Regional Resilience Grant Program

FY 2022 – 2023
Memorandum

DATE: June 13, 2023

TO: All Potential Applicants

FROM: RRGP Staff, Governor's Office of Planning and Research

SUBJECT: Instructions for the RRGP Round 1 Grant Application

This document has instructions for the RRGP Round 1 Grant Application. Before applying, Applicants should do the following:

1. Familiarize themselves with the Round 1 RRGP Guidelines
2. Read through all instructions.

Visit the RRGP page on OPR's website for information about the RRGP and other resources. Email RRGP staff through the RRGP Contact Information below with questions about the application and instructions.

Application Process Overview

Applicants will submit applications electronically, and ICARP staff will provide more information about the application process with the Notice of Funding Availability (NOFA) and Application materials. After the submission due date, the RRGP team will review the

applications it received and award funding on a competitive basis and through set-asides.[1] The RRGP will use a two-phased application process for all Applicants.

Phase 1: Request for Full Application – RRGP Intent Survey

Prospective applicants, comprised of a Lead Applicant and Co-Applicant(s), must begin by submitting a Round 1 Regional Resilience Program Intent to Apply Survey (Survey), which constitutes the first phase of the application process. This survey indicates the prospective applicants' intent to apply and gives them access to an individualized SharePoint folder that has all Application Materials. RRGP staff will accept completed surveys on a rolling basis through **August 29, 2023**. Completing the Survey also allows prospective Applicants to provide a broad overview of their proposed project, contact information, and estimated budget. RRGP staff strongly encourage Applicants to fill out the survey as soon as they are able.

Phase 2: Full Application

The Full Application constitutes the second phase of the application process. Grant Applicants must submit the "Round 1 Regional Resilience Grant Program Intent to Apply Survey" to receive instructions on where and how to apply. RRGP staff will release the full application and application materials to all prospective Applicants who completed the "Round 1 Regional Resilience Program Intent to Apply Survey" via individualized SharePoint folders. Application resources are available on the RRGP page, including how to access and apply via the Microsoft SharePoint folder.

Disclosure of Application Information and Award Announcements

All applications and submitted materials are subject to the Public Records Act (GC § 6250) requirements and certain information may be publicly disclosed pursuant to those requirements.

RRGP staff will post the awarded applications on the OPR website. The expected announcement date for the selection of Planning and Implementation Grant recommendations is November 2023.

Due Dates

All application materials are due by **5 p.m. PST on August 29, 2023**. No late applications or application revisions will be accepted after the deadline. RRGP staff will not accept hard copies, facsimiles, electronic transmissions via email, hand-delivered copies, or any other method of submitting complete Applications besides online through SharePoint. To be considered for awards, Applicants must fill out the "Round 1 Regional Resilience Program Intent to Apply Survey" and indicate their interest in applying for RRGP by August 29, 2023.

Submitting Application Materials

After receiving the survey responses, RRGP staff will provide Applicants with a link to a SharePoint folder. Applicants can access the application materials in the SharePoint folder

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[1] For definitions, see "Competitive Funding" and "Set-Aside" in Appendix G: Glossary and Acronyms in the RRGP Guidelines.

and upload their completed application there. The Application is also available on the RRGP website.

The link to your individualized SharePoint folder will arrive in your inbox and look like this:
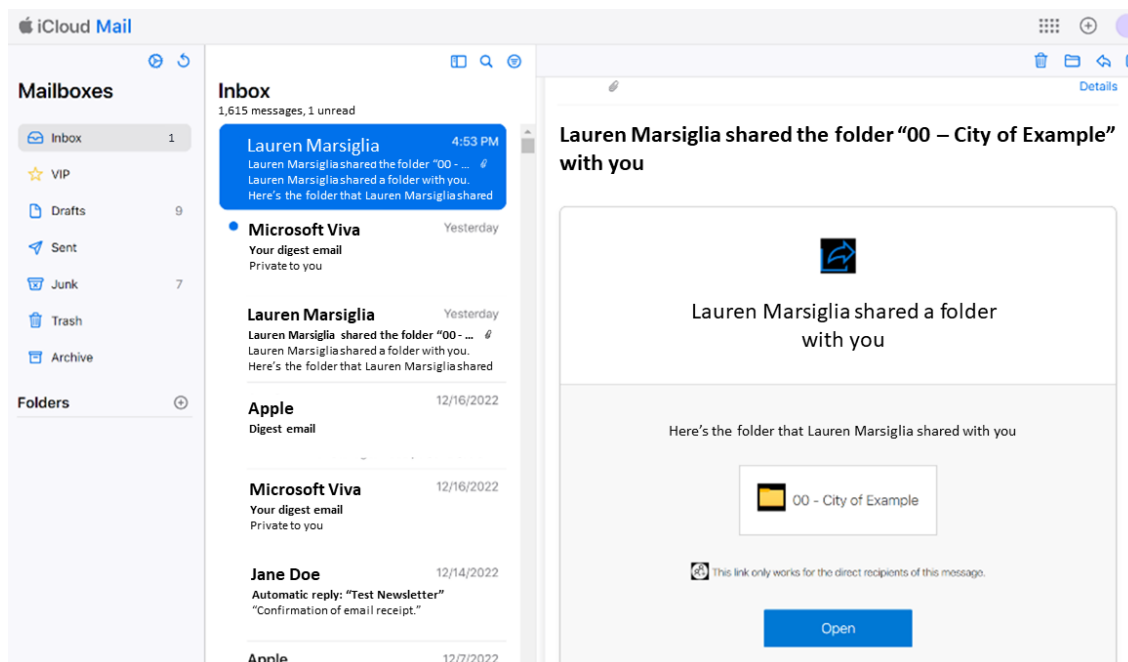
Please click "Open" to access your individualized folder. If you do not see an email from an RRGP staff member with your individualized folder, please check your Spam or Junk mail. If it is not in your Spam or Junk mail, please email RRGP staff through the RRGP Contact Information below.

After you click "Open," your web browser should automatically open your individualized folder, which will look similar to this:
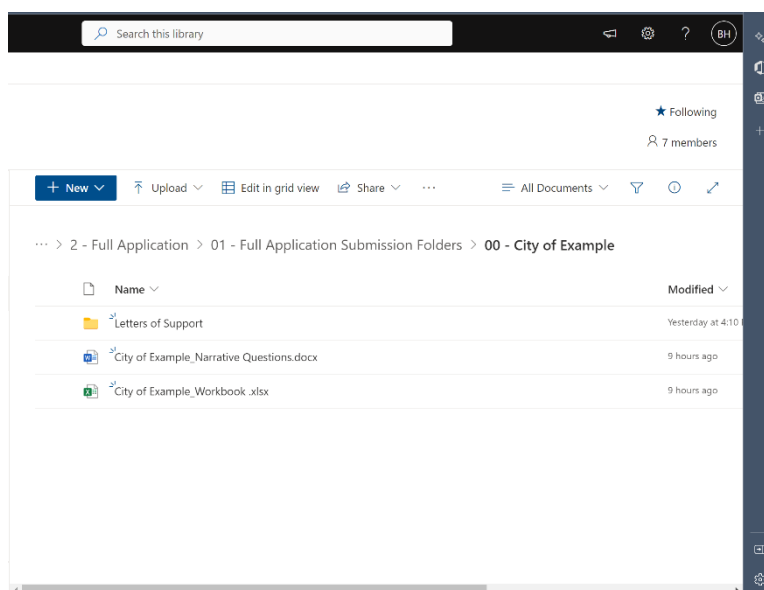
Depending on your email provider or security settings, SharePoint may send you a confirmation email with a confirmation code that you will need to access the SharePoint folder.

Applicants who need help troubleshooting, are unable to access an online application through the RRGP SharePoint folder, or who may experience any ADA accessibility issues with application materials may contact RRGP staff for help through the RRGP Contact Information below.

Application File Structure and Naming Conventions

All application materials are provided in a defined file structure. Applicants will download the template folder and work on the application from their own computers. Applicants must complete the application according to the file structure and label application materials using the naming convention shown below. Once the application is complete, upload the final application materials to SharePoint.

MAIN FOLDER OF THE GRANT APPLICATION

Save the Narrative Questions, Application Workbook, Proof of Alignment with Relevant Planning Processes, and Community Engagement Plan documents in the main folder using the following naming convention:

[Applicant Name]_[File Name]

1. Narrative Questions: Use the following naming convention for the file submitted for the Narrative Questions:

[Applicant Name]_[File Name]

For example: City of Example_Narrative Questions

2. Application Workbook: Use the following naming convention for the Application Workbook:

[Applicant Name]_[File Name]

For example: City of Example_Workbook

3. Proof of Alignment with Relevant Planning Processes: If attaching a copy of a draft, in-progress, or completed local, regional, tribal, or statewide plans the project is aligned with, use the following naming convention for the Proof of Alignment with Relevant Planning Processes:

[Applicant Name]_[File Name]

For example: City of Example_Project Alignment

If there are multiple documents, use -

[Applicant Name]_[File Name]_1 of [total # of documents]

For example: City of Example_Project Alignment_1of3

4. (Optional) Letters of Support: Separate folders are included for the Letters of Support. Instructions for completing the Letters of Support are in the "Application Uploads" section of this document. Use the following naming convention for all files:

[Applicant Name]_[File Name]

If there are multiple documents, use -

[Applicant Name]_[File Name]_1 of [total # of documents]

For example: City of Example_Letter of Support_1of3

5. (Optional) Community Engagement Plan: Use the following naming convention for the optional Community Engagement Plan:

[Applicant Name]_[File Name]

If there are multiple documents, use -

[Applicant Name]_[File Name]_1 of [total # of documents]

For example: City of Example_Community Engagement Plan_1of3

Application Uploads

Completed Applications will include the following application materials:

1. NARRATIVE QUESTIONS

2. APPLICATION WORKBOOK TEMPLATE TO PROVIDE:
- Applicants Summary
- Work Plan
- Budget

3. PROOF OF ALIGNMENT WITH RELEVANT PLANNING PROCESSES

Attachment options:

Option 1. Clearly highlight or directly quote the exact section of the relevant draft, in-progress, or completed local, regional, tribal, or state plan etc., that the project aligns with in application responses in the Narrative Questions document. Include the links or attachment to the plan. In those attachments, highlight the relevant sections and language.

Option 2. Include the links or attachments of the relevant draft, in-progress, or completed local, regional, tribal, or state plan etc., that the project aligns. In those attachments, highlight the relevant sections and language.

Option 3. If completed plans are not available, provide links or attachments to reports, draft documents or in-progress plans, or frameworks that the project aligns with. In those attachments, highlight the relevant sections and language.

4. (OPTIONAL) LETTERS OF SUPPORT

Letters of support are optional and can be from organizations and community members who are not part of the Full Application.

5. (OPTIONAL) COMMUNITY ENGAGEMENT PLAN

Attaching a community engagement plan is optional to show the project's plan to meaningfully engage communities throughout the project's timeline.

Submission Standards

Applications must meet all eligibility requirements upon submission. Applications with material inconsistencies will not be rated and ranked. Applicants are prohibited from changing the application after submission. It is the applicant's responsibility to ensure that the application is clear, complete, and accurate.

After the application deadline, RRGP staff may request clarifying information or ask where the application-specific information is located if such information does not affect the competitive rating of the application. RRGP staff will not request or accept information, whether written or oral, if this information would result in a competitive advantage to an applicant or a competitive disadvantage to other applicants.

Application Support

During the application process, direct questions to ICARP staff through the RRGP Contact Information listed below. Applicants may ask questions during application webinars or submit written questions via electronic mail.

Staff will hold at least eight Application Workshops and ensure that the workshops are accessible virtually and via phone. RRGP staff will provide instructions on using the RRGP Application Microsoft SharePoint folder during the application webinars. Those unable to attend a webinar may request application information from RRGP staff directly.

RRGP staff will offer drop-in Application Support office hours and the opportunity to meet 1:1 with OPR staff to discuss application questions throughout the entire application period. ICARP will respond to questions at a high level on the RRGP Frequently Asked Questions (FAQs) webpage and announce the release of the FAQ through ICARP e-blasts.

Application Review

RRGP Staff will review all Applications to ensure that all required documentation is submitted, and the Application is complete. RRGP Staff will let Applicants know if they are missing Application information. After contacting the Applicant about missing information, RRGP Staff will consider the Application to be incomplete if the Applicant does not provide the missing information within two business days. See the Application Checklist or the list under Application Uploads for the required application materials.

Application Scoring

OPR RRGP staff will first evaluate applications to ensure that they are both eligible and complete. The staff and an interagency review panel will evaluate applications using the scoring criteria in Sections "3.2. Application Components & Scoring Criteria" and "4.5.

Application Review Process and Scoring" in the RRGP Guidelines. Applicants will receive a single score out of 100 points. RRGP staff will recommend awards based on these scores. Applications to the competitive and set-aside funds will be subject to the same scoring criteria.

RRGP Contact Information

Any verbal communication with ICARP staff concerning this solicitation is not binding to the State and will in no way alter a specification, term, or condition of the solicitation. Direct any written communication, including any questions, to assigned ICARP staff using the contact information below.

> Integrated Climate Adaptation and Resiliency Program (ICARP)
> Governor's Office of Planning and Research
> Telephone: (916) 720-4439
> E-mail: icarp.grants@opr.ca.gov