

Community Engagement Plan Template

(Optional Attachment)

Background

Providing a Community Engagement Plan with a completed application is optional. If the applicant does not have a Community Engagement Plan and would like to submit one, they can use this template. If the applicant already has a Community Engagement Plan and would like to provide it with their application, they may attach that instead, following the file naming convention shown in #4 in the [Instructions](#) below.

Instructions

1. **Provide clear and brief responses** to each of the following questions in the text boxes, which include instructions in brackets.
2. **Review the scoring criteria** for #4 under “Community Partnership, Needs, & Priorities” in Section 3.2 of the RRGP guidelines and in the Scoring Criteria document to understand what the RRGP application review panel will consider when evaluating these responses. As noted in the RRGP Guidelines and in the Scoring Criteria, including a Community Engagement Plan is optional.
3. **Add as many community partners as needed.** The Community Engagement Plan has no page limit.
4. **Upload the completed plan in SharePoint using the following naming convention.**
[Applicant Name]_[File Name]
For example: City of Example_Community Engagement Plan
If there are multiple documents, use -
[Applicant Name]_[File Name]_1 of [total # of documents]
For example: City of Example_Community Engagement Plan_1of3

Notes

- **Maps, figures, and pictures** may also be included as part of the responses.
- **Formatting** such as bullet points (•, ○, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting to ensure readability.
- **Review the Best Practices** in [Resiliency Guidebook Community Engagement Best Practices](#) for more information on community engagement.
- **Community.** Throughout this section, “community” refers to the populations the project serves.
- **Community partnership.** Throughout this section, community partnership refers to a group of organizations and community members who share common goals and objectives, distributed roles and responsibilities, and engage in collective decision-making processes. However, they do not need to be part of the project’s regional partnership structure (i.e., not applicants or co-applicants).

Community Partner Descriptions

Community Partner #1

1. Which of the following best describes the community partner? See the RRGP guidelines for definitions of these partner types. [Enter a-e, based on the list below.]

- a. Public entity
- b. California Native American Tribe
- c. Community-Based Organization
- d. Academic Institution
- e. Individual Member(s)

2. Organization or individual name of the community partner: [Enter the name of the Organization or Individual]

3. What is the engagement status of the community partner? [Enter “a,” “b,” or “c”]

- a. Not yet engaged
- b. Engagement ongoing
- c. Completed engagement

4. When have you or do you plan to engage the community partner? [Insert dates]

5. Will or did partnering with this community partner build climate resiliency in the region? Please explain.

[Enter response here]

6. How has the community partner been or will be involved in the community partnership structure? For example, do they have decision making power? Have they been involved from design to evaluation? Do they serve as board members, management staff, or have a leadership role in developing the project or program?

[Enter response here]

7. If the community partner represents a vulnerable population, what tools did the applicant use to identify the vulnerable community?

See Appendix D. Climate Adaptation and Resilience Resources in the RRGP Guidelines for tools to identify vulnerable communities.

[Enter response here]

8. If the community partner represents a vulnerable population, describe that population’s geographic boundary (e.g., using the tools mentioned in the response to #7).



[Enter response here. Insert maps or figures, if needed.]

9. Describe the methods the applicant used, is using, or plans to use to engage this community partner.

[Describe engagement methods here]

10. How does or did the engagement process make it easy for community members to participate in meetings and in the decision-making process? For example, by providing stipends, meeting in convenient locations or virtually, providing childcare and food, using accessible language and messaging, including plain language, offering translation services for languages spoken in the community, and using culturally appropriate methods?

[Enter response here]

11. If the community partner represents a vulnerable community, does the project have plans to shift or share decision-making power with those vulnerable communities?

[Enter response here]

Community Partner #2

1. Which of the following best describes the community partner? See the RRGP guidelines for definitions of these partner types. [Enter a-e, based on the list below.]

- a. Public entity
- b. California Native American Tribe
- c. Community-Based Organization
- d. Academic Institution
- e. Individual Member(s)

2. Organization or individual name of the community partner: [Enter the name of the Organization or Individual]

3. What is the engagement status of the community partner? [Enter "a," "b," or "c"]

- a. Not yet engaged
- b. Engagement ongoing
- c. Completed engagement

4. When have you or do you plan to engage the community partner? [Insert dates]

5. Will or did partnering with this community partner build climate resiliency in the region? Please explain.

[Enter response here]



6. How has the community partner been or will be involved in the community partnership structure?

For example, do they have decision making power? Have they been involved from design to evaluation? Do they serve as board members, management staff, or have a leadership role in developing the project or program?

[Enter response here]

7. If the community partner represents a vulnerable population, what tools did the applicant use to identify the vulnerable community?

See Appendix D. Climate Adaptation and Resilience Resources in the RRGP Guidelines for tools to identify vulnerable communities.

[Enter response here]

8. If the community partner represents a vulnerable population, describe that population's geographic boundary (e.g., using the tools mentioned in the response to #7).

[Enter response here. Insert maps or figures, if needed.]

9. Describe the methods the applicant used, is using, or plans to use to engage this community partner.

[Describe engagement methods here]

10. How does or did the engagement process make it easy for community members to participate in meetings and in the decision-making process? For example, by providing stipends, meeting in convenient locations or virtually, providing childcare and food, using accessible language and messaging, including plain language, offering translation services for languages spoken in the community, and using culturally appropriate methods?

[Enter response here]

11. If the community partner represents a vulnerable community, does the project have plans to shift or share decision-making power with those vulnerable communities?

[Enter response here]

Community Partner #3

1. Which of the following best describes the community partner? See the RRGP guidelines for definitions of these partner types. [Enter a-e, based on the list below.]

- a. Public entity
- b. California Native American Tribe
- c. Community-Based Organization
- d. Academic Institution



e. Individual Member(s)

2. Organization or individual name of the community partner: [Enter the name of the Organization or Individual]

3. What is the engagement status of the community partner? [Enter “a,” “b,” or “c”]

a. Not yet engaged

b. Engagement ongoing

c. Completed engagement

4. When have you or do you plan to engage the community partner? [Insert dates]

5. Will or did partnering with this community partner build climate resiliency in the region? Please explain.

[Enter response here]

6. How has the community partner been or will be involved in the community partnership structure? For example, do they have decision making power? Have they been involved from design to evaluation? Do they serve as board members, management staff, or have a leadership role in developing the project or program?

[Enter response here]

7. If the community partner represents a vulnerable population, what tools did the applicant use to identify the vulnerable community?

See Appendix D. Climate Adaptation and Resilience Resources in the RRGF Guidelines for tools to identify vulnerable communities.

[Enter response here]

8. If the community partner represents a vulnerable population, describe that population’s geographic boundary (e.g., using the tools mentioned in the response to #7).

[Enter response here. Insert maps or figures, if needed.]

9. Describe the methods the applicant used, is using, or plans to use to engage this community partner.

[Describe engagement methods here]

10. How does or did the engagement process make it easy for community members to participate in meetings and in the decision-making process? For example, by providing stipends, meeting in convenient locations or virtually, providing childcare and food, using accessible language and messaging, including plain language, offering translation services for languages spoken in the community, and using culturally appropriate methods?

[Enter response here]



11. If the community partner represents a vulnerable community, does the project have plans to shift or share decision-making power with those vulnerable communities?

[Enter response here]

Community Partner #4

1. Which of the following best describes the community partner? See the RRGP guidelines for definitions of these partner types. [Enter a-e, based on the list below.]

- a. Public entity
- b. California Native American Tribe
- c. Community-Based Organization
- d. Academic Institution
- e. Individual Member(s)

2. Organization or individual name of the community partner: [Enter the name of the Organization or Individual]

3. What is the engagement status of the community partner? [Enter “a,” “b,” or “c”]

- a. Not yet engaged
- b. Engagement ongoing
- c. Completed engagement

4. When have you or do you plan to engage the community partner? [Insert dates]

5. Will or did partnering with this community partner build climate resiliency in the region? Please explain.

[Enter response here]

6. How has the community partner been or will be involved in the community partnership structure? For example, do they have decision making power? Have they been involved from design to evaluation? Do they serve as board members, management staff, or have a leadership role in developing the project or program?

[Enter response here]

7. If the community partner represents a vulnerable population, what tools did the applicant use to identify the vulnerable community?

See Appendix D. Climate Adaptation and Resilience Resources in the RRGP Guidelines for tools to identify vulnerable communities.

[Enter response here]



8. If the community partner represents a vulnerable population, describe that population's geographic boundary (e.g., using the tools mentioned in the response to #7).

[Enter response here. Insert maps or figures, if needed.]

9. Describe the methods the applicant used, is using, or plans to use to engage this community partner.

[Describe engagement methods here]

10. How does or did the engagement process make it easy for community members to participate in meetings and in the decision-making process? For example, by providing stipends, meeting in convenient locations or virtually, providing childcare and food, using accessible language and messaging, including plain language, offering translation services for languages spoken in the community, and using culturally appropriate methods?

[Enter response here]

11. If the community partner represents a vulnerable community, does the project have plans to shift or share decision-making power with those vulnerable communities?

[Enter response here]

Community Partner #5

1. Which of the following best describes the community partner? See the RRGP guidelines for definitions of these partner types. [Enter a-e, based on the list below.]

- a. Public entity
- b. California Native American Tribe
- c. Community-Based Organization
- d. Academic Institution
- e. Individual Member(s)

2. Organization or individual name of the community partner: [Enter the name of the Organization or Individual]

3. What is the engagement status of the community partner? [Enter "a," "b," or "c"]

- a. Not yet engaged
- b. Engagement ongoing
- c. Completed engagement

4. When have you or do you plan to engage the community partner? [Insert dates]



5. Will or did partnering with this community partner build climate resiliency in the region? Please explain.

[Enter response here]

6. How has the community partner been or will be involved in the community partnership structure? For example, do they have decision making power? Have they been involved from design to evaluation? Do they serve as board members, management staff, or have a leadership role in developing the project or program?

[Enter response here]

7. If the community partner represents a vulnerable population, what tools did the applicant use to identify the vulnerable community?

See Appendix D. Climate Adaptation and Resilience Resources in the RRGp Guidelines for tools to identify vulnerable communities.

[Enter response here]

8. If the community partner represents a vulnerable population, describe that population's geographic boundary (e.g., using the tools mentioned in the response to #7).

[Enter response here. Insert maps or figures, if needed.]

9. Describe the methods the applicant used, is using, or plans to use to engage this community partner.

[Describe engagement methods here]

10. How does or did the engagement process make it easy for community members to participate in meetings and in the decision-making process? For example, by providing stipends, meeting in convenient locations or virtually, providing childcare and food, using accessible language and messaging, including plain language, offering translation services for languages spoken in the community, and using culturally appropriate methods?

[Enter response here]

11. If the community partner represents a vulnerable community, does the project have plans to shift or share decision-making power with those vulnerable communities?

[Enter response here]

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