Regional Climate Collaboratives Program

**Round 1 Program Guidelines
FY 2021 – 2022**

CALIFORNIA
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COUNCIL

April 28, 2022

Program information can be accessed at: http://sgc.ca.gov/programs/cace/.

To sign up to receive notices, updates, and information regarding the Regional Climate Collaboratives Program (and other Strategic Growth Council (SGC) grant programs and initiatives), visit the SGC website and click on the "E-list" link at: http://sgc.ca.gov/.

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Regional Climate Collaboratives Program
At-a-Glance

ABOUT THE RCC PROGRAM

Administered by the California Strategic Growth Council (SGC), the Regional Climate Collaboratives Program:

- Funds **community-rooted and cross-sectoral** partners to form a collaborative and conduct capacity building activities that will drive and sustain climate action

- Strengthens local coordination, leadership, knowledge, and skills to **increase access to funding** and **implement multi-benefit projects**

- **Eligible applicants** include California Native American Tribes, community-based organizations, joint powers authorities, local governments, non-profits, and organizations with a history of providing technical assistance and community-based outreach

- Informed by over 400 stakeholders through a transparent and **stakeholder-driven process**, including convenings, listening sessions, focus groups, key informant interviews, and public workshops

ROUND 1 AWARDS

Capacity building grants in award amounts ranging between $500,000-$1,750,000

CONTACT US

Program information can be accessed at: http://sgc.ca.gov/programs/cace/

Email inquiries can be sent to: TA@sgc.ca.gov

To sign up to receive notices, updates, and information regarding the RCC Program (and other SGC grant programs and initiatives), visit Strategic Growth Council (SGC) website and click on the "E-list" link at: http://sgc.ca.gov/.

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SECTION I. INTRODUCTION

BACKGROUND

The Regional Climate Collaboratives (RCC) Program is part of the state's Climate Budget (Senate Bill 170), which funds ambitious measures to build climate adaptation and resilience through planning, research, capacity building, restoration, and sustainable infrastructure.

Senate Bill (SB) 1072 (Leyva, Chapter 377, Statutes of 2018)[1] established the RCC Program at the California Strategic Growth Council (SGC) to create new and support existing Regional Climate Collaboratives (Collaboratives) across the state that will assist under-resourced communities in accessing funding for climate change mitigation and adaptation projects. The legislation acknowledges that under-resourced communities often lack capacity and face challenges accessing State funding to address community priorities and recognizes the necessity of providing technical assistance resources to ensure every community has the same opportunity to achieve their climate and equity goals. As a capacity building grant program, RCC enables cross-sectoral partners to deepen relationships and strengthen local coordination, leadership, knowledge, skills, and access to critical resources to drive and sustain climate action.

Although the enabling legislation for RCC was passed in 2018, SGC did not receive funding for the program until 2021. In the intervening years, SGC staff conducted listening sessions with organizations across the State in under-resourced communities, as well as organizations that provide technical assistance and capacity building support to gain a clearer understanding of how the RCC Program could best support communities. Staff additionally implemented two capacity building pilot programs for local government and frontline community leaders, BOOST[2] and Partners Advancing Climate Equity[3], which provided best practices and lessons learned on effective capacity building strategies that have informed the RCC Guidelines.

After funding for the RCC Program was allocated to SGC, staff held a series of listening sessions to inform the draft program guidelines. Staff then hosted five public workshops during the public comment period. Staff engaged approximately 450 stakeholders through these workshops.

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[1] Leyva. "Senate Bill No. 1072." Bill Text - SB-1072 Regional Climate Collaborative Program: technical assistance., September 14, 2018. https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1072.

[2] California Strategic Growth Council, Institute for Local Government, and California Climate Investments, BOOST Pilot Program: Best Practices & Lessons Learned § (2021). https://sgc.ca.gov/programs/cace/docs/20210513-BOOST_Best_Practices.pdf.

[3] "Partners Advancing Climate Equity." PACE, October 13, 2021. https://partnersadvancingclimateequity.org/.

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PROGRAM SUMMARY

SGC administers the RCC Program and received a $10 million General Fund appropriation in Fiscal Year (FY) 2021-2022 to implement the program through the provision of grants, staff support, and third-party technical assistance. Of this $10 million, $8.35 million is available for grant awards. The program will fund multiple Collaboratives in award amounts ranging from $500,000 to $1,750,000 for three-year grant terms. See *Section VII. Grant Administration* for more information on funding amounts.

All awarded Collaboratives will receive implementation assistance from both RCC Program staff and third-party technical assistance providers. See *Section VIII. Technical Assistance* for details.

Application Process

In Spring 2022, staff will release the RCC Notice of Funding Availability (NOFA) and Pre-Proposal application. Staff will hold at least three Application Workshops that will provide additional information and assistance to potential Collaboratives seeking to apply to the program. SGC will ensure that the workshops are accessible virtually and via phone.

The RCC program will use a two-phased application process for all Applicants. At the time of the NOFA release, SGC will release a pre-proposal application that allows applicants to provide a broad overview of their proposed projects, which may include information such as the project Partners, Managing Stakeholder, and estimated budget. SGC staff and Technical Assistance Providers will provide feedback on all submitted pre-proposals but will not provide scores. The full application will be released following the pre-proposal deadline.

Staff will allow at least three months between the solicitation announcement and the selection of awarded Collaboratives by the Council. Application technical assistance will be available to support with the development of applications.

Additional information about the application process, including specific deadlines, will be included in the Notice of Funding Availability.

Following the selection of awards, staff will begin a process for revising and updating the RCC Program Guidelines in preparation for the second round of funding, which SGC anticipates releasing in Spring 2023.

PROGRAM VISION

Vision for Racial Equity

SGC is committed to achieving racial equity in its operations, investments, and policy initiatives and to achieving its vision that: *All people in California live in healthy, thriving, and resilient communities regardless of race.*[4]

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[4] California Strategic Growth Council, and California Strategic Growth Council, Updated Racial Equity Action Plan (2019-2022) § (2021). https://sgc.ca.gov/programs/healthandequity/docs/20211110-REAP.pdf.

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Program Objectives

All RCC Program activities must build the capacity of selected under-resourced communities within a region to secure funding for climate change mitigation, adaptation, and resilience projects.[5] Regardless of selected strategies and activities, Applicants must ensure they address each of the following program objectives:

- **Develop Actionable Plans and Projects:** Activities conducted by applicants will lead to the development (or update) of local plans as well as climate change mitigation, adaptation, and resilience projects that can be implemented if project funding is secured. Grant activities will build the local network capacity necessary for Collaborative members to develop competitive grant proposals.

- **Build Social Infrastructure:** Applicants must demonstrate how the proposed activities will build enduring and trusting relationships across members of the Collaborative, residents, and other stakeholder groups, and how the grant will support better regional coordination on the development and implementation of climate-related projects and applications.

- **Center Community Engagement & Decision Making:** Applicants must work with community members and stakeholders through direct engagement. Applicants must involve residents and key stakeholders from selected under-resourced communities within the Applicant's region in all phases of project implementation, with a focus on populations that have historically been excluded from decision making and implementation processes. Applicants must also use proven methods of engagement to facilitate direct participation of community residents, including ensuring translation of meetings and materials, scheduling meetings at times and locations that are convenient to community members, and engaging community members in information gathering as well as outreach.

- **Develop Equity-centered Processes:** Applicants must demonstrate how the proposed activities will develop or improve local processes for under-resourced community residents, community-based organizations, and Tribes to co-lead decisions made about climate change-related priorities and projects at the local and/or regional level.

SECTION II. ELIGIBLE ACTIVITIES

MANDATORY ACTIVITIES

The table below provides the categories and associated activities that Collaboratives should conduct.

Except if SGC, in consultation with a Collaborative, determines that an activity is unnecessary, a Collaborative shall conduct all the activities listed below for the region it serves.

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[5] See *Section IV. Region and Project Area Eligibility* for additional detail on how regions and under-resourced communities can be determined.

When building out the workplan and deciding how to implement eligible activities, Collaboratives should leverage, complement, and build on existing regional efforts and resources for capacity building and technical assistance.

Mandatory Activities: Applicants must specify how they plan to address each of the following bullet points in their workplan.

Activity Type	Activities
Build relationships, identify priorities, and develop plans, policies, and projects	• Coordinate members of Collaboratives to build relationships across organizations and define shared values, vision, and principles of how to work together • Support the development of partnerships between stakeholders and public, private, and philanthropic funding sources • Conduct community engagement within under-resourced communities • Convene stakeholders to discuss community needs regarding potential climate change mitigation and adaptation projects eligible for statewide or other grant programs with specific allocations for under-resourced communities • Develop and align community and project plans that benefit under-resourced communities, including climate action plans, that demonstrate local needs and identify multiple-benefit projects for implementation • Assist in the development of local job training and anti-displacement policies and programs
Supplement program-specific TA and act as a local TA provider that can translate funding program requirements & frame within local context	• Conduct outreach and build awareness of competitive grant programs • Provide policy, program, and technical assistance expertise to develop and align multi-benefit projects with potential funding supports • Offer assistance and training for grant application development, project management, implementation, and monitoring • Serve as an intermediary between stakeholders and technical experts from State agencies and other organizations
Evaluate project implementation	• Develop Project Evaluation Plans • Conduct data collection, tracking, and reporting associated with grant evaluation
Engage in peer-to-peer learning	• Participate in SGC-facilitated peer-to-peer learning across Collaboratives. This may include both attending trainings led by SGC and technical assistance providers as well as contributing to peer-learning and sharing

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	sessions. Collaboratives will be regularly surveyed on training needs and convened quarterly for virtual trainings and peer-to-peer learning. Topics for peer-to-peer sessions will be determined according to regular surveys administered to Collaboratives

OPTIONAL ACTIVITIES

Optional Activities: Applicants may select any additional activities listed in the "Optional" categories. Applicants must provide details on proposed activities and associated tasks in the Project Workplan and Budget components of the application.

Activity Type	Activities
Data collection & analysis	• Conduct data collection and analysis that helps identify existing conditions, identify community priorities, and identify impact of possible projects

Education & training	• Provide education and training for entities within the Collaborative and stakeholders within the communities of focus that build the region's capacity to compete for grants and implement projects in the future. This includes:
	
	  • Educational curriculum-based courses on relevant topics and issue areas
	
	  • Trainings on specific tools, programs, and policy topics
	
	• Peer-to-peer learning and trainings between Collaboratives and other related regional collaboration efforts
	
	• Peer-to-peer learning and trainings across members of an individual Collaborative

PROJECT DELIVERABLES

Project activities must result in the creation of clear deliverables. Deliverables should serve as lasting resources to support ongoing capacity building in the region. Required deliverables are outlined below.

Regular Reports

Collaboratives must submit regular invoices and high-level reports on an interval set by SGC and the Grantee. SGC will provide a reporting template for grantees to use. For more information on reporting and invoicing requirements, see *Section VIII. Grant Administration*.

RCC Action Plan

To orient the efforts of Collaboratives, partners will use the beginning of the grant term to develop an action plan that specifies key activities, identifies roles and responsibilities, and establishes timelines. Action plans should be informed by an analysis of intended outcomes, capacity building needs, and ways to maximize the impact of activities conducted through the grant.

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While Grantees should plan to complete their Action Plan within the first year of the grant term, they may amend the scope of the plan in consultation with SGC.

Action Plans should include, at minimum:

- Roles and responsibilities for different members of the Collaborative in achieving elements of the overall workplan
- Additional detail on activities conducted as part of the grant term
- Evaluation Plans created in concert with SGC and technical assistance providers
- Analysis that identifies the necessary additional inputs, such as data or other resources, to successfully implement and maximize the impact of grant activities. This may include:
    - An analysis used to identify the strengths, barriers, assets, relationships, and resources available to the Collaborative to accomplish the project workplan
    - A review and/or analysis of existing plans, community engagement efforts, and needs assessments to help focus areas for additional engagement
    - An assessment of local policies to identify opportunities to facilitate implementation of community priorities.

Action plans must be developed by the Collaborative with community participation and using decision-making processes established in the governance structure, as detailed in the Partnership Agreement for the Collaborative Stakeholder Structure.

The RCC Action Plan should build on the activities and roles submitted as part of the workplan and Collaborative Stakeholder Structure components of the RCC application. The Action Plan will serve as a tool to guide project implementation and to hold partners accountable to one another and the community around activities and outcomes.

Capacity Building Toolbox

Each grantee must develop a Regional Capacity Building Toolbox that compiles capacity building outputs created over the course of the RCC grant. The goal of the Toolbox is to serve as a resource to partners in the region to access capacity building resources on an ongoing basis, support efforts to pursue grant funding, and inform further capacity building work beyond the term of the grant. The Toolbox will be due at the end of the grant term. The following list includes examples of useful items to include within the Capacity Building Toolbox.

- A compilation of climate data to understand key climate change risks and vulnerabilities facing the region, including anticipated disproportionate impacts for marginalized populations
- A directory of organizations within the region that may be able to support or partner on grant applications
- A directory of State, Federal, and other grant programs that address community needs
- Information about priority State, Federal, and other grant programs that could fund Collaboratives' priority projects, including timelines, requirements and other considerations for developing applications

- Data collected and/or analyzed that provides information on existing conditions, community needs, and any other relevant information for the purpose of developing projects
- Description and outline of community priorities identified or expanded on during the grant term
- Education and training materials developed through the grant
- Documentation of best practices and lessons learned for Collaborative, including information about community-led processes used to develop climate-related plans and projects

Community Climate Solutions Inventory

In addition to the Capacity Building Toolbox, Collaboratives must work with SGC to develop an inventory of the priority plans and projects that the Collaboratives developed or updated during the grant term and intend to seek funding to implement.

Annual Reporting

Collaboratives must submit an annual report to SGC that includes all of the following:

- The members of the Collaborative

- Populations served

- An outline of all the activities conducted as part of the project workplan

- Project and grant development, application, and completion

- Meetings and actions taken by the Collaborative

- An accounting of the administration of and expenditures made by the Collaborative

- The outcome of each activity, including, but not limited to, all of the following:

    o Technical assistance provided

    o Success of grants applied for

    o Projects commenced and completed

- The efficacy of capacity building within the region based on outcome indicators included within the Collaborative's Evaluation Plans.

SGC anticipates that this information will be captured through evaluation activities and regular check-in meetings with Grantees. Collaboratives will receive support to track and compile this information. See *Section VII. Grant Administration and VIII. Technical Assistance* for more details.

CONFIDENTIALITY OF TRIBAL DATA

Tribal data and Traditional Ecological Knowledge may be excluded from all project deliverables to ensure confidentiality. SGC will work with the Grantee to ensure a clear process for excluding confidential Tribal data in the Grant Agreement.

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SECTION III. ELIGIBLE COSTS

ELIGIBLE COSTS

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

Staff Costs

Grant recipients, subgrantees, and their contractors' staff costs, including salary at an hourly rate, benefits, taxes, and leave.

Staff may be full or part time employees.

If Applicants wish to use grant funds to pay for interns, fellows, or other positions that are not on an organization's payroll, these costs should be classified in the budget as a direct cost via a consultant contract.

Travel Costs

Travel reimbursements must adhere to the State rates and conditions established on the CalHR website[6], with the exception of "incidentals" and out-of-state travel, which will not be reimbursable under this grant.

Administrative Costs

Costs incurred by the recipient to administer the grant, or costs incurred by subgrantees to perform the tasks necessary to fulfill the deliverables outlined in these guidelines. Administrative costs include, but are not necessarily limited to:

- Office space
- Supplies
- Legal or management oversight
- Prorated general liability, Workers' Compensation (may be included in payroll), and automotive insurance

Tools, Subscriptions, and Software

Subscriptions to tools and other software that will help increase capacity, facilitate communication, or otherwise facilitate implementation of the project such as project management software, video conferencing technology subscriptions, and mapping software.

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[6] "Travel Reimbursements." CalHR. https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx.

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Engagement, Outreach, Education, and Training

Costs related to the development and administration of engagement, outreach, education, and training activities under the grant, including, but not limited to:

- Materials developed for outreach events, trainings, and other grant activities

- Access to proprietary data or research materials

- Facilitation for meetings

- Translation and interpretation for meetings and written materials

- Marketing and advertisements

- Participant compensation[7] that is an exchange of payment for services rendered in the development of community work products, and appropriately documented with deliverables such as sign in sheets or written surveys

- Transportation stipends and provision of transportation services for community residents, such as a vanpool

- Rental costs of equipment, facilities, or venues

- Provision of childcare services for community residents at Collaborative sponsored events

- Food and refreshments that are determined to be an integral part of the event. Examples of activities where it would be appropriate to approve food purchase would include a design charrette held in the evening, where the meal is consumed as part of the event and replaces a meal otherwise missed by attending the event

Peer-to-Peer Learning

Applicants must set aside 3-5% of their total budget for peer-to-peer learning across selected Collaboratives.

Evaluation

Applicants must set aside 3-5% of their total budget for evaluation costs. The amount should be decided depending on the existing capacity of the Applicants to participate in evaluation activities including coordinating with 3rd party TA provider

Collaborative Stakeholder Structure Partners

Applicants may set aside up to fifteen percent (15%) of grant funds from the budget to account for new Partners added during the grant term.

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[7] Compensation is defined as payment for work or services performed, whereas an incentive is something that persuades parties to engage in certain conduct.

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INELIGIBLE COSTS

Grant funds may not be used for the following costs:

- Costs that occur outside of the Grant Agreement term
- Direct and indirect construction costs
- Direct lobbying
- Indirect costs in excess of 30 percent of the awarded RCC funds
- The following costs associated with community engagement and outreach:
  - Direct cash benefits or subsidies to participants
  - Alcoholic refreshments
  - Participant incentives, such as door prizes, which are unrelated to specific community work products
  - General meetings that do not specifically discuss or advance implementation of the RCC Project

SECTION IV. REGION AND COMMUNITIES OF FOCUS

REGION AND COMMUNITIES OF FOCUS

Applicants must identify the region they are working within, and the under-resourced communities within the region where their work will be focusing. Applicants may select specific under-resourced communities within a broader region where Collaborative activities will be focused, and do not need to include every community that meets the definition of under-resourced in their geographic areas of focus for their selected region.

The selected region must:

- At minimum, include two under-resourced census tracts that the proposed activities will focus on (these do *not* need to be contiguous)
- Cover a geographic area of between one and eight (1 – 8) contiguous counties

The specific census tracts that Applicants propose to serve will be referred to as the **Communities of Focus**. The counties that Applicants intend to work within will be referred to as the **Region**. While various State and other programs define region according to their own needs or policy areas, the RCC program does not intend to align with any one definition used by other programs or initiatives. Applicants may choose to work within a 'region' that is pre-defined for another initiative to the extent that it is helpful to accomplishing their workplan but doing so will not receive any preference in scoring or award selection.

Applicants must demonstrate that the Collaborative's proposed project activities will benefit the Communities of Focus within the Region. Project activities that include a place-based focus, such as informing the development of local plans and projects, must demonstrate how the selected under-resourced communities within the Region will be included in and benefit from project activities.

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Project activities that take place at a broader regional scale, such as informing a regional transportation plan, must demonstrate how residents and organizations from the Communities of Focus will be involved in informing and contributing to these efforts.

Applicants must provide a map of the geographic region applicants are working within, with selected under-resourced communities identified. SB 1072 defines 'under-resourced communities as:

- Census tracts identified as 'disadvantaged' by the California Environmental Protection Agency[8]*;* **OR**

- Census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093 of the California Health and Safety Code; **OR**

- Census tracts with a median household income less than 80% of the statewide average.

At least fifty one percent (51%) of the census tracts identified within the Communities of Focus must meet the definition of under-resourced. An example of how Applicants could determine eligibility for Communities of Focus within their Region is provided below.

- Applicant A proposes to serve 5 census tracts across their Communities of Focus: 3 census tracts must meet under-resourced definition
- Applicant B proposes to serve 4 census tracts across their Communities of Focus: 3 census tracts must meet under-resourced definition
- Applicant C proposes to serve 2 census tracts across their Communities of Focus: both census tracts must meet under-resourced definition

COORDINATION ACROSS THE REGION

Applicants should seek to focus capacity building activities at multiple scales, given that plans and policies at various scales can work together to inform outcomes in neighborhoods. Collaboratives should conduct capacity building work within a set of under-resourced communities within a region to identify climate-related priorities and opportunities for funding, as well as inform initiatives at the regional level with experience and knowledge of local needs. The Collaborative should also work across selected under-resourced communities within the region to identify shared needs, priorities, challenges, and strategies that can be addressed by policy strategies at the local, county, and regional scales.

Collaboratives should consider strategies that build capacity at various levels and with various beneficiaries within a region. For example, not all capacity building strategies should focus on increasing resident knowledge of climate change just as they should not all focus on addressing capacity gaps at the local government level. Effective collaboratives will work to build capacity among

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[8] California Office of Environmental Health Hazard Assessment. "CalEnviroScreen." Oehha.ca.gov. https://oehha.ca.gov/calenviroscreen.

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residents and community organizations at the network scale, at the local government level, and within regional government efforts.

Where feasible and relevant to the intended outcomes of the project, Collaboratives should engage with regional planning entities, such as metropolitan planning organizations (MPOs), regional transportation planning agencies, regional water boards, air quality management boards, regionally focused State conservancies and/or councils, etc. Collaboratives can play a significant role in ensuring that regional planning efforts are inclusive of the unique needs and contexts found within under-resourced communities in a region.

Both at the local and regional levels, Collaboratives can support public engagement to inform planning efforts, build effective relationships between government entities and communities, build the capacity of community-based organizations to engage in planning and policy initiatives, and provide technical assistance to inform specific elements of plans or policies. This work is integral to establishing a policy environment that informs a pipeline of projects, directs funding and resources to specific community needs, and supports competitiveness for funding.

Examples of regional processes that Collaboratives may choose to engage in include the development and implementation of:

- Air Quality Management Plans
- Community Economic Resilience Fund planning tables
- Groundwater Sustainability planning
- Integrated Regional Water Management Plans
- Local Coastal Programs (LCPs)
- Regional Climate Action Plans
- Regional Economic Development plans
- Regional Forest Management Plans
- Regional Housing Needs Allocation planning
- Regional Transportation plans
- Regional Water Quality Plans
- Sustainable Communities Strategies

SECTION VI. COLLABORATIVE STAKEHOLDER STRUCTURE

COLLABORATIVE STAKEHOLDER STRUCTURE

The eligibility and governance structure for the Regional Climate Collaboratives builds upon the lessons learned and outcomes from the Transformative Climate Communities grant program, which

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requires a similar Collaborative Stakeholder Structure for Implementation Grants to bring together public agencies, non-profit organizations, residents, and other local entities in a process that fosters long-term investment in the community's vision for transformation. Collectively, the Collaborative Stakeholder Structure may identify projects, provide support for public engagement, and drive decision-making throughout project implementation. The value of this structure has been to support communities in building robust local governance over projects happening in their neighborhoods and overcoming the challenges inherent in shared decision-making.

The Collaborative Stakeholder Structure serves several key purposes for each Grantee. These are outlined in the table below alongside the associated Program Objectives they correspond to.

Program Objectives	Key Purposes
Develop Actionable Plans and Projects	• Establish and promote a vision and set of goals to guide project prioritization, development, and implementation • Operate collectively to inform policy, systems, and environmental change while empowering individual members of the Collaborative to advance specific capacity building strategies • Ensure effective project management and implementation
Build Social Infrastructure	• Build and establish trust amongst Collaborative members and the broader community • Support peer engagement and learning to build the capacity of individual entities participating in the broader Collaborative • Address conflict through established decision-making processes and conflict resolution strategies
Center Community Engagement & Decision Making	• Create structure for meaningful community engagement and decision-making
Develop Equity-centered Processes	• Establish transparency and accountability around project implementation • Facilitate changes to the project scope of work, budget, partnerships etc. through established governance and decision-making strategies • Serve as a long-lasting institution within communities to support ongoing capacity building

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ELIGIBLE APPLICANTS

Eligible applicants for a Collaborative include, but are not necessarily limited to, the following:

- California Native American Tribes

- Community-based organizations

- Joint powers authorities

- Local government agencies

- Nonprofits and foundations

- Small businesses

- Other organizations with a history of providing community-based outreach or technical assistance

Organizations with a history of providing community-based outreach or technical assistance may look different, depending on each Applicant's local and regional context. It is up to applicants to determine which organizations play this role in their community. Possible examples include, but are not necessarily limited to, the following:

- Academic institutions
- Community Choice Aggregates
- Faith-based organizations
- Farming cooperatives and land trusts
- Neighborhood associations
- Resource conservation districts
- Tribal-serving organizations

Together, eligible Applicants will form a Collaborative and collectively develop the application based on a shared vision. Within the application, Applicants must include a Partnership Agreement that describes the governance and organization of the Collaborative Stakeholder Structure. Henceforth, the MOU shall be referred to as the Partnership Agreement.

Applications will be submitted by a Managing Stakeholder in coordination with and on behalf of the Co-Applicants (Partners) who are members of the Collaborative. Any entity from the eligible applicant list can serve as the Managing Stakeholder or a Partner on the grant. Together, the Managing Stakeholder and Co-Applicants are collectively referred to as "Applicants."

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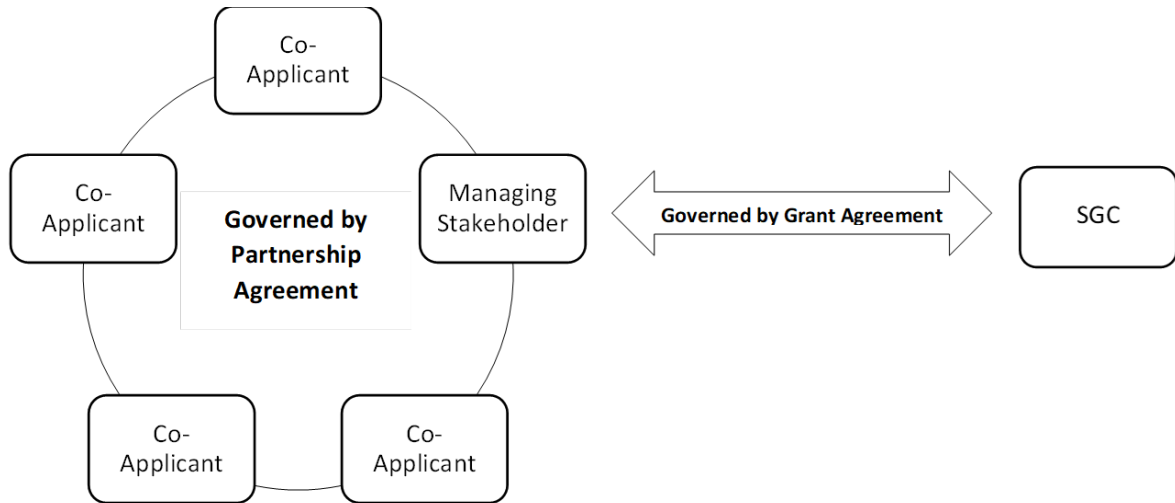
Organizations may apply with multiple applications as either the Managing Stakeholder or a Co-Applicant, provided the projects are separate and distinct from one another, and that the organization in question can provide a justification that they have accounted for adequate staff time to engage in all grants they have applied to if awarded.

Managing Stakeholder

The Managing Stakeholder serves an important role within the Collaborative and should be thought of as a community anchor with sufficient capacity to contribute staff
time towards Collaborative governance and grant implementation. The Managing Stakeholder will be the entity that executes the grant agreement with SGC and is the primary point of contact between the Collaborative and SGC. Further, the Managing Stakeholder should be well connected with established relationships across residents and resident groups, Collaborative Partners, and public agencies. In many cases the Managing Stakeholder can serve as the Collaboratives' convener and facilitator, however this is not required, especially in the event that another Partner is more skilled and equipped to serve that function.

Key Attributes of a Managing Stakeholder

Applicants must provide sufficient information to demonstrate their management and financial capacity. Key attributes of a Managing Stakeholder include:

- Demonstrable staff and financial capacity to serve as an administrative anchor organization within the Collaborative. Access to organizational management, facilitation, and other resources.

- Demonstrable financial capacity to adhere to the reimbursement processes of the RCC Program and defined by the Grant Agreement, ensuring prompt payment to Partners, and meeting reporting timelines.

- Ability to receive State funding and enter into contractual agreements with third parties.

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- Established trust within communities served by the proposed Collaborative as well as relationships with local public agencies.

- Previous experience and/or demonstrated ability to manage complex grants.

- Established relationships with project Partners and an ability to effectively convene and/or facilitate the Collaborative Stakeholder Structure.

- Experience and expertise in climate change mitigation, adaptation, and/or resilience, with a focus on the areas of intervention proposed within the workplan.

Commitments

If the Managing Stakeholder is a public agency, they must provide evidence of a passed formal resolution in the RCC Proposal that includes an authorization to apply for and accept an RCC Grant, and authority to execute all related documents if awarded. If the Managing Stakeholder is not a public agency, the Managing Stakeholder must still include an authorization in the form of a formal letter or resolution passed by the organization's governing body that includes authorization to apply for and accept an RCC Grant, and authority to execute all related documents if awarded.

Eligibility of State Entities

State entities, such as agencies, departments, commissions, offices, and councils, are prohibited from entering into grant agreements with SGC, and therefore may not apply as the Managing Stakeholder. However, they are eligible to be a Co-Applicant. The University of California and the California State University systems are exempt from this guidance and may apply as the Managing Stakeholder.

Eligible Co-Applicants (Partners)

Collaborative Partners should have both established partnerships and trust in communities. Partners will be responsible for implementing specific capacity building strategies stipulated within the Collaborative scope of work and workplan. Partners should have the staff capacity, expertise, and organizational/project management abilities to deliver on their commitments within the overall workplan. All Co-Applicants must provide a letter of commitment and be named within the Partnership Agreement. Co-Applicants must possess the financial capacity to adhere to the reimbursement processes of the RCC Program as defined by the Grant Agreement.

Every application must include a minimum of 4 entities, including the Managing Stakeholder and Co-Applicants. All Co-applicants must have a funded role in the workplan.

PARTNERSHIP AGREEMENT

Applicants must develop a Partnership Agreement that is signed by the Managing Stakeholder and all Co-Applicants that describes the governance, organization, and financial relationships of the Collaborative Stakeholder Structure.

The Collaborative Stakeholder Structure will govern implementation of the entire RCC Grant. Applicants may design their Collaborative Stakeholder Structure to best align with their needs, but the

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Partnership Agreement, included within the RCC application, must, at a minimum, include the following:

- Identification of the Grantee (the Grantee will be the Managing Stakeholder)

- Roles and responsibilities for the Grantee and all Partners, residents, and/or community-nominated members

- Governance of the Collaborative Stakeholder Structure including: processes for handling disputes and procedures to change, add, or remove members

- Legal and financial considerations including: liability provisions, financial relationships between the Grantee and Partners, the process Grantee will use to reimburse or provide advance pay to the Partners, and procurement processes

- Transparent decision-making processes amongst Grantee and the Partners

- Transparent process for involving community representatives and other community-based organizations that are not included within the formal Grant Agreement in decision-making

- Non-discrimination clause; and

- Meeting facilitation procedures including frequency of meetings, minimum number of meetings open to the public, means for publishing meeting agenda, and notes for public access, with consideration for location, virtual access, and language access.

Applicants may additionally set aside up to fifteen percent (15%) of grant funds from the budget to account for new Partners added during the grant term.

The Partnership Agreement may be updated during the grant term, in consultation with SGC.

ASSOCIATED COSTS

Formal collaboration on the level required by the RCC program can stretch the capacity of any individual member. Applicants should strive to strike a balance between the time required to establish and facilitate the Collaborative Stakeholder Structure and the ability for the Partners to implement projects within the RCC scope of work. Staff time and other related costs associated with participating in the Collaborative Stakeholder Structure can and should be accounted for in Applicants' budgets.

Applicants should establish a process for compensating all participants within the Collaborative Stakeholder Structure for their time informing and contributing to Collaborative governance. This includes residents and community-based organizations that may or may not be tasked with implementation of other parts of the overall scope of work.

GOVERNANCE AND CONFLICT RESOLUTION

Critical to the success of the Collaborative is the creation of and adherence to effective strategies around governance and conflict resolution. Applicants should establish clear and collectively agreed upon structures and processes to guide the operation of the Collaborative Stakeholder Structure including, but not limited to: leadership and governance, shared-power, transparency and

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accountability, the addition or removal of members, amendments to the overall workplan and budget, transition and turn-over, and decision making.

Conflict is a natural element of Collaborative action and collective impact. Applications should include clear strategies for conflict resolution within the Collaborative and should reflect best practices, recognition of power imbalances, and value for diverse opinions and theories of change. Third party services for conflict resolution and facilitation are eligible costs.

REPRESENTATION

It is important that the Collaborative Stakeholder Structure and governance reflect diverse representation of impacted communities and populations within the area(s) served by the Collaborative. Applicants should strive to include representation across sectors, subject matter expertise, lived experience, and inter-generational perspectives in order to most effectively serve communities in a culturally sensitive manner while informing strategic project implementation. The RCC program also aims to engage entities and individuals that are traditionally involved in climate topics, as well as those that may not immediately identify as climate focused organizations, to develop a cohesive community vision and build capacity toward multi-benefit outcomes. This may include, but is not limited to, California Native American Tribes, community-based organizations, direct service organizations, and other organizations that represent and serve historically excluded communities.

It often requires additional training, orientation, and support to ensure co-equal participation on behalf of residents and lower-capacity organizations. Collaboratives should strive to ensure that all participants of the Collaborative Stakeholder Structure are able to do so in a way that addresses and overcomes traditional power imbalances.

Information on the stakeholder groups below is provided for Applicants to consider when developing an application team and workplan, and how best to meet the program objectives and scoring criteria. The groups listed below are **not** an exhaustive list of eligible applicants.

Community Residents

In addition to the Managing Stakeholder and Partners, the Collaborative Stakeholder Structure should also include residents and community-nominated members, such as community-based organizations, that are not Co-Applicants.

Public Agencies

Public agency partners may include local governments, regional governments, and other public agencies. These entities can offer significant planning, administrative, and fiscal capacity, as well as management over eventual public infrastructure projects that Collaboratives may choose to build capacity toward. Many communities lack established relationships, and often trust, between community organizations and local government entities. In order to ensure effective collaboration between public agencies and other members of the Collaborative Stakeholder Structure, it is essential that clear and transparent group agreements are established and that key political decision makers buy-in to the Collaborative, community-driven effort. It is also important that Government partners stay engaged from the outset of the project and that efforts are taken to minimize staff turnover.

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California Native American Tribes

California Native American Tribes (Tribes) are any Native American Tribes on the contact list maintained by the Native American Heritage Commission (NAHC)[9] . Tribes are significant and indispensable partners in efforts to address climate change, due in part to Traditional Ecological Knowledge, longstanding traditions of land stewardship, and cultural affiliation with regional geographies; geographic area, as well as knowledge of Tribal community needs that can inform the development of projects that benefit Tribal communities.

Many Tribes are also actively engaged in climate adaptation and resiliency efforts, as well as co-management efforts with other Tribes and non-Tribal partners, that can and should be leveraged in the development of the application where feasible.

If an application does not include any Tribes as Partners, Grantees should still seek to collaborate and engage with local Tribes in the development and implementation of RCC activities.

Tribes' sovereign status should be respected and upheld through the development of the Collaborative Stakeholder Structure. Collaborative Stakeholder Structures should additionally outline measures that will be taken to protect the confidentiality of Tribal data and Traditional Ecological Knowledge collected or shared as part of grant activities.

Consultants

Some Collaboratives may choose to partner with third party consultants such as contractors with specific technical expertise to assist with project implementation. It is not necessary that these entities be involved as members of the Collaborative Stakeholder Structure. However, any formal agreement with these entities should reflect broader objectives, principles, and processes for transparency and accountability reflected within the Collaboratives' governance.

EMERGING AND ESTABLISHED COLLABORATIVES

SGC anticipates that Collaboratives funded through the RCC program will represent areas that lack the resources to sustain formalized networks of partners working together to address the drivers and impacts of climate change. However, some regions of the State have existing coalitions and networks that have begun to build local capacity and would benefit from funding to continue or expand their impact and reach.

Given the wide variety of local needs and existing structures across the State, SGC intends to fund Collaboratives that are both newly emerging for the purposes of this grant program and those that are already established. Newly formed Collaboratives that have come together for the purposes of this application will not be considered at a disadvantage, and Collaboratives that have been previously established for capacity building work, climate, or other purposes will not be considered at an advantage in the application review process.

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[9] See *Section XII. Glossary of Terms* for a complete definition of California Native American Tribes.

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SECTION VII. GRANT ADMINISTRATION

FUNDING AVAILABILITY

SGC received $10 million in FY 2021-22 to implement the program through provision of grants, staff support, and third-party technical assistance. Of this $10 million, $8.35 million is available for grant awards.

AWARD AMOUNT

Because the program seeks to serve Collaboratives operating at various scales and within a diversity of contexts, Applicants have the flexibility to request the amount of funding needed to carry out the work described in their proposal for the three-year grant term. Requests must fall within the range of $500,000 to $1,750,000.

Key considerations when developing a project budget:

- Number of census tracts served by the Collaborative

- Number of funded partners within the Collaborative

- Number and complexity of activities

- Feasibility of activities to complete within the three-year grant period

- Community engagement and participation costs

- Evaluation costs (3-5% of total budget)

- Peer-to-peer learning costs (3-5% of total budget)

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

- Concerns regarding the feasibility of all proposed activities within the grant term

- Removal of ineligible costs that are included in the proposal

- If funding remains after awarding the highest scoring Applicants, partial awards may be made to the next best scored Applicant(s)

GRANTEES AND PARTNERS

Grant Agreements will be executed between SGC and the Managing Stakeholder only. SGC will not enter contractual relationships with Co-applicants. After the grant agreement is executed, the Managing Stakeholder is referred to as the "Grantee" and Co-applicants are referred to as "Partners." The Grantee will be responsible for compiling and submitting all advance payment requests, invoices, and reporting documents for themselves and all Partners. Upon receipt of appropriate documentation, funds will be paid to the Grantee, which will be responsible for dispersing payment to Partners, as approved by SGC.

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Overview of Grant Execution

- SGC staff will recommend proposals for funding to the Council. The members of the Council must vote to award funds to a recommended proposal at a publicly noticed meeting in order for that Collaborative to receive funding.
- After proposal selection, the Grantee Partners, and SGC will engage in a Post-award Consultation phase to finalize the Grant Agreement and ensure documentation expectations are understood.
- All supporting materials and a signed agreement must be summited within the timeline provided in the instructions or risk forfeiting the grant award.
- The Grant Agreement is considered fully executed once signed by SGC's authorized signatory; this is when work can commence. Grantees cannot request reimbursement for any costs incurred or work completed before grant execution

DISBURSEMENT AND REPORTING

Advance Payment

SGC may provide advanced payments to reduce barriers and ensure RCC activities are initiated in a timely manner. Advance payments can be up to 25 percent of the total grant award, which can be provided in one payment or spread across a series of smaller installments and is to be determined in the Grant Agreement. All Collaboratives will be required to prioritize Partners that experience low cash flow to receive advances.

To receive advance pay, the Grantee must do the following:

- At the time of the grant agreement:
  - Demonstrate good standing with the IRS
  - Provide the Collaborative's workplan
  - Provide a spending plan for each Partner receiving advance payment
  - Sign an agreement that they will:
    - Revert all unused moneys to the state if they are not liquidated within the timeline specified in the grant agreement or in the case of non-compliance/misuse of funds
    - Communicate and document changes to spending plan
- Before payment
  - Complete an advance payment request form that includes itemized budget for the period of the grant the costs will cover
  - Provide a spending timeline including anticipated spend down over a set period of time
- After prior advance pay is expended, the Grantee will provide a progress report that includes:
  - A high-level summary of work completed
  - Itemized Receipts
  - Invoice for grant activities that were not covered by the advance payment (if applicable)
  - Their next advance payment request form (if applicable)

Reimbursement

The remaining 75% of grant funds will be reimbursed. SGC will work with Grantees to determine the invoicing frequency (monthly, quarterly, etc.) that best works for them. Per the Prompt Payment Act[10], SGC is required to pay properly submitted, undisputed invoices within 45 calendar days of the initial receipt.

Reporting

SGC will provide templates for the advance payment request form and summary report, work plan, budget table, and invoice form. These documents are required to record the project's expenditures and assess general progress on deliverables. In addition to providing this documentation, all Collaborative members can expect to participate in regular touchpoint meetings with RCC Program staff. The Grantee, as the liaison between SGC and the Partners, will participate in more frequent check-in meetings with SGC. Scheduling of the Grantee check-in meetings will align with the invoicing frequency. Partners will participate in two full collaborative check-ins each grant year.

These touchpoints are to provide a more expansive opportunity for Grantees to describe their work and receive iterative feedback and guidance on draft deliverables. During each check-in meeting, RCC Program staff will take notes on accomplishments, challenges, and learnings to help capture emerging trends, best practices, opportunities for greater support, and success stories.

Annual Report

As part of the evaluation requirements, Collaboratives will be responsible for collecting data for their annual reports. RCC Program staff will support the tracking and compilation of metrics required for the annual report, which will include, but are not limited to, the following details.

- The members of the Collaborative.
- Populations served.
- An outline of all the activities conducted, including, but not limited to, all of the following:
  o Technical assistance
  o Capacity building
- Project and grant development, application, and completion.
- Meetings and actions taken by the Collaborative
- An accounting of the administration of and expenditures made by the Collaborative.
- The outcome of each activity, including, but not limited to, all of the following:
  o The efficacy of capacity building within the region.
  o Technical assistance provided.
  o Success of grants applied for
  o Projects commenced and completed

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[10] Wright. "Senate Bill No. 399" Bill Text – SB-399 California Prompt Pay Act., February 20, 2013. https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201320140SB399#:~:text=The%20California%20Prompt%20Payment%20Act,date%20required%20by%20the%20contract.

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Limited Waivers of Sovereign Immunity

Federally recognized Tribes serving in the role of managing stakeholder or partner will **not** be required to submit a limited waiver of sovereign immunity to SGC.

Audit and Record Retention

All records, physical and electronic, must be adequately protected from loss, damage, or destruction for possible audit(s).

- Grantees and Partners must maintain copies of project records four (4) years after all terms of the Grant Agreement are fulfilled unless a longer period of records retention is stipulated.

- The State retains the right to conduct an audit each year during the grant term and up to four (4) years after all terms under the Grant Agreement are fulfilled.

- The State may require recovery of payment from the Grantee, issue a stop work order or terminate the Grant Agreement, as warranted, based on an audit finding, or any other remedies available in law or equity.

Publicity Requirements

RCC Grantees and Partners are required to use the SGC name and/or logo for all publications, websites, signage, invitations, and other media-related and public-outreach products related to the RCC grant.

SECTION VIII. TECHNICAL ASSISTANCE

TECHNICAL ASSISTANCE

As a capacity building grant program, the RCC Program has multiple technical assistance (TA) components. The TA that Collaboratives will conduct as a grant activity is distinct from the TA that Collaboratives will receive from SGC and the third-party TA teams.

APPLICATION ASSISTANCE

To support the development of competitive proposals, SGC will offer application assistance from third-party TA providers to eligible Applicants. It is important to note that receiving TA does not guarantee an Applicant will receive an RCC award.

IMPLEMENTATION ASSISTANCE

Awarded Applicants will receive implementation assistance throughout the three-year grant term, from both a third-party TA provider team and RCC Program Staff.

Third Party Support

The third-party Implementation TA provider will deliver high-touch support to each Collaborative, focused on operationalizing the Collaborative Stakeholder Structure, facilitating the statewide evaluation, and fostering peer-to-peer learning.

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Operationalizing the Collaborative Stakeholder Structure

Serving as a neutral third party, the Implementation TA provider will support the Collaboratives to formalize their partnerships. This entails helping with the creation of the RCC Action Plan and the development and iterative refinement of the collaborative governance processes.

Learning & Evaluation

The Implementation TA provider team will include specific staff that will serve as the Evaluator for the program. Grantees are required to work with the program's Evaluator as part of their implementation assistance. The Evaluator will develop a statewide learning and evaluation framework and support each Collaboratives to create an Evaluation Plan. The Evaluation Plan will enable Collaboratives to identify how their collaborative governance and partnerships are advancing Program Objectives and where course correction is needed.

Applicants must allocate 3-5% of their total project budget to support evaluation costs, such as staff time to collect data and participate in focus groups, surveys, and structured reflection discussions with the Evaluator. As described in Grant Administration, SGC will prepare an Annual Report that documents the progress and accomplishments of each Collaborative. These will be developed using the updates provided through oral reports and insights gained through the evaluation.

Peer-to-Peer Learning

In coordination with SGC, the Implementation TA provider team will host quarterly peer-to-peer learning sessions. Applicants are required to hold 3-5% of their total project budget to participate in these virtual trainings.

RCC Program Staff Support

RCC Program staff will provide additional implementation assistance to awarded Applicants. This includes support with administrative requirements, strengthening organizational capacity to integrate program activities, identifying funding opportunities, and building relationships with State agencie

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SECTION XI. PROGRAM THRESHOLDS

General Completeness	Yes/No
1. Application materials are fully completed.	
2. Application documents are properly labeled, stored in the proper file structure, and are easily accessible.	
3. Work Plans adhere to the three (3) year Project Completion Period and contain sufficient detail.	
4. Budgets contain sufficient detail and are accompanied by all necessary supporting documentation. 3-5% of the budget is allocated for evaluation, and additional 3-5% is allocated for peer-to-peer learning.	
5. Federally Recognized Tribal Governments Only: Approved resolution or letter of authorization authorizing Signature Authority.	
Applicant Eligibility	**Yes/No**
1. Managing stakeholder is an eligible organization.	
2. Co-Applicants are all eligible organizations.	
Collaborative Stakeholder Structure	**Yes/No**
1. Partnership Agreement for the Collaborative Stakeholder Structure meets all requirements as described in *VII. Collaborative Stakeholder Structure*	
Project Area Eligibility	**Yes/No**
1. Project is between one and eight (1-8) counties and no smaller than two census tracts.	
2. Project area includes at least two census tracts that qualify as under-resourced communities.	
3. Applicant has submitted a Project Area Map, as described in *Section 4 IV. Region and Project Area Eligibility.*	

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SECTION XI. SCORING CRITERIA

DETAILED SCORING CRITERIA

The following scoring criteria will be applied at the Full application stage, following the pre-proposal. Additional information on the application process will be provided in the Notice of Funding Availability

Vision

The vision statement communicates a concise set of desired outcomes that result from actions taken by the Collaborative to build capacity. The vision statement should provide readers with a clear understanding of the overall objective of the Collaborative and how the Collaborative plans to achieve those outcomes.

- Vision statement effectively communicates capacity building needs of under-resourced communities served by the Collaborative within a region

- The vision statement reflects objectives and principles of the RCC Program

- The vision is achievable while also communicating aspirational objectives

- The workplan clearly aligns with the vision statement

Region and Communities of Focus

The definition of the Region and Communities of Focus helps readers understand the scale of impact that the Collaborative aims to have. Regions may be identified by shared challenges, needs, climate goals, and other considerations that comprise a shared regional identity. The identified Communities of Focus should be informed by a number of relevant factors including data and demographic indicators, community engagement and input, established relationships and work that can be leveraged, and other relevant information.

- Applicant makes a clear case for their definition of the Region and Communities of Focus as proposed, with an explanation of the factors that identify them as a region, and why the selected under-resourced communities within the region were selected for their Communities of Focus

- Applicant describes the benefits of capacity building actions for under-resourced communities within the identified Region and Communities of Focus

- Applicant describes needs, unique factors, and similarities between the identified Communities of Focus within the Region.

- Applicant demonstrates awareness of existing capacity building efforts within the region and alignment with existing strategies. Applicant additionally explains how the Collaborative will add value to and leverage existing efforts.

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Project Need

The project need section should provide readers with a clear justification of the capacity building actions proposed by the Collaborative. The project need should be specific and clearly outline the climate, environmental, and socio-economic, and community-wide factors that necessitate capacity building at the various scales proposed by the Collaborative. Project need should build on the vision statement and inform the scope of work. SGC will consider statewide geographic diversity, proportion of under-resourced communities, and the region's previous success in receiving competitive state climate change mitigation and adaption moneys.

- Applicant provides a clear, compelling description of existing capacity gaps and the resulting impact of grant activities on the region's ability to access climate-related funding.

- Applicant provides a clear description of priority climate issues experienced by communities within the region as well as any gaps in data or knowledge about climate issues or potential impacts facing the region

- Applicant provides information sufficient to enable reviewers to evaluate the impact of the workplan in under-resourced communities and both the Region's and Communities of Focus' previous success in receiving competitive state climate change mitigation and adaptation moneys. Applicants will be evaluated on previous success using the California Air Resource Board's California Climate Investments Project Map, as well as whether the funded projects within the region and Communities of Focus addressed under-resourced communities' climate needs as identified by the Applicants.

- Applicant provides sufficient justification for project need in the form of qualitative and quantitative data. Applicants may use quantitative data sources other than those used to identify under-resourced communities, including but not limited to the Healthy Places Index, Cal-Adapt, the California Heat Assessment Tool, and the Integrated Transport and Health Impact Model.

- Project need is informed through community process.

Program Objectives and Strategies

Program objectives and strategies should reflect and build upon the vision statement. This section serves as the narrative for the workplan and should include strategies/activities organized under key objectives. Strategies should provide more specificity around necessary actions to achieve desired outcomes. Strategies should align with overall RCC program objectives: developing actionable plans and projects, building social infrastructure, centering community engagement and decision making, and developing equity-centered processes.

- Develop Actionable Plans and Projects

  o Proposed strategies will lead to the development and alignment of climate mitigation, resilience, and adaptation plans and projects.

- o Proposed strategies should support the creation and/or refinement of policies and processes at the local/regional government level to support proposed projects.

- o Proposed strategies should focus on aligning plans, polices, funding resources, and other necessary inputs to support communities in pursuing competitive funding.

- o Proposed strategies will strengthen each community's ability to compete for climate-related funding

- Building Social Infrastructure

  - o Proposed strategies should build enduring and trusting relationships across members of the Collaborative, residents, local government, and other stakeholders that will better position communities to coordinate on the development and implementation of climate-related projects.

  - o Proposed strategies should develop new skills, competencies, knowledge, and partnerships within communities to inform climate related project development and implementation

- Centering Community engagement and decision making in Collaborative activities

  - o All strategies of the Collaborative should promote and center effective community engagement and decision making.

  - o Community engagement strategies are included in the Work Plan, with descriptions of diverse and appropriate community engagement activities that will be used throughout the duration of the grant, including how the public will remain engaged and informed in Collaborative activities.

- Develop equity-centered processes within the community

  - o Proposed activities will develop or improve local processes for under-resourced community residents, community-based organizations, and Tribes to co-lead decisions made about climate change-related priorities and projects at the local and/or regional level.

Collaborative Stakeholder Structure

The Collaborative Stakeholder Structure is the way in which the applicant, partners, and other stakeholders organize themselves, facilitate project management, and work to build network capacity. Critical to this structure is the strength and diversity of the partnerships involved. Further, the capacity of the Managing Stakeholder and partners to implement the workplan is a determinative factor in the success of the grant. Finally, the processes, strategies, and features that guide the functioning of the stakeholder structure can provide reviewers with a sense of the Collaborative's commitment to equity, ability to self-govern, and likelihood of sustaining itself beyond the grant term.

- Strength and diversity of partnerships

  - o Collaborative Stakeholder Structure is composed of a diverse representation of residents and key stakeholders (e.g., California Native American Tribes, labor unions, nonprofits,

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faith-based groups, community-based organizations, academics, economic development institutions, workforce development groups, businesses, representatives from local School District, Community College District, and others).

- o Partnership Agreement and letters of commitment demonstrate that members of the Collaborative bring unique strengths and approaches with proven track records serving communities in those ways.

- Managing stakeholder capacity

  - o Managing stakeholder demonstrates the experience and organizational capacity necessary to implement the RCC proposal including:

    - Ability to project manage large grants and coordinate amongst diverse partners.

    - Ability for fiscal and project management including internal processes for financial tracking and accountability

    - Ability to provide advanced payment to co-applicants (only if proposal includes advanced pay as a mechanism of payment)

    - Past track record of coordinating with State entities and implementing grants

- Previous collaboration – though it is not necessary that Collaboratives have already been formed at the time of application, it is important that applicants can demonstrate existing relationships, partnerships, and trust amongst members of the Collaborative Stakeholder Structure.

  - o Applicants provide description of relationships between the partners that helps reviewers understand and evaluate the success of the partnership.

  - o Applicants demonstrate experience working in Collaborative and/or coalition environments with one another and/or similar partners.

  - o Applicants demonstrate sustained community engagement around climate change, and/or experience working with one or more of the following areas: disadvantaged communities, housing and community development, economic development, environmental, and public health issues.

- Strength of Partnership Agreement

  - o Application includes a signed partnership agreement for the Collaborative Stakeholder Structure that includes all components listed in the Collaborative Stakeholder Structure section of the Guidelines.

  - o Applicants include effective and equitable governance structures, decision making protocols, group agreements and policies, and conflict mitigation and resolution strategies.

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Work Plan

The workplan is a set of capacity building strategies that align with program objectives and collectively work to achieve the Collaborative's vision. The work plan should include a variety of strategies that support capacity building across issue areas and scales (individual, organizational, community, and regional). The workplan should include strategies that clearly align to increase overall capacity to pursue funding resources.

- Applicant provides a work plan that includes a description of activities and associated tasks, timeline for completion of key tasks and deliverables, and Collaborative members involved in implementing each task and subtask.

- Applicant provides sufficient description of tasks to provide reader with an understanding of how specific tasks advance project objectives and goals.

- Workplan timeline is feasible given the complexity of each task.

- Each Collaborative partner's respective capacity, strengths, mission, and area of focus have been taken into consideration in developing the workplan.

- Workplan and budget are well-aligned and sufficient funding has been allocated to each task to ensure effective implementation.

Budget Table

The budget table should provide reviewers with a clear understanding of how the applicants have allocated time and funding resources to various elements of the workplan. The budget should allocate resources across entities within the Collaborative to lead or support on specific activities that reflect their strengths and experience. The budget strikes a balance between programmatic and staff costs and direct expenses to ensure effective project implementation.

- Applicant provides a clear, easy to follow budget with itemized costs listed

- Budget follows work plan activities

- Budget sums across tasks and allocated expenses seem reasonable and feasible within the grant term

- The budget reflects overall project objectives and program goals

WEIGHTED SCORING CRITERIA TABLE

Application Section	Available Points
A. Vision	**5 points**
1. Applicant provides 4-5 concise complete sentences that effectively describes the project and approach. Includes the target communities,	2 points

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	project location, with and how the project will build capacity to achieve more successful and equitable climate outcomes.	
2.	Vision statement effectively communicates capacity building needs of under-resourced communities served by the Collaborative within a region. Statement reflects objectives and principles of the RCC program with achievable outcomes. Project workplan aligns with vision statement.	3 points
B.	**Project Need & Region**	**40 points**
1.	Applicant provides a clear, compelling description of existing capacity gaps and the resulting impact of grant activities on the region's ability to access climate-related funding. Applicant demonstrates awareness of existing capacity building efforts within the region and alignment with existing strategies. Applicant additionally explains how the Collaborative will add value to and leverage existing efforts.	10 points
2.	Applicant provides a clear description of priority climate issues experienced by communities within the region as well as any gaps in data or knowledge about climate issues or potential impacts facing the region	10 points
3.	Applicant provides information sufficient to enable reviewers to evaluate the impact of the workplan in under-resourced communities and both the region's and Communities of Focus' previous success in receiving competitive state climate change mitigation and adaptation moneys, as well as whether the funded projects addressed under-resourced communities' climate needs as identified by the Applicants. Includes sufficient justification of project need via qualitative/quantitative data and community engagement and input.	10 points
4.	Applicant makes a clear case for their definition of the Region and Communities of Focus as proposed, with an explanation of the factors that identify them as a region, and why the selected under-resourced communities within the region were selected. Reviewers should consider both the proportion of under-resourced communities served above threshold requirements and the proportion of under-resourced communities within the overall region.	10 points
C.	**Program Objectives and Strategies**	**40 points**
1.	Develop Actionable Plans and Projects • Proposed strategies will lead to the development and alignment of climate mitigation, resilience, and adaptation plans and projects. • Proposed strategies should support the creation and/or refinement of policies and processes at the local/regional government level to support proposed projects. • Proposed strategies should focus on aligning plans, polices, funding resources, and other necessary inputs to support communities in pursuing competitive funding.	10 points

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	• Proposed strategies will strengthen each community's ability to compete for climate-related funding	
2.	Building Social Infrastructure • Proposed strategies should build enduring and trusting relationships across members of the Collaborative, residents, local government, and other stakeholders that will better position communities to coordinate on the development and implementation of climate related projects. • Proposed strategies should develop new skills, competencies, knowledge, and partnerships within communities to inform climate related project development and implementation	10 points
3.	Centering Community engagement and decision making in Collaborative activities • All strategies of the Collaborative should promote and center effective community engagement and decision making. • Community engagement strategies are included in the Work Plan, with descriptions of diverse and appropriate community engagement activities that will be used throughout the duration of the grant, including how the public will remain engaged and informed in Collaborative activities.	10 points
4.	Develop equity-centered processes within the community • Proposed strategies will develop or improve local processes for under-resourced community residents, community-based organizations, and Tribes to co-lead decisions made about climate change-related priorities and projects at the local and/or regional level	10 points
D.	**Collaborative Stakeholder Structure**	**40 points**
1.	Collaborative includes diverse representation of organizations and approaches. Partnership agreement and letters of commitment demonstrate that collaborative members contribute unique strengths and proven track records of serving communities	8 points
2.	Managing Stakeholder demonstrates the experience and organizational capacity necessary to implement the RCC proposal	8 points
3.	Applicants provide description of relationships between the partners that helps reviewers understand and evaluate the success of the partnership	8 points
4.	Applicants demonstrate subject matter expertise and commitment to community engagement and partnership	8 points
5.	Application includes a signed partnership agreement with effective and equitable governance structures, protocols, and other strategies to effectively sustain and grow the partnership.	8 points
E.	**Workplan and Budget**	**25 points**

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1.	Applicant provides a work plan that includes a description of activities and associated tasks, a timeline for completion of key tasks and deliverables, and Collaborative members involved in implementing each task and subtask. Workplan provides sufficient description of tasks to provide reviewers with an understanding of how specific tasks advance objectives and goals. Timeline is feasible given complexity of tasks.	8 points
2.	Each Collaborative partner's respective capacity, strengths, mission, and area of focus have been taken into consideration in developing the workplan. Workplan and associated budget is well-aligned and sufficient finding has been allocated to ensure effective implementation.	8 points
3.	Budget reflects overall project objectives and program goals with meaningful costs associated	6 points
4.	Applicant provides a clear, easy to follow budget with itemized costs listed.	3 points
F.	**Total**	**150 points**

SECTION XII. GLOSSARY OF TERMS

Term	Definition
Applicant(s)	The Managing Stakeholder and Co-applicants are collectively referred to as "Applicants."
Application or Proposal	A submittal comprised of responses and supporting documents to apply for the grant.
Awarded	An agency commits funding to implement projects (e.g., executed a grant agreement with a Grantee; transferred funds to another agency or program administrator).
Capacity Building	The process of strengthening local coordination, leadership, knowledge, skills, expertise, and access to resources in under-resourced communities with the goal of helping to develop or increase the ability of that community to independently compete for grants and implement projects in the future. Capacity building activities include, but are not limited to, identifying and planning for needed climate change mitigation and adaptation projects in a given region and identifying the tools and resources needed to successfully access, apply for, and receive grant funding.
California Native American Tribe	A Native American Tribe that is on the contact list maintained by the Native American Heritage Commission (NAHC) for the purposes of Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073).
Climate Adaptation	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.[11]
Climate Mitigation	Actions to reduce GHG emissions to reduce the severity of climate change.
Climate Resiliency	Resiliency as it relates to climate change is the capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, to recover from shocks and stresses, and to adapt and grow from a disruptive experience.[12]
Co-applicant	Entities other than the Managing Stakeholder that enter into a partnership with other organizations for the purpose of applying for a RCC grant.
Community-based Organization (CBO)	A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community and provides educational or related services to individuals in the community.

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[11] United States Environmental Protection Agency. "Climate Change." EPA. Environmental Protection Agency. September 9, 2013. https://www.epa.gov/climate-change.

[12] Rodin, Judith. 2014. *The Resilience Dividend: Being Strong in a World Where Things Go Wrong*. Philadelphia: Perseus Books Group (pages 3-4).

CALIFORNIA STRATEGIC
GROWTH COUNCIL

Term	Definition
Community Engagement	The process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people.[13]
Communities of Focus	The specific census tracts that applicants propose to work within in their self-designated **Region.**
Direct Costs	Costs directly tied to the implementation of the RCC grant, including, but not limited to: personnel costs, subcontracts, equipment costs, travel expenses, etc.
Disadvantaged Communities	Designation of census tracts and physical locations used to identify the areas most affected by pollution and the people most vulnerable to its effects, based on geographic, socioeconomic, public health, and environmental hazards criteria. The California Environmental Protection Agency (CalEPA) historically bases designations on analyses conducted by the California Communities Environmental Health Screening Tool (CalEnviroScreen) but can also exercise discretion in developing other criteria and methods.
Foundation	Generally private organizations that provide resources, often through grants, to advance positive societal change
Grant Agreement	Arrangement between the State and grantee specifying the payment of funds to be used for grants by the State for the performance of specific RCC Program Objectives within a specific grant performance period by the grantee.
Grantee	Designated Managing Stakeholder that has an agreement for grant funding with the State.
Indicators	Quantitative measures, including project-related metrics that show changes in conditions over a period of time.
Indirect Costs	Expenses of doing business that are of a general nature. These costs are not directly tied to the grant but are necessary for the general operation of the organization. Examples of indirect costs may include but are not limited to: personnel costs associated with administrative, supervisory, legal, and executive staff; personnel costs associated with support units, including clerical support, housekeeping, etc.; and operating expenses and equipment costs not included as part of direct project costs.
Joint-powers Authority	A government entity, formed by a formal, legal agreement, comprised of two or more public agencies that share a common power and want to jointly implement programs, build facilities, or deliver services.

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[13] U.S. Department of Health and Human Services, June 2011. *Principles of Community Engagement.* <https://www.atsdr.cdc.gov/communityengagement/pdf/PCE_Report_508_FINAL.pdf>

CALIFORNIA STRATEGIC GROWTH COUNCIL

Term	Definition
Nonprofit Organizations	Any nonprofit corporation qualified to do business in California, and qualified pursuant to subdivision (c)(3) under Section 501 of the Internal Revenue Code.
Partner	Entities other than the Grantee that enter into a partnership with the Grantee and other organizations for the purpose of implementing RCC grant activities. Referred to as "Co-Applicants" during the application stage.
Partnership Agreement	A Partnership Agreement is an agreement between two or more parties that is not legally binding and outlines the responsibilities of each of the parties to the agreement. This is required of all members of the Collaborative Stakeholder Structure.
Post-award Consultation	Prior to execution of the grant agreement, period where terms and conditions of the grant agreement are determined and finalized.
Program Objectives	Program objectives are statements that describe the desired outcomes of the program. The RCC Program includes the following four program objectives: develop actionable projects and plans; build social infrastructure; center community engagement and decision-making; and develop equity-centered processes
Public Agency	A local or regional agency, such as a county, city, city and county, municipal corporation, district, metropolitan planning organization, joint powers authority, regional transportation planning agency, council of government, school district, political subdivision, duly constituted governing body of an Indian reservation or rancheria, tribally designated housing entity, or any board, commission or agency thereof, other local public agency, or entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Section 54952 of the California Government Code.
Region	Between 1-8 contiguous counties that Applicants identify as the broader area they will work in. The Region encompasses the **Communities of Focus.**
Small Business	Small businesses are those that are independently owned and operated; not be dominant in its field of operations; have its principal office located in California; have the owners (or officers, if a corporation) domiciled in California; and including affiliates, be either: • A business with 100 or fewer employees; with average annual gross receipts of $15 million or less, over the last three tax years; • A manufacturer* with 100 or fewer employees; or A microbusiness - A small business will automatically be designated as a microbusiness if gross annual receipts are less than $3,500,000, or the small business is a manufacturer with 25 or fewer employees
Technical Assistance (TA)	The process of providing the necessary education and resources for climate change mitigation and adaptation projects for any of the following: • Project development

CALIFORNIA STRATEGIC
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Term	Definition
	• Grant development and writing for state and federal grant programs. • The successful and appropriate expenditure of grant moneys for the successful completion of climate change mitigation and adaptation projects. • Post-application and project implementation assistance.
Under-resourced Community	A community identified pursuant to Section 39711 of the Health and Safety Code, subdivision (d) of Section 39713 of the Health and Safety Code, or subdivision (g) of Section 75005. This includes: • Census tracts identified as 'disadvantaged' by the California Environmental Protection Agency; or • Census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093 of the California Health and Safety Code; or • Census tracts with a median household income less than 80% of the statewide average
Very Low- and Low- Income Households	Households earning less than 80 percent (80%) of Area Median Income (AMI). The U.S. Department of Housing and Urban Development (HUD) sets income limits that determine eligibility for assisted housing programs. Income limits can be accessed at: https://www.huduser.gov/portal/datasets/il.html.
Vision Statement	A statement developed by Applicants that articulates how the proposed activities and partnerships outlined in the RCC Proposal will be coordinated to achieve the four RCC Program Objectives

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