Radio Button		Yes	No	<b>X</b>
If yes, how does the proposed work program support the region's goals, adopted planning documents, and align with or complement any approved, adopted, or proposed Regional Transportation plan/Sustainable Communities Strategy or other regional plan?	Textbox	500 characters			
If yes, describe how the proposed work program supports implementation of Government Code <a href="#">§65302(g)(4)</a> , which requires the incorporation of climate adaptation and resiliency considerations in the General Plan Safety Element?	Textbox	500 characters			
Applicant is a regional agency	Radio Button		Yes	No	<b>X</b>
If yes, discuss what local action or implementation can be reasonably expected to follow from the proposed work program? How will the applicant work with cities, counties, and/or other organizations to ensure local support for the work program?	Textbox	500 characters			

<b>STATE PLANNING PRIORITIES:</b> Applicants are required to submit projects that align with the State’s Planning Priorities, as described in the <a href="#">Government Code, §.64041.1</a>					
The project will promote infill development and equity by <ul style="list-style-type: none"> <li>rehabilitating, maintaining, and improving existing infrastructure</li> <li>appropriately reusing and redeveloping previously developed, underutilized land served by transit, streets, water, sewer, and other essential services,</li> <li>focusing on providing essential services in underserved areas, and</li> <li>preserving cultural and historic resources.</li> </ul>	Radio Button		Yes	No	X
If the project <b>does not promote infill development</b> , verify that it will encourage efficient development patterns, and ensure that development associated infrastructure will support new development that: <ol style="list-style-type: none"> <li>Uses land efficiently.</li> <li>Is built adjacent to existing development.</li> <li>Is located in an area appropriately planned for growth.</li> <li>Is served by adequate transportation and other essential utilities and services.</li> <li>Minimizes ongoing costs to taxpayers.</li> </ol>	Radio Button		Yes	No	X
The project will protect environmental and agricultural resources, and preserve and enhance the state’s most valuable natural resources, including <ul style="list-style-type: none"> <li>working landscapes,</li> <li>natural lands,</li> <li>recreation lands, and</li> <li>landscapes with locally unique features and areas identified by the state as deserving special protection.</li> </ul>	Radio Button		Yes	No	X
<b>SGC SUSTAINABLE COMMUNITIES OBJECTIVES:</b> Identify no more than three objectives that are addressed in this application (one objective is required, applicant may choose as many as three objectives).					
Identify the SGC Sustainable Communities Objective(s) that is/are addressed in this project	Check Box (multiple responses)	Improve air and water quality	Promote public health and equity	Promote water conservation	X
		Increase housing affordability	Increase infill and compact development	Revitalize urban and community centers	
		Protect natural resources and agricultural lands	Reduce automobile usage and fuel consumption	Improve infrastructure systems	
		Promote energy efficiency and conservation			
Describe how the objectives indicated above will be addressed in this project	Text Box	1,500 characters			X

## SECTION V – PROGRAM OBJECTIVES AND PRIORITY CONSIDERATIONS

Applicants must provide a compelling narrative that conveys how the project and proposed planning activities will successfully advance the communities efforts to effectively recover from the effects of wildfire and build resilience to anticipated impacts from future climate events.

Question	Answer Type	Answer Options	Required Field?
<b>RECOVERY ACTIVITIES:</b> Making decisions and setting priorities early in the recovery process to repair, restore, strengthen, and revitalize a community with the goal of accelerating the nature and speed of recovery through climate-informed, consensus-based investments and actions.			
Describe the planning need or recovery activity and how the project will advance recovery and resilience activities within the community.	Text Box	2,500 characters	X
Discuss how the proposed planning activities meet the program's threshold requirements, and what the consequence might be if this project is not funded?	Text Box	2,500 characters	
<b>BUILDING RESILIENCE:</b> Designing cohesive and coordinated responses to address the impacts of climate change that combines planning for a different and changing future with initiating flexible and adaptive approaches to operationalizing and implementing plans.			
Discuss how this project will account for future wildfire and other anticipated climate risks, and how it advances <u>the ICARP Vision and Principles</u> .	Text Box	3,500 characters	X
<b>CLIMATE EQUITY:</b> Safeguarding underserved and under-resourced segments of the community to the anticipated impacts of climate change.			
Convey how the proposed planning activities identify and consider the needs of vulnerable populations in an adaptation context and ensure that a healthy, thriving, and resilient community is provided to everyone, regardless of circumstance.	Text Box	3,500 characters	X
<b>MEANINGFUL ENGAGEMENT:</b> Strategies and activities exercised at a community level throughout all phases of the project to inform, learn from, share in decision-making, and build relationships and capacities that will provide benefits to all members of the community.			
Provide a summary that outlines the project's strategies and activities designed to include the community through engagement and describe any engagement related deliverables that could serve as a model for other communities.	Text Box	3,500 characters	X
<b>INTENTIONAL RESILIENCY DESIGN:</b> implementing guidance, approaches and best practices to assess, plan for, and implement adaptation strategies and solutions.			
Discuss how the project incorporates design systems and features to address built and natural infrastructure, as well as support communities that are most vulnerable to climate change impacts within the planning area. Describe how this project applies adaptation principles that respond to these impacts and reduce future risk.	Text Box	3,500 characters	X



**SECTION VI: COLLABORATIVE PARTNERSHIPS**

Projects demonstrating a robust and meaningful set of partners representing a diverse set of entities will be prioritized. Active (funded in the project budget) and Support partners may include, but are not limited to, local and regional public agencies and institutions, community-based and advocacy organizations, federal agencies and tribal governments, and businesses and philanthropic institutions. Successful collaborations engage in planning activities, provide benefits to underserved populations, contribute to the recovery and resiliency of a community or neighborhood, and advance the State’s climate goals.

**Note:** State agencies cannot serve as a partner on this application; however, OPR will work with grantees post-award to identify state resources and expertise to support awarded projects, as well as facilitate partnerships between grantees and State agencies.

Question	Answer Type	Answer Options	Required Field?
<b>PARTNER #1:</b> An institution or organization participating in this project that will supply a letter of support for this submission identifying (1) the degree of participation and (2) any support being provided to the project.			
Name of the Partnership Organization or Institution #1:	Text Box	30 characters	X
Describe the role/responsibilities of this partner in the proposed project:	Text Box	250 characters	X
Partner #1 Contact Person's Name:	Text Box	30 characters	X
Partner #1 Contact Person's Title:	Text Box	50 characters	X
Partner #1 Contact Person's Telephone Number:	Text Box	15 characters	X
Partner #1 Contact Person's Address (street number and street name or PO Box, City, State, ZIP):	Text Box	100 characters	X
Partner #1 Contact Person's Email Address:	Text Box	90 characters	X
<b>PARTNER #2:</b> An institution or organization participating in this project that will supply a letter of support for this submission identifying (1) the degree of participation and (2) any support being provided to the project.			
Name of the Partnership Organization or Institution #2:	Text Box	30 characters	X
Describe the role/responsibilities of this partner in the proposed project:	Text Box	250 characters	X
Partner #2 Contact Person's Name:	Text Box	30 characters	X
Partner #2 Contact Person's Title:	Text Box	50 characters	X
Partner #2 Contact Person's Telephone Number:	Text Box	15 characters	X
Partner #2 Contact Person's Address (street number and street name or PO Box, City, State, ZIP):	Text Box	100 characters	X
Partner #2 Contact Person's Email Address:	Text Box	90 characters	X

<b>PARTNER #3:</b> An institution or organization participating in this project that will supply a letter of support for this submission identifying (1) the degree of participation and (2) any support being provided to the project.						
Name of the Partnership Organization or Institution #3:	Text Box	30 characters				X
Describe the role/responsibilities of this partner in the proposed project:	Text Box	250 characters				X
Partner #3 Contact Person's Name:	Text Box	30 characters				X
Partner #3 Contact Person's Title:	Text Box	50 characters				X
Partner #3 Contact Person's Telephone Number:	Text Box	15 characters				X
Partner #3 Contact Person's Address (street number and street name or PO Box, City, State, ZIP):	Text Box	100 characters				X
Partner #3 Contact Person's Email Address:	Text Box	90 characters				X

**SECTION VII: TERMS AND CONDITIONS**

Awarded institutions are required to review and agree to the following requirements governing the execution of a project and the administration of the grant.

Question	Answer Type	Answer Options				Required Field?
<b>CONFIDENTIALITY:</b> The applicant understands that though the entire evaluation process from receipt of applications up to the posting of OPR/ SGC staff's recommended list of projects is confidential, all submitted documents will become public records after the Council awards funding to projects if the solicitation is cancelled. <u>OPR/SGC will not accept or retain applications that identify any portion as confidential.</u>						
Check here to indicate that the applicant has read and understands this disclaimer.	Radio Button	Yes	No			<b>X</b>
<b>SOLICITATION ERRORS:</b> If the applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the applicant should immediately notify OPR/SGC of the error in writing and request modification or clarification of the solicitation. OPR/SGC will provide modifications or clarifications by written notice to all parties who requested the solicitation, without divulging the source of the request for clarification. <u>OPR/SGC is not responsible for failure to correct errors.</u>						
Check here to indicate that the applicant has read and understands this disclaimer.	Radio Button	Yes	No			<b>X</b>
<b>PROPOSAL MODIFICATION OR WITHDRAWAL:</b> Applicant may withdraw or modify a submission before the application deadline by sending a letter to the OPR project manager. Applications cannot be changed after that date and time. An application cannot be "timed" to expire on a specific date. For example, a statement such as the following is non-responsive to the guidelines: "This application and the cost estimate are valid for 60 days."						
Check here to indicate that the applicant has read and understands this disclaimer.	Radio Button	Yes	No			<b>X</b>
<b>COMMUNICATIONS:</b> The Grant Recipients are required to use the SGC, OPR and DOC names and/or logos for all published materials related to efforts funded through this program. All press releases, fact sheets, talking points and press interviews related to this project must include the phrase "administered by the Governor's Office of Planning and Research and funded through the Proposition 84, The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006," and logos should be included where applicable. Additionally, a point of contact for all press inquiries and communications needs regarding the awarded project must be submitted to OPR (name, phone number and email address). Finally, Grant Recipients will be required to prepare a case study outlining the funded project, corresponding to the template provided by OPR for display on the ICARP clearinghouse and use for other communications purposes.						
Check here to indicate that the applicant has read and understands this disclaimer.	Radio Button	Yes	No			<b>X</b>

**List of Attachments** (see solicitation for instructions and requirements):

- 1) Project Budget Forms (use template)
- 2) Work Program (use template)
- 3) Letters of Support (one page for each reference, maximum of three letters)
- 4) Letter of Commitment from the applicant's Governing Body – approving filing of grant application and demonstrating the institutions capacity to execute the proposed project.

*Applicants can attach up to five separate files. Each attachment file size must be 2 GB or less. File Name Limit: 125 Characters.*



### APPENDIX F: SAMPLE BUDGET PROPOSAL

All cost elements included should be clearly described in the submitted application. Budget justification sheets are encouraged.

<b>Applicant Institution:</b>						<b>Proposal #:</b>			
<b>Project Title:</b>									
PERSONNEL	Title	Hourly Rate	# of Hours	Salary (D*E)	Benefits	Total (F+G)	Funding Sources		
							Award	Cash	In-Kind
				\$0					
				\$0					
				\$0					
<b>Total</b>						\$0	\$ -	\$ -	\$ -
<b>CONSULTANTS</b>									
<i>Show the job title/classification, hourly rate of the consultants, and estimation of time. Per Diem and travel expenses are wrapped into the consultant's hourly rate.</i>									
<b>Total:</b>						\$0	\$ -	\$ -	\$ -
<b>SUPPLIES</b>									
<i>Such as but not limited to: mailing, postage, printing, etc. (describe how the amount was determined).</i>									
<b>Total:</b>						\$0	\$ -	\$ -	\$ -
<b>MEETINGS, WORKSHOPS</b>									
<i>Such as but not limited to: rent, rentals, supplies (describe how the amount was determined).</i>									
<b>Total:</b>						\$0	\$ -	\$ -	\$ -
<b>OTHER</b>									
<i>Such as but not limited to: software (describe how the amount was determined).</i>									
<b>Total:</b>						\$0	\$ -	\$ -	\$ -
<b>TRAVEL</b>									
<i>Mileage is calculated at .575/mile. For more information about allowable travel costs, visit <a href="https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx">https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx</a></i>									
<b>Total:</b>						\$0	\$ -	\$ -	\$ -
<b>TOTAL REQUEST:</b>						<b>\$0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*\*Additional budget detail may be required upon award of funding

## Budget Justification

Applicants should justify all of the following items found in the project budget using in this format.

### **Personnel**

---

Name. Starting with the Project Manager, list the names of all known personnel who will be involved with the project for the proposed project period. Include all staff, individuals in training, technical and support staff or include as “to be determined” (TBD).

Role on Project. For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” positions.

Salary. Provide an hourly rate for each employee and the number of hours each person will devote to the project.

Fringe Benefits. Explain the costs included in the budgeted fringe benefit percentages used.

**\* Note: all salaries and benefits are capped. If requesting a multi-year budget, be sure to adjust rates to accurately reflect year 2 of the budget**

### **Travel**

---

Itemize all travel requests separately by trip and justify in the budget. Provide the purpose, destination, travelers (name or position/role), and duration of each trip. Include detail on airfare, lodging and mileage expenses, if applicable. Should the application include a request for travel outside of the state of California, justify the need for those out-of-state trips separately and completely. For additional information about allowable travel costs, visit <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

### **Materials and Supplies**

---

Itemize materials and supplies in separate categories. **Include a complete justification of the project’s need for these items.**

### **Consultant Costs**

---

Consultants are individuals or organizations that are serving as project partners, or who provide expert advisory or other services for brief or limited periods and do not provide a percentage of effort to the project or program. Consultants are not involved in the scientific or technical direction of the project as a whole.

Provide the names and organizational affiliations of all consultants. Describe the services to be performed, and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.

### **Other Direct Costs**

---

Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology.

## APPENDIX G: WORK PLAN

### Instructions:

The Work Plan Template contains a framework to use in order to complete a work plan for your proposed project. The following instructions will assist with the development of this document.

### TASK LIST

Insert the task numbers and task names for the project. Add additional rows or columns as necessary. The work effort should be divided into a series of logical, discrete and sequential tasks. Tasks may be divided into sub-tasks to better frame the work. Each task (and to a lesser extent, subtasks) will include the following components.

#### A. The Goal

The goal of this task is to ... <Complete the sentence with a brief description of the goal(s). Please be brief, two to three sentences maximum.

#### B. Task 1.0 Administration

The administrative tasks must be included in every agreement. Sub-tasks should include, at a minimum, project kick-off meetings, reporting activities, and project closeout.

#### C. Subtasks

Subtasks should be used to describe distinct efforts and activities that will be performed to complete a task. These tasks should provide information about:

1. High Level Activities/Milestones

Using deliverables, benchmarks, and metrics; identify, discuss and quantify how progress will be measured and reported on for each task listed.

2. Responsible Parties (The Recipient shall ...)

List each individual activity with a separate bullet if there are more than two individual activities and begin each bullet with a verb to complete the sentence beginning with "The Recipient shall." Organize activities in the order in which they will occur. Use this section to describe the essential elements of the process you will use to complete the project. The contents of each product shall also be described in this section.

3. Timetable (in months)

Provide anticipated start and end months for each task identified. All work should end before October 31, 2022.

4. Task Deliverables

Each task must include one or more deliverables that will be completed and submitted to OPR before closing out the task. Provide a description of each deliverable and explain the method for submitting each deliverable.

### SCHEDULE OF DELIVERABLES

Proposals must include a schedule of deliverables that lists, in chronological order, each deliverable and identifies the corresponding task number, provides a description of the deliverable and the due date (anticipated date of submission).

### Workplan Template – Task List

<b>Applicant Institution:</b>		<b>Proposal #:</b>	
<b>Project Title:</b>			

Task	High Level Activities/Milestones <small>(with Deliverables, Benchmarks and Metrics)</small>	Responsible Parties	Priority Considerations	Timetable in months <small>(Start year: 2020)</small>
<b>TASK 1.</b>	<i>TITLE</i>		<i>GOAL</i>	
Sub-Task A				
Sub-Task B				
Sub-Task C				
Sub-Task D				
<b>TASK 2.</b>	<i>TITLE</i>		<i>GOAL</i>	
Sub-Task A				
Sub-Task B				
Sub-Task C				
Sub-Task D				
<b>TASK 3.</b>	<i>TITLE</i>		<i>GOAL</i>	
Sub-Task A				
Sub-Task B				
Sub-Task C				
Sub-Task D				







## APPENDIX H: LOCAL CLIMATE ADAPTATION RESOURCES

Cities and counties are essential partners in California's efforts to plan for the impacts of climate change and implement adaptation strategies. Many impacts - increased fires, floods, severe storms and heat waves are occurring already and will only become more frequent and more costly. There are many things that communities can do to protect against climate change impacts.

Additionally, a number of state agencies and departments provide helpful documents, tools, and guidance to help local communities adapt to climate impacts and build community resilience.

### **Adaptation Clearinghouse (ICARP)**

<http://opr.ca.gov/planning/icarp/>

The Adaptation Clearinghouse serves as a centralized source of information that provides the resources necessary to guide decision makers at the state, regional, and local levels when planning for and implementing climate adaptation projects to promote resiliency to climate change in California.

### **CalAdapt**

<http://cal-adapt.org/>

Cal-Adapt provides a view of how climate change might affect California. Find tools, data, and resources to conduct research, develop adaptation plans, and build applications.

### **California Adaptation Planning Guide**

<http://resources.ca.gov/climate/safeguarding/local-action/>

The Adaptation Planning Guide provides guidance to support regional and local communities in proactively addressing the consequences of climate change. It provides a step-by-step process for local and regional climate vulnerability assessment and adaptation planning and strategy development.

### **Fourth Climate Change Assessment**

<http://www.climateassessment.ca.gov/>

California's Climate Change Assessments contribute to the scientific foundation for understanding climate-related vulnerability at the local scale and informing resilience actions, while also directly informing State policies, plans, programs, and guidance, to promote effective and integrated action to safeguard California from climate change.

### **General Plan Guidelines (GPG)**

<http://opr.ca.gov/planning/general-plan/guidelines.html>

The GPG serves as the "how to" resource for drafting a general plan. The 2017 version includes legislative changes, new guidance, policy recommendations, external links to resource documents, and additional resources.

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**Planning and Investing for a Resilient California: A Guidebook for State Agencies**

[http://opr.ca.gov/docs/20180313-Building\\_a\\_Resilient\\_CA.pdf](http://opr.ca.gov/docs/20180313-Building_a_Resilient_CA.pdf)

This guidance document is designed to inform planning and investment processes to address the two primary elements of resilience – planning for future conditions and doing planning itself differently. This document introduces a four step process and a set of resilient decision making principles for state agencies.

**Safeguarding California – California’s Climate Adaptation Strategy**

<http://resources.ca.gov/climate/safeguarding/>

Safeguarding California is the State’s adaptation strategy that organizes state government climate change adaptation activities.

**Technical Advisory Council Vulnerable Communities Resources Guide**

[http://opr.ca.gov/docs/20180723-Vulnerable\\_Communities.pdf](http://opr.ca.gov/docs/20180723-Vulnerable_Communities.pdf)

The California Governor’s Office of Planning and Research, with input from the ICARP Technical Advisory Council, developed a resource guide as a starting point for practitioners to use when first considering how to define vulnerable communities in an adaptation context.

## **APPENDIX I: STATE PLANNING PRIORITIES**

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

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

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



## APPENDIX J: INTEGRATED CLIMATE ADAPTATION AND RESILIENCY PROGRAM (ICARP) VISION AND PRINCIPLES

In 2017, the Integrated Climate Adaptation and Resiliency Program's (ICARP) Technical Advisory Council developed a vision statement that expresses the characteristics of a resilient California, as well as principles that guide how adaptation actions should be implemented to achieve this vision. The Council adopted the Vision and Principles in September 2017, with the condition that additional work was needed to define vulnerable communities, a term referenced throughout the Vision and Principles. The Council adopted a definition for vulnerable communities in April 2018.

### Adaptation Vision and Principles

All Californians thrive in the face of a changing climate. Leading with innovation, California meets the challenge of climate change by taking bold actions to protect our economy, our quality of life, and all people. The state's most vulnerable communities are prioritized in these actions. Working across all levels of government, the state is prepared for both gradual changes and extreme events. Climate change adaptation and mitigation is standard practice in government and business throughout the state. California meets these goals with urgency, while achieving the following long-term outcomes:

- All people and communities respond to changing average conditions, shocks, and stresses in a manner that minimizes risks to public health, safety, and economic disruption and maximizes equity and protection of the most vulnerable.
- Natural systems adjust and maintain functioning ecosystems in the face of change.
- Infrastructure and built systems withstand changing conditions and shocks, including changes in climate, while continuing to provide essential services.

### Adaptation Principles

- 1) Prioritize integrated climate actions, those that both reduce greenhouse gas emissions and build resilience to climate impacts, as well as actions that provide multiple benefits.
- 2) Prioritize actions that promote equity, foster community resilience, and protect the most vulnerable. Explicitly include communities that are disproportionately vulnerable to climate impacts.
- 3) Prioritize natural and green infrastructure solutions to enhance and protect natural resources, as well as urban environments. Preserve and restore ecological systems (or engineered systems that use ecological processes) that enhance natural system functions, services, and quality and that reduce risk, including but not limited to actions that improve water and food security, habitat for fish and wildlife, coastal resources, human health, recreation and jobs.
- 4) Avoid maladaptation by making decisions that do not worsen the situation or transfer the challenge from one area, sector, or social group to another. Identify and take all opportunities to prepare for climate change in all planning and investment decisions.
- 5) Base all planning, policy, and investment decisions on the best-available science, including local and traditional knowledge, including consideration of future climate conditions out to 2050 and 2100, and beyond.

- 6) Employ adaptive and flexible governance approaches by utilizing collaborative partnership across scales and between sectors to accelerate effective problem solving. Promote mitigation and adaptation actions at the regional and landscape scales.
- 7) Take immediate actions to reduce present and near future (within 20 years) climate change risks for all Californians; do so while also thinking in the long term and responding to continual changes in climate, ecology, and economics using adaptive management that incorporates regular monitoring.

## Vulnerable Communities Definition

Climate vulnerability describes the degree to which natural, built, and human systems are at risk of exposure to climate change impacts. Vulnerable communities experience heightened risk and increased sensitivity<sup>3</sup> to climate change and have less capacity<sup>4</sup> and fewer resources to cope with, adapt to, or recover from climate impacts. These disproportionate effects are caused by physical (built and environmental), social, political, and/or economic factor(s), which are exacerbated by climate impacts. These factors<sup>5</sup> include, but are not limited to, race, class, sexual orientation and identification, national origin, and income inequality.

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<sup>3</sup> Sensitivity: the degree to which a system or species is affected, either adversely or beneficially, by climate variability or change. The effect may be direct (e.g., a change in crop yield in response to a change in the mean, range, or indirect (e.g., damages caused by an increase in the frequency of coastal flooding due to sea level rise). (IPCC, 2014: Climate Change 2014: Impacts, Adaptation, and Vulnerability. [https://www.ipcc.ch/pdf/assessment-report/ar5/wg2/WGIIAR5-AnnexII\\_FINAL.pdf](https://www.ipcc.ch/pdf/assessment-report/ar5/wg2/WGIIAR5-AnnexII_FINAL.pdf)

<sup>4</sup> Adaptive capacity: the ability of systems, institutions, humans, and other organisms to adjust to potential damage, to take advantage of opportunities, or to respond to consequences. (Ibid.)

<sup>5</sup> Governor's Office of Planning and Research. Executive Order B-30-15 Resiliency Guidebook: Vulnerable Populations. 2017. <http://www.opr.ca.gov/planning/icarp/resilient-ca.html>



**APPENDIX K: CALIFORNIA PUBLIC RESOURCES CODE §75127****Division 43, Chapter 13, Article 5 of the Public Resources Code****75127.**

- (a) To support the planning and development of sustainable communities, the council shall manage and award financial assistance to a city or county for preparing, adopting, and implementing a general plan or general plan element that is designed to reduce greenhouse gas emissions, promote water conservation, reduce automobile use and fuel consumption, encourage greater infill and compact development, protect natural resources and agricultural lands, and revitalize urban and community centers.
- (b) For the purposes of this section, the preparation and adoption of a general plan may include a comprehensive update of a general plan, amendment or adoption of an individual element of a general plan, or any other revision consistent with the intent of Section 75065.
- (c) For the purposes of this section, the implementation of a general plan may include amendment or adoption of a specific plan, community plan, zoning ordinance, or any other plan, ordinance, or policy that is consistent with the intent of Section 75065.
- (d) The funding provided pursuant to this section for the preparation, adoption, and implementation of a general plan may also include funding any activity necessary to conform a general plan to a regional plan.



## **APPENDIX L: SGC SUSTAINABLE COMMUNITIES OBJECTIVES**

In September 2008, SB 732 was signed into law, establishing the Strategic Growth Council. The Council is a cabinet level committee that is tasked with coordinating the activities of state agencies in order to:

- Improve air and water quality
- Protect natural resources and agriculture lands
- Increase the availability of affordable housing
- Promote public health and equity
- Improve transportation
- Encourage greater infill and compact development
- Strengthen the economy
- Promote water conservation
- Revitalize community and urban centers
- Assist state and local entities in the planning of sustainable communities and meeting AB 32 goals
- Advance the priorities developed in Safeguarding California, the State's climate adaptation strategy

Additional information about the SGC's vision, mission and objectives can be found at <http://www.sgc.ca.gov/about/>