Integrated Climate Adaptation and Resiliency Program

Adaptation Planning Grant Program

Round 1 DRAFT Program Guidelines

FY 2022 - 2023

Adaptation Planning Grant Program (APGP)
Administered by the Office of Planning and Research (OPR)

What is the APGP?

The Adaptation Planning Grant Program (APGP) leverages $25 million to fund local, regional, and tribal communities in integrated climate adaptation planning. By facilitating climate adaptation planning, APGP supports the development of climate-resilient projects across the State.

What is Climate Adaptation?

Adaptation to climate change refers to an adjustment in natural or human systems to a new or changing environment, whereas resilience describes the capacity of any entity to prepare for disruptions, recover from shocks and stresses, and adapt and grow from a disruption. California communities are experiencing more frequent, prolonged, and severe impacts of climate change, including extreme heat, flooding, wildfires, drought, extreme weather events, and sea level rise. Preparing for these changes is climate adaptation.

What activities does the APGP fund?

APGP provides communities the resources to:

- Identify climate resilience priorities
- Engage in integrated climate planning
- Plan social and physical climate resilient infrastructure projects
- Strengthen local coordination, leadership, knowledge, and skills to implement co-beneficial projects and increase access to additional state and federal funding

Who informed the development of the APGP?

Over 450 community members, state, regional, and federal agencies, local governments, California Native American Tribes, Community-Based Organizations and advocacy groups informed the development of the APGP through a transparent process that included convenings, listening sessions, focus groups, informant interviews, and public workshops.

Who is eligible to apply?

Eligible Applicants include local public entities, California Native American Tribes, community-based organizations, and non-profits.

How do you apply?

- Applicants complete the [Request for Full Application – APGP Intent Survey](#) from November 7, 2022 to March 31, 2023.
- On January 6, 2023, staff will release the public Notice of Funding Availability and applications via Microsoft SharePoint to Applicants who completed the Survey.
- All application materials are due before 5:00 p.m. March 31, 2023.

For more information – visit the [APGP website](#) and sign up for the [APGP email list](#)

Table of Contents

I. Introduction

A. Background

The Governor's Office of Planning and Research (OPR), through the Integrated Climate Adaptation and Resiliency Program (ICARP) received $25M to fund the Adaptation Planning Grant Program (APGP) through the State's 2021-2022 Budget [Senate Bill (SB) 170 (Skinner, 2021)], which funded ambitious measures to build climate adaptation and resilience through planning, research, capacity building, restoration, and sustainable infrastructure. The APGP advances ICARP's statutory mission to develop a cohesive, equitable, and integrated response to the impacts of climate change through direct funding support for local, regional, and tribal adaptation planning across California [SB 246 (Wieckowski, 2015)]. The APGP will fund integrated climate planning activities throughout the State.

For an overview of current state laws associated with climate adaptation and resilience see Appendix B.

B. Program Summary

OPR through ICARP administers the APGP and received $25M in Fiscal Year (FY) 2021-2022 to implement the program through the provision of grants and staff support. The APGP Grant Guidelines include relevant information for potential Applicants, including the components and criteria that should be submitted in an application. Applications can request between $150,000 and $650,000 in total state funding for planning projects spanning thirty months.

The program will be administered in three rounds. Below is the anticipated funding available for each round:

- Round 1 (FY 22-23): $6,600,000
- Round 2 (FY 23-24): $6,600,000 (TBD)
- Round 3 (FY 24-25): $6,600,000 (TBD)

C. Program Goals

As California experiences accelerated impacts of climate change, many communities are faced with planning for and responding to cascading and compound impacts (e.g., flooding and landslides following wildfires, or riverine flooding due to sea level rise). The APGP provides funding to help fill planning needs, provides communities the resources to identify climate resilience priorities, and supports the development of climate resilient projects across the State.

The key priorities and goals of ICARP's APGP are the following:

- **Explicitly and meaningfully prioritize equitable outcomes**, particularly in the most vulnerable communities, by establishing an inclusive funding program that removes barriers for Applicants and ensures that awardees represent a wide geographic, economic, and population diversity.

- **Encourage communities to equitably plan for and respond to multiple climate risks** by centering the needs of vulnerable communities and supporting an all-risk approach to adaptation planning. These grants encourage communities to conduct integrated planning activities.
- **Support integrated social and physical infrastructure planning to achieve community resilience.** The program provides flexible funding to meet multi-sector/issue planning needs that intersect with climate risks, including but not limited to public health, land use, transportation, economic, housing, natural resource management, public infrastructure, and hazard mitigation issues.
- **Build statewide capacity to plan for and implement equitable planning strategies** by supporting peer-to-peer learning, communities of practice, information sharing, and publishing replicable case studies in the State Adaptation Clearinghouse.
- **Embed equity into the planning process, from project visioning through project evaluation,** by increasing opportunities for shared decision-making, utilizing inclusive processes, and actively remedying historic underinvestment by fairly distributing access to the benefits and privileges associated with community investment.

D. Program Timeline

The proposed timeline below is subject to change. The most up-to-date timeline can be found on the APGP website.

Milestones	Dates
Guideline Public Comment Period	September 28, 2022 – October 28, 2022
Request for Full Application: APGP Intent Survey Launch	November 7, 2023
Solicitation Release	January 6, 2023
Application Webinars	January 6, 2023 – March 31, 2023
Deadline for Submitting Applications by 5:00 p.m.	March 31, 2023
Anticipated Notice of Recommended Awards Posting Date	May - June 2023
Anticipated Start Date	June 2023
Anticipated End Date	January 31, 2026
Invoice Deadline	June 30, 2026

II: Planning Grant Program

A. Eligibility

Lead Applicants

Eligible Applicants may include, but are not limited to:

- **Local Public Entities**, including cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), and Councils of Governments (COGs). Public entities may also include California institutions of higher education, districts (including school districts and special districts), public authorities, public agencies, political subdivisions, and public corporations (California Government Code (GC) § 881.2). This definition does not include state agencies.

- **California Native American Tribes (Tribes),** including Native American Tribes that are 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).

- **Community-Based Organizations**, including, but not limited to 501(c)(3) nonprofit organizations, non-governmental organizations, philanthropic organizations, foundations, and other organizations with a history of representing vulnerable communities. Organizations, collaboratives, networks, and projects that are fiscally sponsored by any of the organizations, and those fiscally sponsored by academic institutions, are also eligible. In this case, the Applicant need not be 501(c)(3) organizations but should be legal entities authorized and empowered to enter contracts and hold funds.

For-profit entities and community members are *not* eligible to apply as lead Applicants or fiscal sponsors but can be subcontracted to provide research or other services.

Co-Applicants & Partnership

There should be a minimum of one (1) Co-Applicant in addition to the Lead Applicant. More than one (1) Co-Applicant is encouraged. See the Public Entity Support and Community Partnership sections below for more detail.

Collectively, "Lead Applicants" and "Co-Applicants" are referred to as "Applicants".

PUBLIC ENTITY SUPPORT

Either the Lead Applicant or one of the Co-Applicants should be a public entity or Tribe. Community-based organizations should partner with a local public entity or Tribe as listed above to ensure that planning efforts funded can ultimately be implemented by local, regional, or tribal entities.

If public entity support is not feasible, community-based organization Applicants are required to submit an explanation in their application as to why partnership with a public entity or Tribe is not feasible and a letter of support from a local public entity. Additionally,

Tribes are not required to partner with a public entity or other Co-Applicants, nor required to submit any justification.

COMMUNITY PARTNERSHIP SUPPORT

Public entities should partner with a community-based organization to ensure that planning efforts are centering the needs of vulnerable communities.

Strong and diverse partnerships will be comprised of partner entities that bring unique strengths and approaches that are community informed with a proven track record of engaging communities in those ways. Diverse partnerships will represent but are not limited to community-based organizations, public water related agencies in their study area (such as flood control), retail water agencies, water recycling agencies, groundwater management agencies, local health jurisdictions, local health departments, health equity-focused CBOs, vulnerable communities, representatives of disadvantaged communities, Tribes, educational institutions, local businesses, and other interest groups. Applicants should also submit an explanation of the partnership structure and roles and responsibilities of each partner in the narrative section of the application.

If a community partnership is not feasible, Applicants should submit a written explanation and/or a plan to engage with the community and build community partnership opportunities. Community partnership plans should identify key interest groups and other potential partners early in the application and plan development process, using proven methods of community engagement such as participatory budgeting or the creation of an advisory board (for guidance and examples of community engagement methods during an adaptation planning process, see the California Adaptation Planning Guide (2020).

If California Native American Tribes or California tribal communities are the Lead Applicants or Co-Applicants, Tribes' sovereign status should be respected and upheld throughout the development of the partnership. The partnership should outline measures that will be taken to protect Tribal data sovereignty and the confidentiality of Tribal data and traditional ecological knowledge collected or shared as part of the grant activities.

While we encourage state and federal partnerships, for the purposes of this grant program, state and federal agencies cannot be listed as a Co-Applicants. This includes all regional conservancies, councils, and commissions listed on the State Agency Listing.

LIMITED WAIVERS OF SOVEREIGN IMMUNITY

OPR acknowledges the sovereignty of Federally recognized Tribes. Federally recognized Tribes serving in this role of Lead or Co-Applicant will not be required to submit a limited waiver of sovereign immunity to OPR.

Consistency with Existing Local, Regional, or Statewide Plans and Alignment with the Best Available Science

Applicants should demonstrate that proposed projects are consistent with relevant local, regional, or statewide plans and use the best available science. For plans Applicants can reference the California Climate Adaptation Strategy, the California Extreme Heat Action Plan, other state plans, city or county general plans, local hazard mitigation plans, climate action plans, tribal-led plans, integrated regional water management plans, other local plans, local designations, zoning, building intensity, and density requirements, design guidelines,

housing elements and applicable goals, policies, and programs. For alignment with the best available science Applicants can reference data, findings, projections, and models within the most current California Climate Change Assessments, Scoping Plan, and/or other relevant science-based resources. An Applicant should demonstrate consistency by describing the proposed project's alignment with existing, relevant plans and how the proposed project incorporates best available science in the application narrative.

Note that planning projects may also include efforts to revise land use plans consistent with the jurisdiction's goals and policies. Plans should also consider any anticipated growth in population or density in the communities the proposed project or plan will serve, including accounting for population growth due to planned housing development. If an Applicant does not demonstrate consistency with a jurisdiction's goals and policies, and its proposed project does not include an effort to update the goals and policies to remedy that inconsistency, the Applicant should explain the reasons in the application. The Applicant should also explain how its proposed project is still consistent with the goals and priorities of the APGP.

Consideration of Vulnerable Communities

All proposed projects should consider and address how the project will serve Vulnerable Community members, including Access and Functional Needs Communities (AFN) and Disadvantaged Communities.

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

While not an exhaustive list, the following tools and data can be used to identify climate vulnerable communities. As no single tool is currently capable of identifying all vulnerable communities, each Applicant is encouraged to use a combination of at least two tools from the list below to identify their unique, vulnerable communities.

- CalEnviroscreen 4.0 (CES)- CalEnviroScreen can be used to describe the disadvantaged communities based on historic pollution exposure and socio-economic indicators within the physical scope of the proposed project.
- California Healthy Places Index (HPI) – The Healthy Places Index is a dataset and online tool that maps local factors that predict life expectancy and compares community conditions across the State. HPI provides overall scores and data on specific policy action areas that shape health, such as housing, transportation, education, and more.
- Climate Change & Health Vulnerability Indicators for California (CCHVI)– CCHVI can be used by local health partners and planners to identify people and places that are more susceptible to adverse health impacts associated with climate change, specifically extreme heat, wildfire, sea level rise, drought, and poor air quality.
- Access and Functional Needs (AFN) Web Map– Can be used to assist emergency managers and planners to identify Access and Functional Needs Communities.

- The Social Vulnerability Scores from the Federal Emergency Management Agency's (FEMA) National Risk Index– The Social Vulnerability Scores can be used to determine susceptibility of social groups to adverse impacts from current and historic natural hazards for each United States county and Census tract.

See Appendix D for additional guidance and resources.

B. Examples of Eligible and Ineligible Planning Activities

Eligible Activities

The following examples of eligible adaptation planning activities derive from feedback provided throughout the 2022 Adaptation Planning Grant Program's Listening Sessions and are structured around the California Adaptation Planning Guide (2020), which outlines a step-by-step process broken into four planning phases that communities can use to plan for climate change. The guide is designed to be flexible and responsive to community needs and includes summaries of statewide guidance, resources, examples, and tools throughout each phase. Additionally, equity and community engagement are integrated throughout all phases and should be considered for all proposed activities.

Activities eligible for reimbursement must fit into one or more of the four phases included below, as defined by the California Adaptation Planning Guide. While the following eligible activities are outlined **in phases, eligible project activities can occur at any stage of this planning framework.** This list includes just some examples of eligible activities and is not comprehensive. Note, there are no specific funding allocations related to the four-phase breakdown.

PHASE 1: EXPLORE, DEFINE, AND INITIATE

Adaptation planning efforts should start with Phase 1, or a scoping phase. Scoping activities, such as the examples below, can help establish the basic aspects of the planning effort, the issues it could address, and who might be involved. Making these decisions at the beginning of the process helps ensure that the planning effort will be thorough, integrated, and equitable.

- Identification of goals, objectives, and scope of work for an adaptation planning activity or set of activities through community visioning and engagement activities.
- Development of educational resources, training, technical assistance and other capacity-building resources for decision-makers, planners, and community members to provide the knowledge and resources necessary for preparing and/or contributing to a useful and meaningful planning product or suite of products.
- Design or enhancement of community outreach and engagement approach that results in the innovative and meaningful program(s) and/or practice(s) built upon the input and expertise of diverse interested parties, including public entity staff, community-based organizations, workforce development boards, climate-impacted and overburdened individuals and groups.
- Mobilizing volunteer efforts, Cal Volunteers programs, or other community service programs in support of other planning activities.

- Creation or enhancement of collaboratives, working groups, public-private partnerships, and advisory bodies to build community capacity for participating in an adaptation and hazard mitigation planning activity or set of activities.
- Identification of goals, objectives, and scope of work for a hazard mitigation planning activity, Local Hazard Mitigation Plan (LHMP), or set of activities through community visioning and engagement activities.
- Identification of one or more funding or financing sources to complement current or future activities, such as the following federal funding programs: FEMA's Hazard Mitigation Assistance Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), Fire Management Assistance Grant (FMAG), and HUD's Community Development Block Grant Mitigation (CDBG-MIT) program. For State programs, explore these Resilience Funding Summary Charts.
- Creation or enhancement of collaboratives, working groups, and public-private partnerships to build community capacity for participating in a hazard mitigation planning activity or set of activities through community visioning and engagement activities.

Learn more about Phase 1. Review Phase 1 resources in Appendix D.

PHASE 2: ASSESS VULNERABILITY

Phase 2 includes vulnerability and risk assessment activities that help to identify and characterize the climate hazards and other climate effects a community faces. Phase 2 dives deeper into the planning process, creating a more comprehensive assessment of vulnerability to climate change effects, while helping users align their vulnerability studies with the latest state and federal resources and requirements.

- Development of a climate vulnerability assessment or suite of assessments that identify and characterize the climate hazards and other climate effects a community and/or place faces. This includes identification of exposure and sensitivity to climate hazards, assessment of potential impact and adaptive capacity, and then identification of vulnerability to climate impacts, including social conditions. If a public entity is a lead Applicant, the Applicant should review all requirements implemented by SB 379 and SB 1035 (chaptered at GC 65302(g)(4)) to ensure compliance with these statutes.
- Development of a risk assessment that includes information on previous occurrences of hazard events and the probability of future hazard events, and an overall summary of each hazard and its impact on a community, housing and mobile homes, and critical infrastructure.
- Community engagement and collaboration with diverse interested parties to identify neighborhood strengths, assets, and climate change effects (ex. participatory asset mapping, storytelling timelines, and community-based participatory research), and incorporation of these community-driven identifications into a vulnerability assessment or suite of assessments.
- Execution of studies and analyses (e.g., analysis of fiscal impacts) that inform a community's efforts to address the impacts of climate change.
- Development of a FEMA-approved Benefit-Cost Analysis (BCA) to quantify the future risk reduction benefits of a hazard mitigation project.

Learn more about Phase 2. *Review Phase 2 resources in Appendix D.*

PHASE 3: DEFINE ADAPTATION FRAMEWORK AND STRATEGIES

Phase 3 activities prepare and solidify the community's adaptation framework, which identifies specific policies and implementable strategies for adapting to climate change, thus making the community more resilient.

- Preparation, adoption, and implementation of a general plan or general plan element(s) that incorporate(s) climate risk, aligned with GC § 65302(g)(4).
- Preparation, adoption, and implementation of another plan or suite of plans that incorporate climate risk (ex. community plans, specific plans, corridor plans).
- Preparation, adoption, and implementation of climate action and/or adaptation plan.
- Preparation, adoption, and implementation of a mitigation strategy that identifies a comprehensive range of specific mitigation actions and potential projects to reduce the effects of natural hazards, with an emphasis on new and existing buildings and infrastructure.
- Community engagement to identify strategies and actions responsive to local climate risks.
- Incorporation of shared data, vision, strategies, and processes across suites of plans to promote alignment and integration.

Learn more about Phase 3. *Review Phase 3 resources in Appendix D.*

PHASE 4: IMPLEMENT, MONITOR, EVALUATE, AND ADJUST

Phase 4 activities use the adaptation framework to prepare an implementation program that puts adaptation strategies into action.

- Preparation of an action plan, or funding plan to put a strategy or set of strategies into action.
- Preparation of federal implementation grant applications or other similar grant funding opportunities.
- Preparation of a Local Hazard Mitigation Plan (LHMP) to be eligible for FEMA hazard mitigation assistance funding.
- Incorporation of the most recently updated LHMP into a General Plan Safety Element. Assembly Bill (AB) 2140 (Gov. Code §§ 65302.6 and 8685.9) allows jurisdictions to be eligible to apply for state funding to cover the local match (6.25%) of FEMA Public Assistance (PA) costs for recovery activities after hazard events, if the local jurisdiction incorporates their LHMP into the Safety Element of their General Plan.
- Complete application development for another State or Federal climate resilient infrastructure or hazard mitigation funding program.
- Creation of a monitoring program to track future strategy implementation, and establishment of an accompanying evaluation process to assess how long the strategy(ies) and accompanying vulnerability assessment(s) will serve the community.
- Evaluation, updating, and streamlining of various policies and codes currently enforced by local departments (e.g., public works, health and safety, fire, water, parks, and open space, etc.) to incorporate climate risk and resilience.

- Identifying and preparing project sites for implementation of a community adaptation strategy or set of strategies, including site identification, feasibility studies, and planning for project readiness.
- Community engagement and collaboration activities in support of any of the above.

Learn more about Phase 4. *Review Phase 4 resources in Appendix D.*

Ineligible Activities

Some activities, tasks, project components, etc. are not eligible under this grant program. If an application has any of the following elements, it will be disqualified.

- Implementation of construction projects, including:
  - Direct and indirect construction costs
  - Initiation documents
  - Engineering plans and design specification work
  - Capital costs or maintenance costs
- Legislative lobbying and lawsuits
- Environmental studies, documents or other activities conducted to comply with the California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA).

D. Application

Planning grants will be evaluated and awarded through a competitive process. The APGP will use a two-phased application process for all Applicants. Applications will be submitted electronically and ICARP staff will provide additional information about the application process with the Notice of Funding Availability (NOFA) and Application materials.

Phase 1: Request for Application Materials: APGP Intent Survey

In Fall 2022, staff released a Request for Full Application - APGP Intent Survey which constitutes the first phase of the application process. Prospective Applicants, comprised of a Lead Applicant and/or Co-Applicant(s), are required to complete the Survey to indicate their intent to apply and gain access to an individualized SharePoint folder which contains all Application Materials. Completed Surveys will be accepted on a rolling basis from November 7, 2022, to March 31, 2023. Completing the Survey also allows prospective Applicants to provide a broad overview of their proposed project, contact information, and estimated budget. APGP staff strongly encourage Applicants to fill out the survey as soon as they are able.

The Survey consists of the following questions:

A. Project Name [Short Answer]

B. Project Description [Long Answer]

C. Project Phase, per California Adaptation Planning Guide (2020) [Multiple Choice]

D. Estimate Project Cost [Short Answer]

E. Identify Intent to Apply for Other State Funding Opportunities [Single Choice]

F. List of State Funding Opportunities Applicant(s) Intend to Apply to [Long Answer]

G. Lead Applicant Contact Information [Short Answer]

H. Co-Applicant(s) Contact Information [Short Answer]

Phase 2: Full Application

On January 6, 2023, staff will release the APGP Notice of Funding Availability (NOFA) and Full Application which constitutes the second phase of the application process. The full application and application materials will be released via individualized SharePoint folders to all prospective Applicants who completed the Request for Application Materials: APGP Intent Survey. All application materials are due by **5:00 p.m. March 31, 2023**. Completed Applications will consist of the following application materials:

- Narrative Questions

- Application Workbook to provide Applicant(s) Summary, Work Plan, and Budget

- Up to three Letters of Support

All of these Application materials and associated templates are available in the individualized APGP SharePoint folders.

Staff will hold at least three Application Workshops that will provide additional information and assistance to prospective Applicants seeking to apply to the program. ICARP staff will ensure that the workshops are accessible virtually and via phone.

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. ICARP will post a summary of all applications received prior to funding decisions.

Below is a summary of the Full Application components to be submitted on SharePoint:

PROJECT NARRATIVE

- Project Vision & Priorities (250 words)
- Community Need & Adaptive Capacity (750 words)
- Co-Benefits (250 words)
- Community Partnership (500 words)
- Budget Justification (250 words)

ADDITIONAL DOCUMENTATION

- Application Workbook

    o Applicant Summary

    o Work Plan

        ▪ Adhere to up to thirty-month anticipated end date and contain clear timelines, discrete tasks, and detailed deliverables.

        ▪ *See Appendix F for more information.*

- o Budget

  - ▪ Budget containing sufficient detail, broken down by task and line item, and are accompanied by all necessary supporting justifications.

  - ▪ *See Appendix G for more information.*

- Letters of Support

  - o Up to three letters of support from the local, and/or regional communities, CBOs, elected officials, and appointed leaders.

  - o Letters of support should include, but not be limited to:

    - ▪ Community Partnership justification and approval

    - ▪ Budget justification and approval, including for additional funding that may be required to complete the full scope of the project

- Documentation that the application meets all eligibility requirements described in the Eligible Applicants

Application Review Process

APGP 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 below. Applicants will receive a single score out of 100 points. APGP staff will recommend awards based on these scores.

Questions

Direct questions to ICARP staff through the address or contact information listed below:

> Integrated Climate Adaptation and Resiliency Program (ICARP)
> Governor's Office of Planning and Research
> 1400 Tenth Street Sacramento, California 95814
> Telephone: (916) 758-0597
> E-mail: icarp.grants@opr.ca.gov

Applicants may ask questions during application webinars or submit written questions via mail or electronic mail. APGP staff will offer drop-in technical assistance office hours and the opportunity to meet 1:1 to discuss application questions throughout the entire application period. ICARP will respond to all questions with a high-level question-and-answer document that will be posted on the APGP webpage and shared with all intent survey respondents and announce the release of this document through ICARP e-blasts.

Third-party technical assistance is not currently available for Applicants to the APGP. In subsequent rounds of the APGP, ICARP intends to allocate additional funding to provide third-party technical assistance providers to assist with application development, implementation, and evaluation. See Post Award Technical Assistance in Appendix L.

Any verbal communication with ICARP staff concerning this solicitation is not binding on the State and will in no way alter a specification, term, or condition of the solicitation. Therefore,

all communication should be directed in writing to assigned ICARP staff using the contact information above.

E. Scoring Criteria

The following scoring criteria will be applied to full applications. APGP Staff and Interagency Panel Reviewers will score each section based on a list of questions, but project proposals are not required to address all listed questions. Project proposals are not required to address the entire list of questions. Project proposals may be awarded points based on both the number of elements addressed, as well as the extent to which each element is incorporated into the planning activities. Additional information on the application process will be provided in the Notice of Funding Availability (NOFA).

Category	Description	Total Points (100)
Project Vision & Priorities	Develop a vision statement that thoughtfully describes the local area, climate issues, and clearly conceptualizes how the goals, objectives, and aspirations of the proposed project will build climate adaptation and resilience.	15 points
Community Need & Adaptive Capacity	Identify and describe the vulnerable communities and how the proposed project will address their needs. Outline a process to identify planning activities based on the needs of vulnerable communities and prioritize these projects based on feasibility.	40 points
Co-Benefits	Proposed planning activities should provide multiple co-benefits in addition to climate adaptation and hazard mitigation (such as but not limited to: greenhouse gas emissions mitigation, social equity, environmental, and/or economic co-benefits).	10 points
Community Partnership	The community partnership structure is how the Applicant, partners, and other interested parties organize themselves, facilitate project management, and network to build adaptive capacity.	20 points
Budget Justification	The proposed budget narrative will accompany the proposed budget and will provide a written explanation of budget allocations, describing details and rationale for proposed expenditures.	15 points

Project Vision & Priorities

15 points

Develop a vision statement that thoughtfully describes the local area, climate issues experienced by the most vulnerable communities, and clearly conceptualizes how the goals,

objectives, and aspirations of the proposed project will build climate adaptation and resilience.

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Does the project align with or advance an integrated approach to climate adaptation (i.e., does the project align with the approach to climate adaptation and greenhouse gas mitigation described in the 2017 ICARP Vision Statement and ICARP's seven adaptation principles to guide actions for achieving this vision)?

- Is the project consistent with the State's Planning Priorities, State Hazard Mitigation Plan (2018), and/or the 2021 California Climate Adaptation Strategy or Extreme Heat Action Plan's priorities, and/or other sector and climate impact-specific local plans?

EXAMPLE SCORING:

- **High (10-15 points)**: Applicant effectively describes the project, how the project will align with ICARP and APGP vision and goals, how it will achieve specific equitable outcomes that build climate adaptation and resilience, and thoughtfully addresses the input and needs of the community, especially vulnerable communities.
- **Medium (5-9 points)**: Applicant adequately describes the project and how the project will align with ICARP and APGP vision and goals but does not adequately describe how the project actions will address the knowledge gaps and needs of the community, especially vulnerable communities.
- **Low (0-4 points)**: Applicant minimally describes or does not include how the project will align with ICARP and APGP vision and goals to build climate adaptation and resilience, and/or does not clearly address the local knowledge gaps or needs of vulnerable communities.

Community Need & Adaptive Capacity

40 points

Vulnerable communities have less adaptive capacity to cope with, adapt to, and recover from climate impacts. Using the tools and resources outlined in the sub-section above titled "Consideration of Vulnerable Communities," identify and describe the vulnerable communities and how the proposed project will address their needs. Using tools and resources outlined in Appendix D, outline a process that identifies planning activities based on the needs of vulnerable communities and prioritizes these projects based on feasibility. If specific planning activities have already been prioritized, describe the community engagement process that was conducted to ensure that the needs of vulnerable communities will be prioritized.

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Does the project effectively describe the vulnerable communities' needs (see Section A: Consideration of Vulnerable Communities)?

- Were vulnerable communities, or organizations representing vulnerable communities, included in project design scoping and identification of priority objectives prior to submission of the project proposal?

- Does the project prioritize building and/or reconfiguring infrastructure and services that enhance the adaptive capacity of the most vulnerable communities?

- Does the project seek to prevent climate-related displacement and involuntary migration of vulnerable communities by developing social safety nets that support climate adaptation?

- Will the proposed project utilize local and/or regional climate projections to further identify climate risks and exposures, describe additional impacts of climate change risks and exposures on the community, and identify and prioritize climate adaptation measures and objectives that address such impacts (See Appendix D for additional guidance and resources)?

EXAMPLE SCORING:

- **High (30-40):** Applicant clearly describes the community needs and anticipated priority climate issues by providing thoughtful insights from publicly available and local data sources and community engagement efforts. Applicant clearly prioritizes the decision-making authority of vulnerable communities, identifies gaps in the data or knowledge about climate issues and potential impacts and how these gaps will be addressed, and clearly identifies actions that will enhance the adaptive capacity of vulnerable communities. Applicant is in a group outlined as a funding target.
- **Medium (16-29)** Applicant adequately describes the priority climate issues experienced by vulnerable communities within the project area, broadly addresses gaps in the data or knowledge about climate issues and potential impacts, and adequately develops actions that will enhance the adaptive capacity of vulnerable communities.
- **Low (0-15):** Applicant minimally or does not describe priority climate issues experienced by vulnerable communities within the project area and addresses little to no gaps in the data or knowledge about climate issues and potential impacts. Little descriptions are provided to describe actions that will enhance the adaptive capacity of vulnerable communities.

Co-Benefits

10 points

Proposed planning activities should provide climate change adaptation co-benefits (such as social equity, greenhouse gas mitigation, economic, and/or environmental co-benefits). Applicants are encouraged to think systematically about the interconnectedness of the climate impacts facing their community by describing what benefits the project offers beyond climate resiliency, and how the project provides multiple benefits across sectors and climate issues.

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Does the proposed project effectively incorporate nature-based or green infrastructure solutions, which can reduce a range of climate risks (e.g., drought, heat, flooding, sea-level rise, extreme precipitation/weather, wildfire, etc.) while providing co-benefits (e.g., improved public health, safety, or environmental conditions)?

- Does the proposed project prioritize any of the following?
    - **Social services** that support climate adaptation and co-benefits such as education access, poverty alleviation, housing security, economic inclusion, and food security.
    - Building **climate-responsive energy solutions** that improve community capacity to respond to supply deficits and provide greenhouse gas emissions mitigation co-benefits.
    - Investigating **innovative financing solutions** to provide co-benefits.

EXAMPLE SCORING:

- **High (7-10):** Applicant clearly describes how the project will maximize economic, environmental, public health, and other co-benefits to vulnerable communities within the project area.
- **Medium (4-6):** Applicant adequately describes how the project will maximize economic, environmental, public health, and other co-benefits to vulnerable communities within the project area.
- **Low (0-3):** Applicant minimally or does not describe how the project will maximize economic, environmental, public health, and other co-benefits to vulnerable communities within the project area.

Community Partnership

20 points

Adaptation planning activities are most effective at improving the adaptive capacity of vulnerable communities when they are conducted by, or in close partnership with, those very communities most vulnerable to the impacts of climate change. The community partnership structure is how the Applicant, partners, and other interested parties organize themselves, facilitate project management, and network to build adaptive capacity.

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Is the partnership structure composed of a diverse representation of residents and key interested parties (e.g., community leaders, California Native American Tribes or tribal-serving organizations, labor unions, non-profits, faith-based groups, community-based organizations, academics, economic development institutions, workforce development groups, businesses, representatives from local School District, Community College District, and others)?

- Does the partnership and letters of commitment demonstrate strong community support?

- Do the members of the partnership have track records, and the needed strengths and approaches, that prove they can implement the proposed project in a community-centered way?

- Do the Applicants demonstrate readiness and capacity to implement the proposed work on time and within budget? Do the Applicants demonstrate an ability to manage grants, coordinate amongst diverse partners, and complete fiscal and project management duties, including internal processes for financial tracking and accountability?

While Applicants are strongly encouraged to include robust, diverse, multi-sector partnerships, this is not always possible for communities. In such instances, the Applicant should explain why a partnership is not feasible at this time and/or outline in their application a plan to engage with and build partnership opportunities.

EXAMPLE SCORING:

- **High (15-20):** Applicant clearly describes the diverse representation of partnership organizations in the community partnership structure, especially representation of vulnerable communities, or provides detailed plans to establish such partnerships, in their planning approach. Applicant clearly and thoughtfully describes how the unique assets of each organization will center needs of vulnerable communities and embrace diverse approaches to adaptation planning. The Letters of Support demonstrate that partnership organizations contribute unique strengths and have proven track records of serving their communities.
- **Medium (7-14):** Applicant adequately describes how they have included or intend to include diverse representation of organizations and approaches to adaptation planning. However, it may not be clear how the values of each organization will be leveraged to address the needs of vulnerable communities. The Letters of Support somewhat demonstrate the unique strengths of the partnership organizations and their proven track records of serving vulnerable communities.
- **Low (0-6):** Applicant minimally or does not describe diverse representation of organizations or approaches to adaptation planning, and/or there is little evidence in the application materials that partnership organizations contribute unique strengths and track records of serving vulnerable communities.

Budget

15 points

The proposed budget narrative will accompany the proposed budget and will provide a written explanation of budget allocations, describing details and rationale for proposed expenditures.

APGP Staff and Interagency Panel Reviewers will score this section based on their ability to answer the following questions:

- Does the proposed budget reflect the APGP objectives and align with the project vision, objectives, and activities outlined within the application and work plan?

- Does the proposed budget provide enough detail to understand proposed planning activities are understandable?

- Does the proposed budget provide adequate support for proposed community engagement activities?

- Does the proposed budget allocate resources across entities within the partnership to lead or support specific activities that reflect their strengths and experience?

- Does the proposed budget present reasonable tasks and deliverables, feasible financial projections, and timelines within the grant term that reflect the APGP objectives and vision?

See Additional Documentation for more details.

EXAMPLE SCORING:

- **High (10-15):** The proposed budget clearly discusses the project vision and objectives and work plan. The proposed budget contains sufficient detail, broken down by task and line item, and is accompanied by all necessary supporting justifications. The proposed budget is reasonable and realistic. The proposed budget effectively allocates resources across the co-Applicant structure.
- **Medium (5-9):** The proposed budget adequately discusses the project vision, objectives, and work plan. The proposed budget contains some detail, broken down by task and line item, and is accompanied by all necessary supporting justifications.
- **Low (0-4):** The budget minimally or does not describe how the project aligns with the project vision, objectives, and work plan. The budget lacks detail.

III. Grant Administration

A. Funding Availability

OPR will award $6,600,000 million in FY 2022-23 to implement the program through the provision of grants, staff support, and third-party technical assistance. Grant awards will cover 30 months.

- The application submission period is January 6 - March 31, 2023

- The minimum grant award is $150,000

- The maximum grant award amount is $650,000

- Awarded projects should be completed no later than 30 months after the start of the grant agreement. The anticipated grant agreement start date is May 1, 2023.

The period of grant fund availability spans approximately 30 months for grant project activities after the grant agreement is executed and OPR issues a Notice to Proceed. Refer to Section D. Program Timeline. for details regarding the anticipated grant project start and expiration dates.

Award Amount

Applicants have the flexibility to request the amount of funding needed to carry out the work described in their project proposal for the two-and-a-half-year grant term. Requests should fall within the range of $150,000 to $650,000.

Funding Targets

The APGP intends to fund four (or more) qualifying projects, where the Lead Applicant is a California Native American Tribe or FEMA Hazard Mitigation Assistance (HMA) eligible. The funding targets are intended to prioritize a portion of APGP funding for these specific communities.

APGP recognizes that FEMA HMA funding can be challenging to navigate for many under-resourced communities with limited technical expertise, partnerships, and resources to track and apply to competitive federal funding opportunities. Federally recognized Tribes and EDRCs experience heightened risk to climate change and limited resources to cope with, adapt to, and recover from climate-related disasters.

Unless stated otherwise, the project must meet all APGP grant application requirements. If multiple Funding Target projects apply for grant funding, the same scoring criteria from these guidelines will apply and projects will be ranked. Top ranked projects will be awarded under the funding target and the remaining project(s) will compete with all other submitted applications.

To the extent applications received are not sufficient to meet eligibility requirements, OPR reserves the right to waive or adjust these funding targets.

CALIFORNIA NATIVE AMERICAN TRIBES

The APGP intends to award two (or more) planning projects from California Native American Tribes, an eligible entity having co-ownership with a California Native American Tribe, or an eligible entity established by a California Native American Tribe to undertake climate adaptation planning projects.

This funding target is intended to prioritize a portion of APGP funding for tribal entities and is intended to be designed with maximum flexibility to meet the needs of California Native American Tribes and tribal communities in their climate adaptation processes. The APGP recognizes the critical role that Tribes play in transforming the State's climate adaptation potential and respects the sovereignty of California Native American Tribes and their decision on how they engage with the program. The APGP team is working to ensure funds are accessible and can support tribal-led climate adaptation and resilience projects.

FEMA HMA ELIGIBLE APPLICANT

The APGP intends to award two (or more) project applications for [FEMA's Hazard Mitigation Assistance (HMA) funding programs](#) from either Federally Recognized Tribes, economically disadvantaged rural communities (EDRC), or meets the Justice40 Initiative eligibility, as defined by FEMA.

Federally Recognized Tribes are an eligible applicant for FEMA HMA funding and considered an essential part of FEMA's efforts to build more resilient and better prepared communities.

EDRCs are identified as communities with a population of 3,000 or less, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on the best available data.

The Justice40 Initiative is a whole-of-government effort to ensure that Federal investments flow to disadvantaged communities that are marginalized, underserved, and overburdened by pollution. The Justice40 definition of a disadvantaged community may be characterized by variables including, but not limited to: low income, high and/or persistent poverty, high unemployment and underemployment, racial and ethnic segregation, linguistic isolation, high housing cost burden and substandard housing, distressed neighborhoods, high transportation cost burden and/or low transportation access, disproportionate impacts from climate, high energy cost burden, and all geographic areas within Tribal jurisdictions.

Match Funding and Cost Sharing

No match funding is required. The APGP wishes to fund viable projects. The APGP funding may be used to provide the required match funding to release other funding or grant opportunities. If additional funding is needed in addition to the APGP funding for the project to be executed, details must be provided in the budget and work plan, including the likely timeline for securing the additional funding. Additional funding should be included and referenced in letters of support from project partners and local community organizations.

Eligible Costs

The list below provides eligible costs using grant funds. Applicants should ensure that 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.

- **Program Meeting/Workshop Attendance:** Applicants are recommended to hold a minimum of 3% of their total project budget to participate in program meetings and workshops, including regular check-in meetings. Peer-to-peer learning sessions, and virtual technical assistance events.

- **Travel Costs:** Travel reimbursements should adhere to the State rates and conditions established on the CalHR website, except for "incidentals" and out-of-state travel, which will not be reimbursable under this grant.

- **Language and Information Access:** Personnel or subcontractor costs associated with translation, interpretation, or web design services for meetings, digital content, or printed materials.

- **Evaluation Activities:** Personnel or subcontractor costs associated with the evaluation of project activities and report development.

- **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, training, and other grant activities.

  - Access to proprietary data or research materials to conduct research, market, and feasibility studies, compiling and analyzing community needs-related information studies, and access proprietary data.

  - Facilitation of meetings.

  - Marketing and advertisements.

  - Community participant compensation that is an exchange of payment for services rendered in the development of outreach or work products, and appropriately documented with deliverables such as sign-in sheets or written surveys. Subcontractors and consultants should be qualified to provide services. It is the responsibility of the lead Applicant to comply with all applicable laws.

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

- Rental costs of equipment, facilities, or venues.

- Provision of childcare or dependent-care services for community residents at project 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 purchases 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.

- **New Partnerships:** Applicants may set aside grant funds from the budget to account for new Partners added during the grant term (See Appendix G).

- **Indirect Administrative Costs:** May account for up to 20% of the total APGP award. 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 limited to:

  - Prorated general liability, workers' compensation (may be included in payroll), and automotive insurance.

  - Personnel costs associated with administrative, supervisory, legal, and executive staff.
  - Personnel costs associated with support units, including clerical support, housekeeping.
  - Operating expenses and equipment costs not included as part of direct project costs (functions such as accounting, budgeting, audits, business services, information technology, web design services, janitorial; and rent, utilities, supplies, etc.).

Ineligible Costs

Grant funds may not be used for the following costs and are not reimbursable:

- Indirect costs in excess of 20% of the awarded APGP funds
- Costs that occur outside of the grant agreement term
- Direct lobbying
- Office furniture purchases, or other capital expenditures
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- The following costs associated with community engagement and outreach:
  - Direct cash benefits or subsidies to participants are ineligible. However, participants can be compensated for services rendered. See Eligible Costs section above for more information.
  - Alcoholic refreshments
  - Participant incentives, such as door prizes, which are unrelated to specific community work
  - General meetings that do not specifically discuss or advance implementation of the APGP Project
- All ineligible activities (See Section B. Ineligible Activities).

Review Process and Grant Agreements

All project proposals submitted for the 2022 Adaptation Planning Grant Program (APGP) will be reviewed by the APGP Interagency Review Panel and administrative staff, who will review applications for eligibility, content, submission of proper documentation, meeting technical criteria, overall relationship to statewide planning efforts, and compliance with state planning requirements. Applications will be evaluated based on how well they describe the project, justify the need for the project and APGP funding, reflect the program evaluation criteria, and articulate a concrete Work Plan and project timeline.

APGP staff encourages those public entities that have not yet conducted climate resilience planning in their jurisdiction to apply, as well as those who are further ahead. Projects that reach vulnerable communities and meet multiple criteria will be evaluated favorably.

Interagency review panel recommendations will be presented to the ICARP leadership for their consideration. APGP staff will make a final determination on all grants in the Spring 2023.

The Grant Agreement is considered fully executed once it is signed by OPR's authorized signatory; this is when work can commence. Grantees cannot request reimbursement for any costs incurred or work completed before grant execution.

OPR, through its programs, is dedicated to transparency and compliance with state auditing requirements and applicable records retention/disclosure rules. Applicants should expect that grant agreements will reflect consistency with these standards and ensure compliance with applicable rules and requirements.

Disbursement and Accounting Funds

- The APGP is a reimbursement grant program. OPR will provide the grant recipient with the necessary grant award and invoicing documents for the reimbursement process.

- OPR will withhold the last 5% of the grant, to be paid once the State has determined that the grant terms have been fulfilled.

- The grantee cannot request reimbursement for any work completed before the execution of the grant agreement.

- Grantees may request reimbursement from OPR every quarter (every three months).

- Partners should invoice the grantee before the grantee submits an invoice to OPR.

- The grantee will be responsible for compiling all invoices, supporting documentation, and reporting materials for themselves and the partners into a single package. Once the package has been approved for payment, funds will be dispersed to the grantee.

- The grantee is responsible for dispersing payment to their partners.

- OPR is not authorized to provide advance payments for the Adaptation Planning Grant Program.

B. Errors

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

C. Modification or Withdrawal of Proposal

A prospective Applicant may, by e-mailing ICARP Adaptation Planning Grants Program staff at icarp.grants@opr.ca.gov, withdraw or modify a submitted proposal before the deadline to submit proposals. Proposals cannot be changed after that date and time. A proposal cannot be "timed" to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: "This proposal and the cost estimate are valid for 60 days."

D. Immaterial Defect

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

E. Responsibilities and Grant Agreement

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

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

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

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

F. No Agreement Until Signed or Approved

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

G. Reporting Templates and Forms

OPR will provide templates for the progress reports, work plan, budget, invoice form, and reimbursement request forms through the grant agreement. These documents will record the project's expenditures and assess general progress on deliverables.

IV. Appendix

Appendix A: Glossary and Acronyms

Access and Functional Needs (AFN) – Term referring to individuals who are or have: physical, developmental, or intellectual disabilities; chronic conditions or injuries; limited English proficiency; older adults; children; low-income, homeless, and/or transportation disadvantaged or public transit-dependent; and pregnant people (California Governor's Office of Emergency Services, 2022).

Adaptive Capacity - The ability of systems, institutions, humans, and other organisms to adjust to potential damage, take advantage of opportunities, or respond to consequences. Vulnerable communities have less adaptive capacity and resilience to cope with, adapt to, and recover from climate impacts. Adaptive capacity can be assessed by using publicly accessible tools.

Applicant - The lead Applicant and Co-Applicants are collectively referred to as "Applicants."

Application, Proposed Project, or Project 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).

Benefit-Cost Analysis Toolkit – The BCA is used to calculate the future risk reduction benefits of a hazard mitigation project and compares the benefits to its cost. A project is considered cost-effective when the Benefit-Cost Ratio (BCR) is greater than 1.0 (FEMA).

Capacity Building - The process of strengthening local coordination, leadership, knowledge, skills, expertise, and access to resources in vulnerable communities to help 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 – California Native American Tribes include either a federally-recognized California tribal government listed on the most recent notice of the Federal Register or a non-federally recognized California tribal government on the California tribal Consultation List maintained by the California Native American Heritage Commission.

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

Climate Mitigation - A human intervention to reduce the human impact on the climate system; it includes strategies to reduce greenhouse gas sources and emissions and enhance greenhouse gas sinks.

Climate Resiliency or Climate Resilience - the capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, recover from shocks and stresses, and adapt and grow from a disruptive experience.

Climate Vulnerability – See "Vulnerable Communities" defined below**.**

Co-Applicant - Entities other than the lead Applicant that enter into a partnership with other organizations to apply for an Adaptation Planning Grant.

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

Community-Based Organization - 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.

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.

Communities of Practice - A group of people who share a common concern, a set of problems, or an interest in a topic and who come together to fulfill both individual and group goals.

Community Partnership – A group of community institutions, agencies, organizations and members who share common goals and objectives, distributed roles and responsibilities, and engage in collective decision-making processes. Individual partnership members can represent, but are not limited to, community-based organizations, public water related agencies in their study area such as flood control, retail water agencies, water recycling agencies, groundwater management agencies, local health jurisdictions, local health departments, health equity-focused CBOs, vulnerable communities, member or representatives of disadvantaged communities, Tribes, educational institutions, local businesses, and other interested groups.

Direct Costs - Costs directly tied to the implementation of the Adaptation Planning 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.

Disadvantaged Unincorporated Communities (DUC) - A fringe, island, or legacy community in which the median household income is 80 percent or less than the statewide median household income (SB 244 [Wolk, 2011]).

Economically Disadvantaged Rural Community – An EDRC is defined as a community of 3,000 or fewer individuals identified by the economically disadvantaged Applicant, with residents having an average per capita annual income not exceeding 80% of the national per capita income, based on the best available data (FEMA Building Resilient Infrastructure and Communities FY22 NOFO).

Encumbrance - Encumbrances are obligations of all or part of an appropriation.

Fiscal Agent – A legal entity with legal authority, history, and capacity to administer state funds. A Fiscal Agent can make disbursements on behalf of the Applicant.

Funding Target - The APGP intends to award two (or more) planning projects from California Native American Tribes, an eligible entity having co-ownership with a California Native American Tribe, or an eligible entity established by a California Native American Tribe to undertake climate adaptation planning projects. The APGP intends to award three (or more) project applications for FEMA's Hazard Mitigation Assistance (HMA) funding programs from either Federally Recognized Tribes, economically disadvantaged rural communities (EDRC) as defined by FEMA, or communities that meet the Justice40 Initiative.

To the extent applications received are not sufficient to meet eligibility requirements, OPR reserves the right to waive or adjust these funding targets.

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 Adaptation Planning Grant Program Objectives within a specific grant performance period by the grantee.

Grantee - Designated Lead Applicant that has an agreement for grant funding with the State.

Hazard Mitigation - Any action to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

Hazard Mitigation Assistance Grant Programs – Grant funding administered by the Federal Emergency Management Agency (FEMA) to support pre- and post-disaster mitigation activities to reduce the risk of loss of life and property due to natural hazards.

Hazard Mitigation Planning – A process used by governments to identify risks, assess vulnerabilities, and develop long-term strategies for protecting people and property from the effects of future natural hazard events (FEMA FY15 Hazard Mitigation Assistance Guidance).

Indicators - Quantitative measures, including project-related metrics that show changes in conditions over a period of time.

Indirect Administrative Costs - May account for up to 20% of the total APGP award. 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 limited to: (1) Prorated general liability, workers' compensation (may be included in payroll), and automotive insurance. (2) Personnel costs associated with administrative, supervisory, legal, and executive staff. (3) Personnel costs associated with support units, including clerical support, housekeeping. (4) Operating expenses and equipment costs not included as part of direct project costs (functions such as accounting, budgeting, audits, business services, information technology, web design services, janitorial; and rent, utilities, supplies, etc.).

Interagency Review Panel - Comprised of the Coastal Commission, Ocean Protection Council, California Natural Resources Agency (CNRA), Department of Forestry and Fire Protection (CAL FIRE), Office of Emergency Services (OES), Federal Emergency Management Agency (FEMA), California Department of Transportation (Caltrans), California Department of Housing and Community Development (HCD), Governor's Office of Planning and Research's Planning Team, Governor's Office of Planning and Research's Climate Team, Strategic Growth Council's Resilient Climate Collaboratives Program (RCC), Strategic Growth council's Health and Equity program (HEP), California Department of Public Health (CDPH), and the California Environmental Protection Agency (CalEPA). The panel is responsible for the review of APGP guidelines and applications.

Justice40 Initiative - A whole-of-government effort to ensure that Federal investments flow to disadvantaged communities that are marginalized, undeserved, and overburdened by pollution ([Executive Order 14008, Tackling the Climate Crisis at Home and Abroad](#)).

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.

Mitigation – Any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event (FEMA FY2015 Hazard Mitigation Assistance Guidance).

Natural Hazard – An environmental phenomenon that has the potential to impact societies and the human environment.

Nonprofit Organization - 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 to implement Adaptation Planning grant activities. Referred to as "Co-Applicants" during the application stage.

Plan Alignment – Plan alignment is the process of leveraging connections, information, and resources to build shared language, data foundations, and processes across multiple planning efforts at any scale. The resulting products of plan alignment are:

- a suite of plans (with different scopes and purposes) that share the same data, similar underlying assumptions, aligned visions, complementary goals, strategies, and actions, and

- a shared understanding, process, and structure for multiple entities in a community or region to continue to collaborate and align efforts over the long term.

Post-award Consultation - Prior to the execution of the grant agreement, a period where terms and conditions of the grant agreement are determined and finalized.

Program Objective - Program objectives are statements that describe the desired outcomes of the program. The Adaptation Planning Grant 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 Entities - Include cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), and Councils of Governments (COGs). Public entities may also include California institutions of higher education, districts, public authorities, public agencies, political subdivisions, and public corporations (California GC § 811.2).

Risk - The combination of an event, its likelihood, and its consequences – i.e., risk equals the probability of climate hazard multiplied by a given system's vulnerability.

Social Vulnerability - Social vulnerability is the susceptibility of social groups to the adverse impacts of natural hazards, including disproportionate death, injury, loss, or disruption of livelihood.

Social Vulnerability Scores - Social Vulnerability score and rating represent the relative level of a community's social vulnerability compared to all other communities at the same level. A community's Social Vulnerability score is proportional to a community's risk. A higher Social Vulnerability score results in a higher Risk Index score (National Risk Index, FEMA).

Technical Assistance - The process of providing the necessary education and resources for climate change mitigation and adaptation projects for any of the following:

- Project development

- The successful and appropriate expenditure of grant money for the successful completion of climate change mitigation and adaptation projects.

- Post-application and project implementation assistance

Traditional Knowledges - Although it is common to refer to "traditional knowledge(s)" as individual pieces of information, this term also refers to traditional "knowledge systems" (TKs) that are deeply embedded in indigenous ways of life. These guidelines use the phrase "traditional knowledges" deliberately in plural form to emphasize that there are diverse forms of traditional knowledge and knowledge systems that must be recognized as unique to each tribe and knowledge holder because knowledges are emergent from the symbiotic relationship of indigenous peoples and places – a nature-culture nexus.

Vulnerability - Although it is common to refer to "traditional knowledge(s)" as individual pieces of information, this term also refers to traditional "knowledge systems" (TKs) that are deeply embedded in indigenous ways of life. These guidelines use the phrase

"traditional knowledges" deliberately in plural form to emphasize that there are diverse forms of traditional knowledge and knowledge systems that must be recognized as unique to each tribe and knowledge holder because knowledges are emergent from the symbiotic relationship of indigenous peoples and places – a nature-culture nexus.

Vulnerability Assessment - Identifies who and what is exposed and sensitive to change.

Vulnerable Community - Climate vulnerability describes the degree to which natural, built, and human systems are at risk of exposure to climate change impacts. Vulnerable communities experience heightened risk and increased sensitivity to climate change and have less capacity and fewer resources to cope with, adapt to, or recover from climate impacts. These disproportionate effects are caused by physical (built and environmental), social, political, and/ or economic factor(s), which are exacerbated by climate impacts. These factors include, but are not limited to, race, class, sexual orientation and identification, national origin, and income inequality. (Public Resources Code § 71340)

Appendix B: Relevant State Laws

Current state law requires that considerations for climate change and associated risk be integrated into General Plans, Climate Adaptation Plans, and Local Coastal Programs, with further incentives to integrate adaptation in Local and Multi-Jurisdictional Hazard Mitigation Plans (LHMP/MJHMP). These plans guide the development of long-term community vision, infrastructure investments, community health and safety, emergency response and hazard mitigation, as well as economic development.

General Plans: SB 379 (Jackson, 2015), which amended Government Code (GC) § 65302(g)(4), requires that local governments address climate change adaptation and resilience in the safety element of all general plans in California. Specifically, "upon the next revision of a local hazard mitigation plan, adopted in accordance with the Federal Disaster Mitigation Act of 2000 (Public Law 106-390), on or after January 1, 2017, or, if a local jurisdiction has not adopted an LHMP, beginning on or before January 1, 2022, the safety element shall be reviewed and updated as necessary to address climate adaptation and resiliency strategies applicable to the city or county." GC § 65302(g)(4) requires that the following be included in the preparation of the climate adaptation and resiliency strategy:

- A vulnerability assessment that identifies the risks that climate change poses to the local jurisdiction and the geographic areas at risk from climate change impacts, including, but not limited to, an assessment of how climate change may affect the risks associated with existing natural hazards that must be addressed in the safety element.
- Information that may be available from federal, state, regional, and local agencies that will assist in developing the vulnerability assessment and the adaptation policies and strategies required.
- A set of adaptation and resilience goals, policies, and objectives based on the information specified in the vulnerability assessment, for the protection of the community.
- A set of feasible implementation measures designed to carry out the goals, policies, and objectives identified.

Climate Adaptation Plans: SB 1035 (Jackson, 2018) further amended GC § 65302(g)(6) to require that local agencies update the climate adaptation portion of the safety element at least every eight years to identify "new information relating to flood and fire hazards and climate adaptation and resiliency strategies applicable to the city or county that was not available during the previous revision of the safety element." This update is triggered upon either the next LHMP update or the next Housing Element update, at the jurisdiction's discretion, but not less frequently than every eight years.

Local Coastal Programs (LCPs): LCPs carry out the Coastal Act at the local level through land use and implementation strategies and provide the legal standard for new and existing development and coastal resource protection. Required Elements of LCPs include (California Coastal Act. P.R.C. Division 20 § 30000):

- Policies to implement the Coastal Act at the local level.
- Minimizing risks and maximizing coastal resource protection (public access, recreation, marine, and terrestrial resources, coastal-dependent development), including consideration of sea level rise.
- Public outreach and participation for development, updates, and amendments.
- Consistency with the Coastal Act

Local Hazard Mitigation Plans (LHMPs): As outlined in U.S. Code title 42, section 5165 and Code of Federal Regulations Title 44, section 201.6, to receive FEMA mitigation project assistance, local governments must have an LHMP that was reviewed by the State Mitigation Officer and then approved by FEMA, before November 1, 2004. LHMPs must be revised, reviewed, and approved every five years. Federal rules direct state and local governments to develop comprehensive and integrated plans that are coordinated through appropriate state, local, and regional agencies, as well as non-governmental interest groups. Moreover, state and local governments are encouraged to consolidate the planning requirements for different mitigation plans and programs to the extent feasible and practicable.

Although the LHMP and the general plan safety element are not intended to be identical documents, State law increasingly incentivizes the integration of these plans. For example, AB 2140 (Hancock, 2006) added GC Sections 8685.9 and 65302.6 to allow (but not require) a county or city to adopt and/or incorporate by reference its current, FEMA-approved LHMP into the general plan safety element by providing a disaster mitigation funding incentive that authorizes the State to use available California Disaster Assistance Act (Cal. Code of Regulations, title 19, Chapter 6.) funds to cover local shares of the 25% non-federal portion of grant-funded post-disaster projects.

Currently, OPR provides guidance and technical assistance to support local and regional climate adaptation and resilience planning, including through the OPR General Plan Guidelines, Cal-Adapt Enterprise, the ICARP "Defining Vulnerable Communities in the Context of Climate Adaptation" resources guide, and the State Adaptation Clearinghouse.

Appendix C: Tips for a Successful Adaptation Planning Grant

Some guidance is provided below. However, it is not intended to be all-inclusive.
- Integrate APGP Goals (See Section C. Program Goals for the complete lists of APGP Goals).

- Incorporate and align planning activities and objectives for a variety of sectors, such as transportation, housing, land use planning, public health, etc.
- Adopt an equitable planning framework:
    - Integrate an Equity Checklist and Equity Resilience Indicators into your Work Plan.
    - Consider disaster resilience and recovery by supporting planning activities that facilitate recovery in communities that suffered from the effects of catastrophic climate events.
    - Balance planning activities that advance equitable outcomes in the short term and long term– for example, public service availability to vulnerable populations, access to social services, uptake for disaster relief, while working toward physical infrastructure resilience.
    - Center community-driven climate resilience planning frameworks. Here are a few examples of community-driven climate resilience planning frameworks at work.
- Each application should discuss how the proposed project will facilitate recovery activities that incorporate long-term climate resilience.
- Consult with your local public entity for technical assistance before the application deadline.
- Use the Samples and Checklists provided for the Full Application materials including Narrative Questions, Work Plan, and Budget.
- Include ICARP staff as active partners in the application process.
- Provide additional tailored letters of support and other media (i.e., diagrams, graphics, photographs) to enhance the application. If Applicants do not have the time/resources to provide additional tailored letters of support, a petition signed by supporters in a simple table format that lists the supporters and specifically how supporters will benefit from the project proposal will suffice.

Appendix D: Climate Adaptation and Resilience Resources

Example Engagement Strategies

In all phases, equity is a critical component of these efforts. This could mean informing and engaging climate vulnerable populations by:

- Partnering with community-based organizations to conduct outreach (and providing stipends when available).
- Using culturally appropriate materials in relevant languages and approach outreach in ways that are culturally familiar to the community.
- Holding events at local, frequently visited locations that are easily accessible by transit (like libraries, schools, or recreation centers).
- Doing preparation work to train community members to be ambassadors on the planning process and lead aspects of the outreach.
- Use arts, music, and storytelling to engage youth and a broader audience.
- Providing childcare services and/or kids' activities.
- Provide assistive technologies (products, equipment, and systems) to help people who may have difficulty speaking, typing, writing, remembering, pointing, seeing, hearing, or learning.

Information on how to assess adaptive capacity, and identify the climate change risks and exposures within the project, may be obtained using:

- Cal-Adapt.org, an online platform that can help identify, map, and model specific climate change exposures:

  https://cal-adapt.org/

- Climate and Health Adaptation Toolkit for local data and step-by-step guidance to develop a climate change and health vulnerability assessment:

  https://www.cdph.ca.gov/Programs/OHE/Pages/CalBRACE.aspx

- Disadvantaged Communities Mapping Tool for evaluation Disadvantaged Community status throughout the State.

  https://gis.water.ca.gov/app/dacs/

- Using the results of a local or regional vulnerability assessment or action plan

- Other tools and data resources, such as those on the State Adaptation Clearinghouse Tools and Data page and Find a Tool feature:

  https://resilientca.org/tools/find/

- Any other locally developed projection model

Information on how to describe the impact of climate change risks and exposures on the community, particularly vulnerable populations, may be obtained using:

- CalEnviroScreen:

  https://oehha.ca.gov/calenviroscreen

- Center for Disease Control and Prevention (CDC) Social Vulnerability Index–Database to help emergency response planners and public health officials identify, map, and plan support for communities that will likely need support before, during and after a public health emergency.

  CDC Social Vulnerability Index | Resources | Community Stress Resource Center | ATSDR

- Climate Change and Health Profile Reports, created by the California Department of Public Health, which describe the impact of climate risks and exposures for vulnerable populations in each county:

  https://www.cdph.ca.gov/Programs/OHE/Pages/ClimateHealthProfileReports.aspx

- Climate Change and Health Vulnerability Indicators for California (CCHVI) developed by the CalBRACE Project

  https://www.cdph.ca.gov/Programs/OHE/Pages/CC-Health-Vulnerability-Indicators.aspx

- Guide to Defining Vulnerable Communities in the Context of Climate Change:

http://www.opr.ca.gov/docs/20200720-Vulnerable_Communities.pdf

- Healthy Places Index (HPI), Transformative Climate Communities Program Round 4 Guidelines April 28, 2022, Page C-14

https://www.healthyplacesindex.org/

- Mapping Resilience: A Blueprint for Thriving in the Face of Climate Disasters:

https://apen4ej.org/wpcontent/uploads/2019/07/APEN-Mapping_Resilience-Report.pdf

- Regional Opportunity Index (ROI) developed by the UC Davis Center for Regional Change

https://regionalchange.ucdavis.edu/projects/regional-opportunity-index

Resources to identify and prioritize climate adaptation measures and projects that address anticipated climate impact can be found here:

- The 2020 Adaptation Planning Guide guides on assessing climate impacts and adaptation strategies to address them:

https://resilientca.org/apg/

- The State Adaptation Clearinghouse hosts a range of case studies, adaptation plans and strategy documents, and state guidance:
  - Topic Pages include sector-specific climate change background information, featured state guidance documents, example strategies from Appendix D of the Adaptation Planning Guide (also available in the guide PDF), and a curated search function for each topic:
    - www.resilientca.org/topics
    - https://www.caloes.ca.gov/HazardMitigationSite/Documents/CA-Adaptation-Planning-GuideFINAL-June-2020-Accessible.pdf#search=adaptation%20planning%20guide
  - The Climate Equity Topic page provides information on equitable planning and achieving climate equity in adaptation and resilience efforts:

    https://resilientca.org/topics/climate-equity/

  - The Resilient CA Adaptation Planning Map (RAP-Map) provides links to local government adaptation planning documents:

    https://resilientca.org/rap-map

  - The Case Studies page includes summaries of the processes for developing plans and projects across the State:

    https://resilientca.org/case-studies/

Appendix E: Application

Instructions

- **Word counts** are listed for each question. Adhering to word counts is strongly recommended, but not required.
- **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.
- **Naming conventions** for the workbook and application narrative should mirror the following format [Lead Applicant Name – Project Name- Name of Document] for example [City of Albuquerque – Climate Adaptation Plan - Narrative].

Checklist

Use the checklist below to ensure all materials have been submitted as part of the Application.

☐ **General Narrative Questions** (this Word document)
☐ **Workbook (Includes Applicant Summary, Work Plan and Budget)** (Excel)
☐ **Letters of Support** (PDF)

Project Vision & Priorities

Present the Vision Statement. Include the project approach, priority goals, objectives, and aspirations of your proposed project. (250 words)

Community Need & Adaptive Capacity

Provide any or all of the following, using any of the sources listed in Section A "Consideration of Vulnerable Communities" of the APGP Grant Guidelines (750 words)

1. An overview of any existing information about the proposed project area's vulnerable communities, including population characteristics, locations, and other known factors contributing to vulnerability.
2. How the vulnerable communities have been involved in the proposed project to date (or, if this has not yet been feasible, the plan for how they will be involved from application submission date onward).
3. How the project will address the unique needs, and enhance the adaptive capacity of, vulnerable communities.

Describe known climate change-related issues and possible solutions in the project region, as well as gaps in this knowledge the project will address, including any or all of the following:

1. Any existing information available on current and future climate change impacts, and gaps in known information.
2. Information on historic conditions, such as hazards faced by the community in the past.

3. How the proposed planning project will expand on existing knowledge and fill information gaps on climate change vulnerability, impacts, and/or adaptation solutions and build community resilience to climate change.

Co-Benefits

Describe how the proposed project will prioritize strategies and outcomes that provide climate change adaptation co-benefits (such as social equity, greenhouse gas mitigation, economic, and/or environmental co-benefits). (250 words)

Community Partnership

Describe the partnership structure, including roles, responsibilities, and why this specific group of organizations is well suited to carry out the proposed planning activities of the proposed project. Include details on previous history working together if applicable; if this is an emerging partnership, share what aspects of this new partnership will set the group up for success. (500 words)

Workplan and Budget

Provide a high-level budget justification that summarizes the overall project costs. Explain how the requested budget is aligned with the proposed Work Plan and reflects the overall project objectives and program goals. Applicants may choose to organize the budget items under the eligible cost categories for the APGP. (250 words)

Appendix F: Work Plan Template

Applicants must include a completed Work Plan that identifies the specific tasks required to complete all proposal activities. It must include a project schedule (timetable) that lists all product and meeting deliverables, and corresponding due dates. The plan should include a milestone/outcomes chart that includes major metrics and milestones that the Applicant will track to demonstrate project success. The Work Plan must include the development of a project case study that will be considered for upload in the State Adaptation Clearinghouse. OPR will provide grantees with a case study template. Case studies should be submitted along with the second to last quarterly report to allow ICARP staff the time to review the draft case study and provide feedback or answer questions from grantees. All work must be scheduled for completion by January 31st, 2026.

Work Plan
Instructions: 1. Fill out the rows and columns with the requested information. 2. All required activities must be addressed in this workplan. The workplan is a set of capacity building strategies that align with program objectives and collectively work to achieve the project vision. 3. For the eligible activities listed in the Guidelines, applicants must develop at least one strategy that includes a description of tasks and subtasks, timeline for completion of key tasks and deliverables, and members involved in implementing each task and subtask. 4. The workplan should provide a sufficient description of tasks to provide reviewers with an understanding of how specific tasks advance project objectives and goals. 5. Applicants are not limited to 5 strategies as exemplified in this workplan - include more strategies as needed.
Task 1: [Insert]

Subtask	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Timeline *No later than January 31, 2026*	Community Partners Involved *If the partners are not identified include future plans to engage*	APGP Eligible Activities Addressed
Subtask A					
Subtask B					

Subtask C					
Subtask D					
Subtask E					

Appendix G: Budget Template

Budget
1. Applicants should fill in the white cells only. Do not edit any shaded cells, headers, or cells with formulas included, specifically the entire "Total APGP Grant Funds" column. 2. Total APGP Grant Funds will calculate based on the "Cost per Unit" and "Number of Units". Use the "Task" columns to allocate each budget line item. The sum of the Task columns should equal the "Total APGP Grant Funds". 3. To add a Milestone Column, right click on "Milestone[X], and "Insert Table Columns to the Left." This will ensure that the formulas properly extend across all tasks. 4. The cells in column K will highlight red if the sum of the amounts allocated for the milestones is different than the "Cost per Unit" x "Number of Units".
Proposal Name:
Lead Applicant:

Cost Description	Cost Type	Cost per unit (Examples: Hourly rates, fees, etc.)	Number of Units (Example: Hours worked, fee cost, etc.)	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total APGP Funds
										$-
										$-
										$-

The project budget should provide detail and align with the project vision, objectives, and activities outlined within the application and work plan. A strong project budget will clearly outline proposed planning activities, including allocation of resources across Co-Applicants and partners to lead or support specific activities, reasonable tasks and deliverables. Applicants should 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.

It is important that the project budget reflects organizational strengths and experiences and represents feasible financial projections within the 2.5-year grant period.

Key considerations when developing a project budget:

- Number of funded partners

- Number and complexity of activities

- Consultant services and other contracting needs

- Feasibility of activities to complete within the 30-month grant period

- Community engagement and participation costs

- Evaluation costs (Recommend allocating 3-15% of total budget)

    o By factoring evaluation into routine functions, grantees will be able to better monitor impact and assess alignment with program objectives on an ongoing basis. The purpose of this is to ensure community partnerships are meaningfully serving vulnerable communities.

- Peer-to-Peer Learning (Recommend allocating 3-15% of total budget)

- New partnership development (Recommend allocating 3-15% of total budget)

The 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

- Applicant, partial awards may be made to the next best-scored Applicant(s)

Appendix H: State Planning Priorities

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

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

- (a) To promote infill development and equity by rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed, underutilized land that is presently served by transit, streets, water, sewer, and other essential services, particularly in underserved areas, and to preserving cultural and historic resources.

- (b) To protect environmental and agricultural resources by protecting, preserving, and enhancing the State's most valuable natural resources, including working landscapes such as farm, range, and forest lands, natural lands such as wetlands, watersheds, wildlife habitats, and other wildlands, recreation lands such as parks, trails, greenbelts, and other open space, and landscapes with locally unique features and areas identified by the State as a deserving special protection.

- (c) To encourage efficient development patterns by ensuring that any infrastructure associated with development, other than infill development, supports new development that does all of the following:

- (1) Uses land efficiently.

- (2) Is built adjacent to existing developed areas to the extent consistent with the priorities specified pursuant to subdivision (b).

- (3) Is located in an area appropriately planned for growth.

- (4) Is served by adequate transportation and other essential utilities and services.

- (5) Minimizes ongoing costs to the taxpayers.

Appendix I: California Climate Adaptation Strategy Priorities

Strategy Website: http://climateresilience.ca.gov

- Strengthen Protections for Climate Vulnerable Communities.
  - https://climateresilience.ca.gov/priorities/strengthen-protections/
- Bolster Public Health and Safety to Protect Against Increasing Climate Risks.
  - https://climateresilience.ca.gov/priorities/public-health/
- Build a Climate Resilient Economy.
  - https://climateresilience.ca.gov/priorities/resilient-economy/
- Accelerate Nature-Based Climate Solutions and Strengthen Climate Resilience of Natural Systems.
  - https://climateresilience.ca.gov/priorities/natural-systems/
- Make Decisions Based on the Best Available Climate Science.
  - https://climateresilience.ca.gov/priorities/best-available-science/
- Partner and Collaborate to Leverage Resources.
  - https://climateresilience.ca.gov/priorities/partner-collaborate/

Appendix J: ICARP Vision and Principles

Vision

- All Californians thrive in the face of a changing climate. Leading with innovation, California meets the challenge of climate change by taking bold actions to protect our economy, our quality of life, and all people. The State's most vulnerable communities are prioritized in these actions. Working across all levels of government, the State is prepared for both gradual changes and extreme events. Climate change adaptation and mitigation is standard practice in government and business throughout the State. California meets these goals with urgency, while achieving the following long-term outcomes
    - All people and communities respond to changing average conditions, shocks, and stresses in a manner that minimizes risks to public health, safety, and economic disruption and maximizes equity and protection of the most vulnerable.
    - Natural systems adjust and maintain functioning ecosystems in the face of change.
    - Infrastructure and built systems withstand changing conditions and shocks, including changes in climate, while continuing to provide essential services.

Principles

- Prioritize integrated climate actions, those that both reduce greenhouse gas emissions and build resilience to climate impacts, as well as actions that provide multiple benefits.
- Prioritize actions that promote equity, foster community resilience, and protect the most vulnerable. Explicitly include communities that are disproportionately vulnerable to climate impacts.
- Prioritize natural and green infrastructure solutions to enhance and protect natural resources, as well as urban environments. Preserve and restore ecological systems (or engineered systems that use ecological processes) that enhance natural system functions, services, and quality and that reduce risk, including but not limited to actions that improve water and food security, habitat for fish and wildlife, coastal resources, human health, recreation and jobs.
- Avoid maladaptation by making decisions that do not worsen the situation or transfer the challenge from one area, sector, or social group to another. Identify and take all opportunities to prepare for climate change in all planning and investment decisions.
- Base all planning, policy, and investment decisions on the best-available science, including local and traditional knowledge, including consideration of future climate conditions out to 2050 and 2100, and beyond.
- Employ adaptive and flexible governance approaches by utilizing collaborative partnership across scales and between sectors to accelerate effective problem solving. Promote mitigation and adaptation actions at the regional and landscape scales.
- Take immediate actions to reduce present and near future (within 20 years) climate change risks for all Californians; do so while also thinking in the long term and

responding to continual changes in climate, ecology, and economics using adaptive management that incorporates regular monitoring.

Appendix K: Program Objectives

- Develop actionable plans that build and integrate climate resilience considerations in decision-making and provide multiple benefits.

- Explicitly include vulnerable communities and prioritize actions that promote equity, foster community resilience, and protect those vulnerable communities.

- Protect critical green/physical infrastructure while building social infrastructure.

- When appropriate, prioritize natural, green, or semi-natural infrastructure solutions to enhance and/or protect natural and urban resources.

- Take all opportunities to identify and avoid investment decisions that could lead to maladaptation, worsen the situation, or transfer the challenge from one area, sector, or social group to another.

- Base everyday planning, policy, and investment decisions on the best available science, including local and traditional knowledge, including consideration of future climate conditions out to 2050 and 2100, and beyond.

- Utilize localized climate projections to identify climate risks and exposures, describe the impact of climate change risks and exposures on the community, and identify and prioritize climate adaptation measures and objectives that address such impacts (See Appendix C for additional guidance and resources).

- Employ adaptive and flexible governance approaches by utilizing collaborative partnerships across scales (from household to regional scales) and between sectors to accelerate effective problem-solving.

- Take immediate actions to reduce present and near future (within 20 years) climate change risks while also thinking in the long term and responding to continual changes in climate, ecology, and economics using adaptive management that incorporates regular monitoring.

- Remain consistent with the State Planning Priorities and/or the 2021 California Climate Adaptation Strategy and / or the Extreme Heat Action plan priorities. Prioritizing policies that increase resiliency of housing (e.g., home hardening). Also, promote infill and transit-oriented developments to reduce auto dependency and to lower vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions.

Appendix L: Post Award APGP Activities

Grantees will have access to workshops throughout the grant term geared towards building short-term capacity to support grant implementation and long-term technical capacity for adaptation planning. Workshops will cover a collection of topics and resources tailored to the needs of grantees during the given stage of the grant term. Grantees are encouraged, but not required, to participate in all workshops.

Technical assistance and workshop topics include the following:

- **Peer-to-Peer Learning**: ICARP staff or partners will host quarterly peer-to-peer learning sessions. Grantees are encouraged to meet with peer jurisdictions more frequently than quarterly if helpful in advancing the work plan. Applicants should consider setting aside three to fifteen percent (3-15%) of their total budget for peer-to-peer learning and knowledge exchange through existing networks and relationships and/or facilitated opportunities (e.g., meetings, events, roadshows, and convenings of communities of practice). Peers can range from similar groupings and organizations, such as neighboring jurisdictions, community-based organizations, and climate adaptation practitioners, to those who have not historically engaged in climate adaptation planning or practice.

- **Climate Adaptation 101: Visioning, Pre-planning, and Getting Started**

  - This topic includes introductory information about climate adaptation planning. Learn how to refine the project motivation and scope, identify necessary teams and resources, and get started with identifying climate effects and community elements. Learn about introductory best practices and explore example projects and plans.

  - Resources: California 2020 Adaptation Planning Guide and the State Adaptation Clearinghouse.

- **Introduction to Integrated Planning and Plan Alignment**

  - This topic includes training on Plan Alignment, specifically resources, best practices, and frameworks for successful whole-community planning approaches and collaboration.

  - Resources: ICARP Climate Resilience Plan Alignment Toolbox.

- **Climate Impacts, Vulnerability, and Risk**

  - This topic includes an introduction to understanding and working with climate change impact information and conducting climate vulnerability assessments.

  - Resources: Cal-Adapt Enterprise; ICARP Guide to Defining Vulnerable Communities; OPC Sea Level Rise Guidance; CDPH CalBRACE Adaptation Toolkit, CDPH Climate Change and Health Vulnerability Indicators, and other resources.

- **Developing Climate Adaptation Strategies and Actions**

- o This topic includes introductions to frameworks for developing, organizing, and prioritizing strategies and actions, as well as examples from around the State.

- o Resources: State Adaptation Clearinghouse, California Adaptation Planning Guide, OPR General Plan Guidelines, etc.

- **Pathways Towards Funding and Implementing Adaptation**

  - o **Planning Implementation, Funding, Monitoring, and Evaluation**

    - This topic covers how to prepare an implementation program, including how to identify resources, track progress, and adjust over time.

  - o **Navigating Federal Hazard Mitigation Assistance (HMA) Grant Funding Opportunities**

    - This topic includes information on eligibility requirements, best practices, and tips for navigating HMA funding opportunities.

  - o **Navigating State Grants and Applications**

    - **This topic includes** information on eligibility requirements, best practices, and tips for navigating state funding opportunities.

Appendix M: Grant Agreement

See the APGP website to view the sample Round 1 Draft APGP Grant Agreement.

=== END OF DOCUMENT ===