

Applicant Summary

Background:

See Section 2.1 of the guidelines for Co-Applicant Requirements.

Instructions:

- 1. Identify the proposal name.
- 2. Describe the region that the project focuses on. See "Regional Focus" under Section 2.1 Applicant Eligibility in the RRGp Guidelines for the key information the review panel will consider when evaluating applications.
- 3. Use the table to describe the proposed project's Lead Applicant

Proposal Name:

Region Description:

Applicant Type

Lead Applicant = Managing applicant
Co-applicant = Partner applicant

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]
[Select from the dropdown]
[Select from the dropdown]
[Select from the dropdown]



[Insert Proposal Name]	
[Provide a description of the project's region in 3-4 sentences or no more than 200 words]	
Organization Name <i>Enter the full organization name. Do not use abbreviations.</i>	Entity Type <i>The entity type should be an eligible entity if the applicant is a Lead Applicant or Co-applicant.</i>
[Insert Full Organization Name]	[Select from the dropdown]
[Insert Full Organization Name]	[Select from the dropdown]
[Insert Full Organization Name]	[Select from the dropdown]
[Insert Full Organization Name]	[Select from the dropdown]
[Insert Full Organization Name]	[Select from the dropdown]
[Insert Full Organization Name]	[Select from the dropdown]
[Insert Full Organization Name]	[Select from the dropdown]

[Insert Full Organization Name]	[Select from the dropdown]
[Insert Full Organization Name]	[Select from the dropdown]
[Insert Full Organization Name]	[Select from the dropdown]
[Insert Full Organization Name]	[Select from the dropdown]



Main Point of Contact (Full Name)	Main Point of Contact Email
[Insert Full Name of Point of Contact]	[Insert Email Address of Point of
[Insert Full Name of Point of Contact]	[Insert Email Address of Point of
[Insert Full Name of Point of Contact]	[Insert Email Address of Point of
[Insert Full Name of Point of Contact]	[Insert Email Address of Point of
[Insert Full Name of Point of Contact]	[Insert Email Address of Point of
[Insert Full Name of Point of Contact]	[Insert Email Address of Point of
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[Insert Full Name of Point of Contact]	[Insert Email Address of Point of
[Insert Full Name of Point of Contact]	[Insert Email Address of Point of
[Insert Full Name of Point of Contact]	[Insert Email Address of Point of
[Insert Full Name of Point of Contact]	[Insert Email Address of Point of



Organization Website <i>(If applicable)</i>	Organization Mailing Address
[Insert Website url]	[Insert Mailing Address of Organization]
[Insert Website url]	[Insert Mailing Address of Organization]
[Insert Website url]	[Insert Mailing Address of Organization]
[Insert Website url]	[Insert Mailing Address of Organization]
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[Insert Website url]	[Insert Mailing Address of Organization]
[Insert Website url]	[Insert Mailing Address of Organization]
[Insert Website url]	[Insert Mailing Address of Organization]

Work Plan

Instructions:

1. Fill out the rows and columns with the requested information. The workplan has no page limit.
2. Indicate all required activities in this workplan. The workplan is a set of strategies that align with program objectives and achieve the project vision.
3. For the eligible activities listed in the Guidelines, applicants must describe the tasks and subtasks, timeline to complete the key tasks and deliverables, and members involved in implementing each task and subtask.
4. The workplan should adequately describe the tasks so reviewers can understand how specific tasks advance project objectives and goals.
5. Applicants are not limited to the five strategies as shown in this workplan. Add more strategies as needed.
6. To see an example, visit the Sheet in this workbook named "5. Example - Work Plan." For an explanation of "RRGP Eligible Activities Addressed" go to Sheet #7 in the Workbook "Reference."

The Work Plan should adhere to the 12- to 30-month expected end date and include clear timelines, discrete tasks, and detailed deliverables.

Proposal Name:

Lead Applicant:

Co-Applicant(s):

Task 1: [Insert Name]

Subtask

Subtask A

Subtask B

Subtask C

Subtask D

Subtask E

Task 2: [Insert Name]

Subtask

Subtask A

Subtask B

Subtask C

Subtask D

Subtask E

Task 3: [Insert Name]

Subtask

Subtask A

Subtask B

Subtask C

Subtask D

Subtask E

Task 4: [Insert Name]

Subtask

Subtask A

Subtask B

Subtask C

Subtask D

Subtask E

Task 5: [Insert Name]

Subtask

Subtask A

Subtask B

Subtask C

Subtask D

Subtask E



[Insert Proposal Name]	
[Insert Lead Applicant Name]	
[Insert Co-ApPLICANT Name]	[Insert Co-ApPLICANT Name]

Description	Deliverables / Milestones
<i>Include details of the activities or deliverables</i>	<i>Major outcomes and/or metrics used to demonstrate success</i>
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]

[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>

[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>

[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]

[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>

[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>

[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]
[Insert Response]	[Insert Response]

[Insert Response]

[Insert Response]

[Insert Response]

[Insert Response]

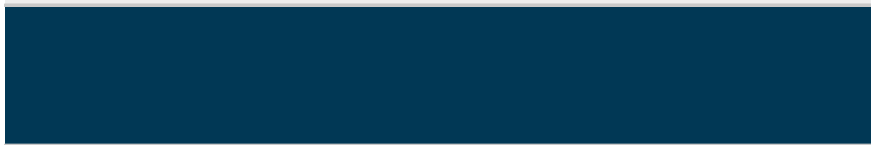


[Insert Co-Applicant Name]	[Insert Co-Applicant Name]

Timeline <i>No later than June 30, 2026</i>	Partners Involved <i>This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage</i>
[Insert Timeline]	[Insert Response]
[Insert Timeline]	[Insert Response]
[Insert Timeline]	[Insert Response]

[Insert Timeline]	[Insert Response]
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[Insert Timeline]	[Insert Response]
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Timeline <i>No later than June 30, 2026</i>	Partners Involved <i>This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage</i>
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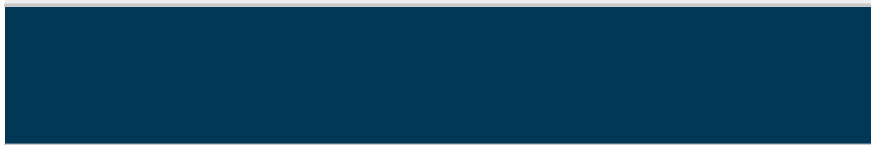
[Insert Timeline]	[Insert Response]
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[Insert Timeline]	[Insert Response]
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[Insert Timeline]	[Insert Response]
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[Insert Timeline]	[Insert Response]
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[Insert Timeline]	[Insert Response]
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Timeline <i>No later than June 30, 2026</i>	Partners Involved <i>This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage</i>
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[Insert Timeline]	[Insert Response]
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[Insert Timeline]	[Insert Response]
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[Insert Timeline]	[Insert Response]
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[Insert Timeline]	[Insert Response]
[Insert Timeline]	[Insert Response]
Timeline <i>No later than June 30, 2026</i>	Partners Involved <i>This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage</i>
[Insert Timeline]	[Insert Response]
[Insert Timeline]	[Insert Response]
[Insert Timeline]	[Insert Response]
[Insert Timeline]	[Insert Response]
[Insert Timeline]	[Insert Response]
Timeline <i>No later than June 30, 2026</i>	Partners Involved <i>This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage</i>
[Insert Timeline]	[Insert Response]
[Insert Timeline]	[Insert Response]
[Insert Timeline]	[Insert Response]

[Insert Timeline]

[Insert Response]

[Insert Timeline]

[Insert Response]



[Insert Co-Applicant Name]



RRGP Eligible Activities Addressed

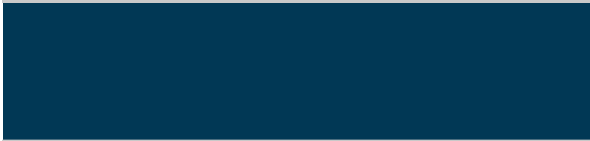
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RRGP Eligible Activities Addressed

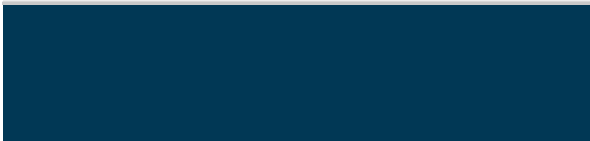
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RRGP Eligible Activities Addressed

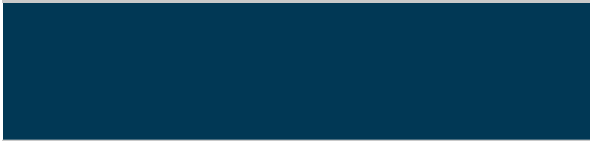
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RRGP Eligible Activities Addressed

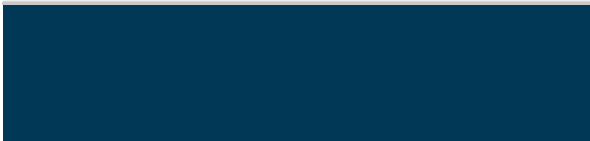
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[Select from the dropdown]

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RRGP Eligible Activities Addressed

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]

[Select from the dropdown]

Budget

Instructions:

1. Only fill in the cells that are unshaded. Do not edit any shaded cells, headers, or cells with formulas included, specifically the entire Indirect Cap Check, "Total RRGP Grant Funds," and "Check" columns.
2. Populate each Task from the workplan into the "Task" columns
3. Total RRGP 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

Notes:

The RRGP does not require match funding and will award grants at a 100% agreed grant rate corresponding to the grantee's project type. Individual planning grants will range in size from \$150,000 to \$650,000. Individual implementation grants will range in size from \$650,000 to \$3 million.

Grantees may use the RRGP funding to provide the

Proposal Name:	[Insert Proposal Name]
Lead Applicant:	[Insert Lead Applicant Name]
Cap/Threshold Summary Table	Direct Costs
Cap/Threshold	80-100%
Calculated	0%
Total	\$ -
Cost Description	Cost Type <i>See the "Note" section under the "Budget" application component in Section 3.2 Application Components & Scoring Criteria in the RRGP Guidelines for eligible costs for planning and implementation projects</i>
[Enter Cost Description]	[Select from the dropdown]
[Enter Cost Description]	[Select from the dropdown]

[illegible]

[illegible]



Other Funds Committed or Requested for this Project	[Task 1]	[Task 2]	[Task 3]
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

[illegible]



[Task 4]	[Task 5]	[Task [X]]	Total RRGP Funds [Cross Check]
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

[illegible]



Percentage that RRGP funds make of the total project funds	
	0%
	0%

[illegible]

(Example) Applicant Summary

Background:

See Section 2.1 of the guidelines for Co-Applicant Requirements.

Instructions:

- 1. Identify the proposal name.
- 2. Describe the region that the project focuses on. See "Regional Focus" under Section 2.1 Applicant Eligibility in the RRGP Guidelines for the key information the review panel will consider when evaluating applications.
- 3. Use the table to describe the proposed project's Lead Applicant

Proposal Name:

Applicant Type

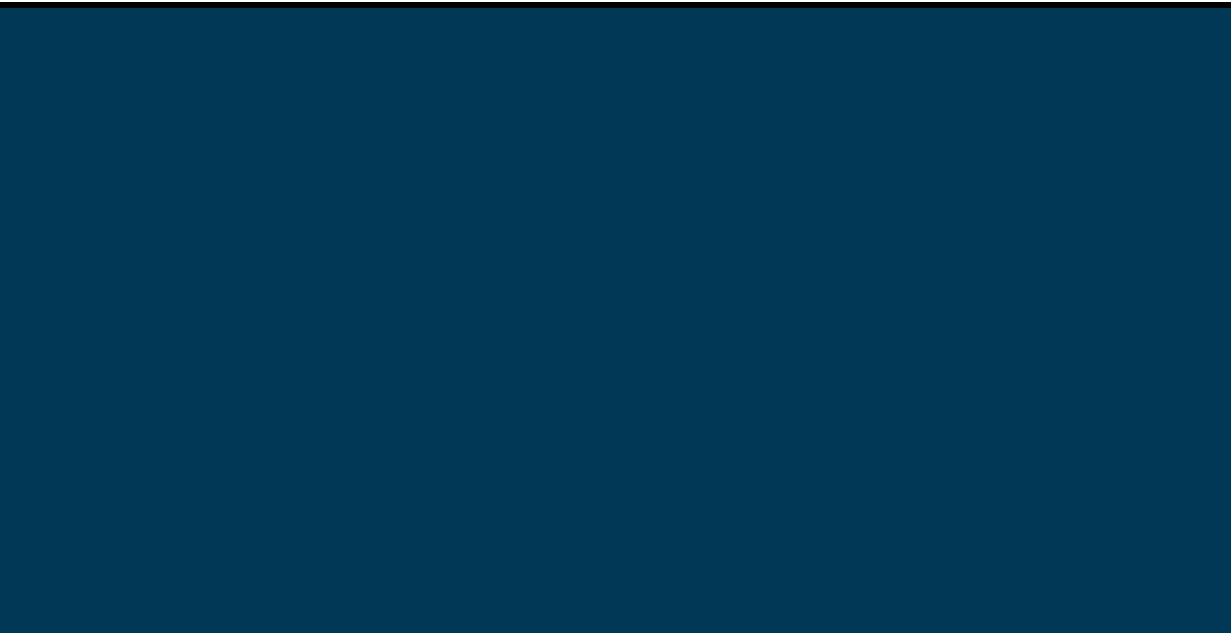
Lead Applicant = Managing applicant
Co-applicant = Partner applicant
Unfunded Partner = Informal project partner not on partner Memorandum of Understanding.

Lead Applicant

Co-Applicant

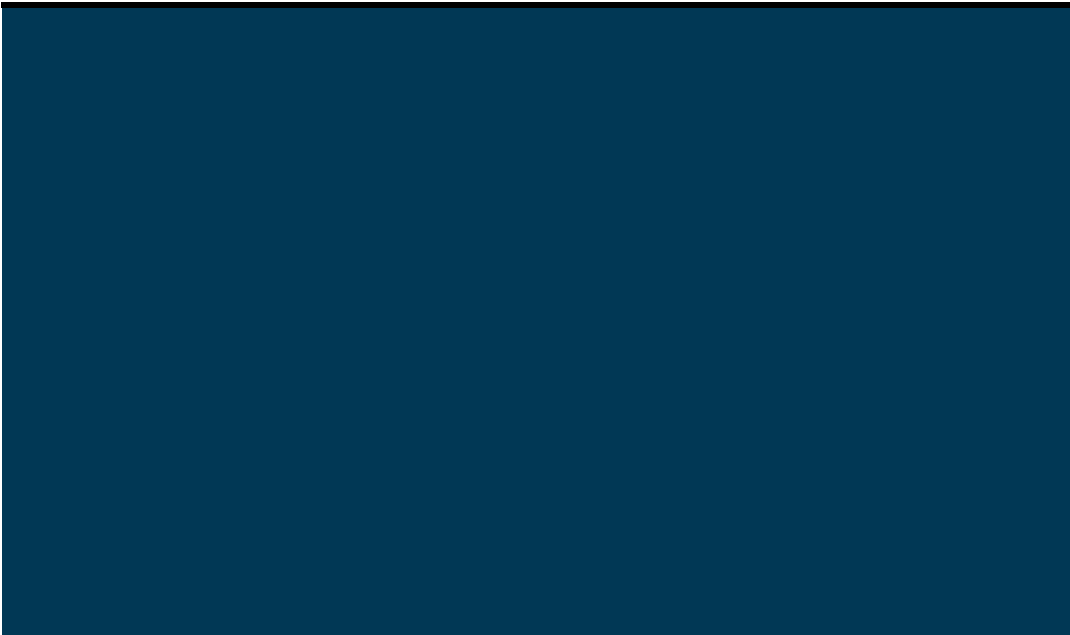
Co-Applicant

Co-Applicant

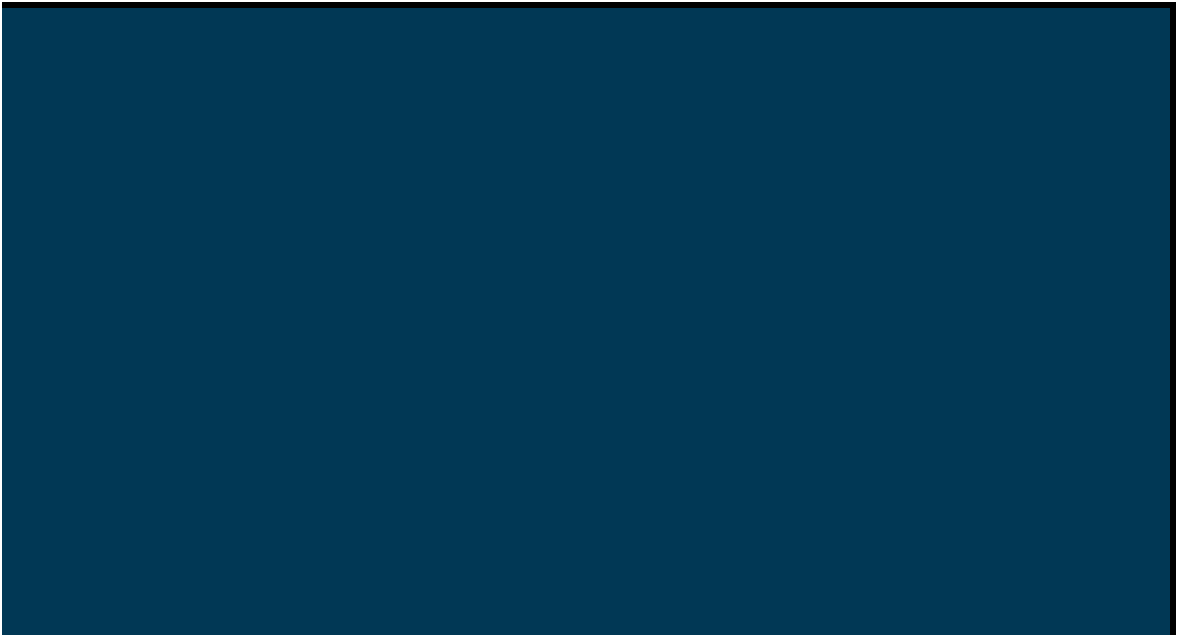


City of [EXAMPLE] Climate Adaptation Plan Update

Organization Name	Entity Type
<i>Enter the full organization name. Do not use abbreviations.</i>	<i>The entity type should be an eligible entity if the applicant is a Lead Applicant or Co-applicant.</i>
City of [EXAMPLE]	Public Entity
Community-Based Organization #1 Name	Community-Based Organization
University of [EXAMPLE]	Academic Institution
Community-Based Organization #2 Name	Community-Based Organization



Main Point of Contact (Full Name)	Main Point of Contact Email
First and Last Name	Email Address
First and Last Name	Email Address
First and Last Name	Email Address
First and Last Name	Email Address



Organization Website <i>(If applicable)</i>	Organization Mailing Address
Organization Website url	Organization Mailing Address
Organization Website url	Organization Mailing Address
Organization Website url	Organization Mailing Address
Organization Website url	Organization Mailing Address

(Example) Work Plan

Instructions:

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5. Applicants are not limited to the five strategies as shown in this workplan. Add more strategies as needed.

The Work Plan should adhere to the 12- to 30-month expected end date and include clear timelines, discrete tasks, and detailed deliverables.

Proposal Name:

Lead Applicant:

Co-Applicant(s):

Task 1: Establish Equitable Planning and Policy Development

Subtask

Subtask A: Develop Work Plan

Subtask B: Hold Community Workshops

Subtask C: Survey

Task 2: Update Climate Adaptation Plan and Identify Resources

Subtask

Subtask A: Hold Community Event

Subtask B: Solicitation for Climate Vulnerability Assessment

Subtask C: Equitable Engagement Plan

Task 3: Track Progress and Evaluate RRGP Grant Outcomes

Subtask

Subtask A: RRGP Evaluation Plans

Subtask B: RRGP Reporting



City of [EXAMPLE] Climate Adaptation Plan Update	
City of [EXAMPLE]	
Community-Based Organization #1	University of [EXAMPLE]

Key Processes for Vulnerable Communities

Description	Deliverables / Milestones
<i>Include details of the activities or deliverables</i>	<i>Major outcomes and/or metrics used to demonstrate success</i>
Work alongside planning organizations, departments and community partners, help develop work plans for vulnerable communities. Proposed activities may include identifying specific projects to prioritize for future funding and implementation.	Work Plan
Partners conduct community engagement and process to prioritize climate adaptation strategies.	Conduct Community Workshops

Collect and assess quantitative data to better understand social and physical climate risk	Conduct Community Surveys to Assess Need
--	--

Processes to Implement the Plan

Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>
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Collaborate with City on planning process, organize a series of community events to further identify needs and opportunities to improve the adaptive capacity of the community.	Conduct Community Events
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Partners within the partnership to recruit additional capacity (local university interns, other entry level support) to develop local capacity to engage in climate-related projects.	Request for Proposal
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Equitable Plan- Ensure alignment of community needs and priorities related to a equitable planning outcomes including economic resilience, access to green space, co-beneficial strategies, and community climate resilience needs related to housing needs	Equitable Engagement Plan Creation
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Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>
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Develop project evaluation plans

Evaluation plans established

Conduct data collection, tracking,
and reporting associated with grant
evaluation

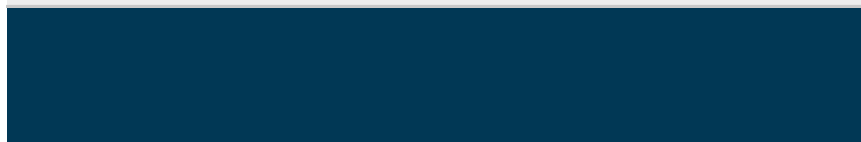
Progress reports and major
RRGP deliverables



Community-Based Organization #2 Name

Timeline	Partners Involved
No later than June 30, 2026	<i>This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage</i>
August 2023 - October 2023	City of [EXAMPLE], University of [EXAMPLE], and Community-Based Organization #1
January 2024- December 2024	Community-Based Organization #2 Name

January 2024- December 2024	University of [EXAMPLE]
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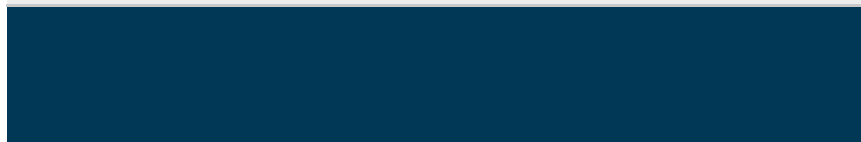


Timeline <i>No later than June 30, 2026</i>	Partners Involved <i>This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage</i>
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January 2024 - January 2026	City of [EXAMPLE], University of [EXAMPLE], and Community-Based Organization #1
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January 2024 - February 2024	City of [EXAMPLE]
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January 2025-December 2025	Community-Based Organization #1 Name
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Timeline <i>No later than June 30, 2026</i>	Partners Involved <i>This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage</i>
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Ongoing	City of [EXAMPLE], University of [EXAMPLE], Community-Based Organization #1, Community-Based Organization #2
Ongoing	City of [EXAMPLE], University of [EXAMPLE], Community-Based Organization #1, Community-Based Organization #2



RRGP Eligible Activities Addressed

Program Administration

RRGP Eligible Planning Activities

RRGP Eligible Planning Activities

RRGP Eligible Activities Addressed

RRGP Eligible Planning Activities

Program Administration

RRGP Eligible Planning Activities

RRGP Eligible Activities Addressed

Evaluation Activities

Evaluation Activities

(Example) Budget

Instructions:

1. Only fill in the cells that are unshaded. Do not edit any shaded cells, headers, or cells with formulas included, specifically the entire Indirect Cap Check, "Total RRGP Grant Funds," and "Check" columns.
2. Populate each Task from the workplan into the "Task" columns
3. Total RRGP 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 RRGP Grant Funds."

Notes:

The RRGP does not require match funding and will award grants at a 100% agreed grant rate corresponding to the grantee's project type. Individual planning grants will range in size from \$150,000 to \$650,000. Individual implementation grants will range in size from \$650,000 to \$3 million.

Grantees may use the RRGP funding to provide the required match funding for other funding or grant opportunities. If the Grantee needs funding from sources other than the RRGP to execute the project, include those

Proposal Name:	City of [EXAMPLE] Climate Adaptati
Lead Applicant:	City of [EXAMPLE]
Cap/Threshold Summary Table	Direct Costs
Cap/Threshold	80-100%
Calculated	100.0%
Total	\$ 325,500.00
Cost Description	Cost Type See the "Note" section under the "Budget" application component in Section 3.2 Application Components & Scoring Criteria in the RRGP Guidelines for eligible costs for planning and implementation projects
Community Workshops	Engagement, Outreach, Education, and Training Costs

Consultant - Land Use Survey	Staff Costs
City of [Example] Outreach Specialist	Engagement, Outreach, Education, and Training Costs
Peer-to peer Learning	RRGP Costs
Grant evaluation activities	RRGP Costs
Events (Housing as a Right Conference, Tribal Health and Housing, etc.)	Travel Costs
Data Analysis Activities	Staff Costs
Training and Capacity	Engagement, Outreach, Education, and Training Costs
Admin Costs	Administrative Costs
Engagement Materials (Fliers, translation and interpretation services)	Engagement, Outreach, Education, and Training Costs
Totals	

\$	200.00	400	\$ 80,000.00
\$	150.00	400	\$ 60,000.00
\$	1,000.00	10	\$ 10,000.00
\$	100.00	10	\$ 1,000.00
\$	1,000.00	10	\$ 10,000.00
\$	200.00	400	\$ 80,000.00
\$	200.00	20	\$ 4,000.00
\$	40,000.00	1	\$ 40,000.00
\$	300.00	60	\$ 18,000.00
			\$ 325,500.00



Total project costs and funds committed or requested from other sources (e.g., other grant programs)	Task 1: Establish Equitable Planning and Policy Development Processes for Vulnerable Communities	Task 2: Update Climate Adaptation Plan and Identify Resources to Implement the Plan	Task 3: Track Progress and Evaluate RRGP Grant Outcomes
\$ 2,500.00	\$ 15,000.00	\$ 7,500.00	\$ -

\$ 7,500.00	\$ 40,000.00	\$ 40,000.00	\$ -
\$ 4,000.00	\$ 20,000.00	\$ 30,000.00	\$ 10,000.00
\$ -	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00
\$ -	\$ -	\$ -	\$ 1,000.00
\$ -	\$ 3,000.00	\$ 6,000.00	\$ 1,000.00
\$ -	\$ 24,000.00	\$ 40,000.00	\$ 16,000.00
\$ -	\$ -	\$ -	\$ 4,000.00
\$ -	\$ -	\$ -	\$ 40,000.00
\$ -	\$ 9,000.00	\$ 9,000.00	\$ -
	\$ 115,000.00	\$ 136,500.00	\$ 74,000.00



Total RRGP Funds [Cross Check]	
\$	22,500.00

\$	80,000.00
\$	60,000.00
\$	10,000.00
\$	1,000.00
\$	10,000.00
\$	80,000.00
\$	4,000.00
\$	40,000.00
\$	18,000.00
\$	325,500.00

Reference

Entity Type

Academic Institution

California Native American Tribe

Community-Based Organization

Public Entity

[Select from the dropdown]

Applicant Type

Lead Applicant

Co-Applicant

[Select from the dropdown]

Eligible Planning & Implementation Costs

RRGP Costs

Staff Costs

Travel Costs

Administrative Costs

Engagement, Outreach, Education, and Training Costs
Direct Costs (IMPLEMENTATION PROJECTS ONLY)
Pre-Development Construction Costs (IMPLEMENTATION PROJECTS ONLY)
RRGP Eligible Activities
RRGP Eligible Planning Activities
RRGP Eligible Implementation Activities
Program Administration
Peer-to-Peer Learning
Evaluation Activities
[Select from the dropdown]

Direct vs. Indirect Costs
Direct Costs
Indirect Costs

Definition and Guidance

Includes individual public California institutions of higher education (e.g., universities,

A federally or non-federally recognized Native American tribe in California that is on the contact list that the Native American Heritage Commission (NAHC) maintains per Chapter 905 of the

A public or private nonprofit organization that represents a community or significant segments of a community and provides educational or related services to individuals in the community.

A Community-Based Organization can include 501(c)(3) nonprofit organizations, non-governmental organizations, philanthropic organizations, foundations, California tribal organizations, organizations with a history of representing tribal or vulnerable communities, and fiscally sponsored organizations. Such entities need not be 501(c)(3) organizations but should

Includes cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), Councils of Governments (COGs), Congestion Management Agencies (CMAs), school districts, and

Definition

The lead entity that enters into a partnership with other organizations to apply for a Regional

Entities other than the lead applicant that enter into a partnership with other organizations to apply for a Regional Resilience Grant

Definition

Items listed under Section D. Program Expectations (e.g., optional Peer-to-Peer Learning, Evaluation Activities, and developing reports). Note that 3-15% of the budget should be allocated for Evaluation Activities and no more than 5% should be allocated for Peer-to-Peer

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

Travel reimbursements should adhere to the State rates and conditions set on the CalHR website, except for "incidentals" and out-of-state travel, which will not be reimbursable under

Up to 20% of the 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:

- a. Operating expenses and equipment costs not included as part of direct project costs (functions like accounting, budgeting, audits, business services, information technology, web design services, janitorial; and rent, utilities, supplies, etc.).
- b. Tools, subscriptions, and software (subscriptions to tools and other software that will help increase capacity, help with communication, or otherwise help implement the project, like

Costs related to the engagement, outreach, education, and training activities under the grant, including:

- a. Non-tribal applicants: compensation to tribes for engaging and consulting on local plans
 - b. Materials developed for outreach events, training, and other grant activities, including digital content, or printed materials
 - c. Language Access: Personnel or subcontractor costs for translation or interpretation services for meetings or written materials
 - d. Access to proprietary data or research materials to conduct research, market, and feasibility studies, compiling and analyzing community needs-related information studies
 - e. Facilitating meetings
 - f. Marketing and advertisements
 - g. Compensating participants for their help developing community work products. Include documentation like sign-in sheets or written surveys. Subcontractors and consultants should be
- Costs directly tied to implementing the Grant Agreement including, but not limited to personnel costs for project management and grant administration, labor, subcontracts, equipment costs, supplies, expenses directly tied to the implementation of the grant.

These include costs for construction or project plans, specifications and estimates for engineering, architectural, and other design work; insurance fees; inspection fees; loan and accounting fees; or taxes.

Guidance

Activities related to eligible Planning costs under the Note section for the Budget application component in Section 3.2 Application Components & Scoring Criteria in the RRGP Guidelines.

Activities related to eligible Implementation costs under the Note section for the Budget application component in Section 3.2 Application Components & Scoring Criteria in the RRGP

Activities for the recipient to administer the grant, or for the subgrantees to perform the tasks necessary to fulfill the deliverables outlined in these guidelines. Administrative activities may be related to:

- a. Operating activities (functions like accounting, budgeting, audits, business services, information technology, web design services, janitorial, etc.).
- b. Using tools and other software that will help increase capacity, help with communication, or otherwise help implement the project, like project management software, videoconferencing

RRGP staff will host quarterly virtual peer-to-peer learning sessions to support funded regional partners. At least one representative from each grantee's organization should attend these sessions. This attendance requirement applies to both the Lead Applicant and Co-Applicant(s) of each project. Expenses related with participating in peer-to-peer learning and knowledge exchange opportunities (e.g., meetings, events, roadshows, and convenings of communities of practice) that RRGP facilitates can be listed as eligible costs (see the Note section under the Budget Application Component in Section 3.2 Application Components & Scoring Criteria in the

Grantees will be expected to monitor impact and evaluate how their project aligns with program objectives on an ongoing basis. This is meant to ensure community partnerships are meaningfully serving vulnerable communities. Program staff will help develop evaluation plans and assess progress throughout the grant term. Throughout the fiscal year, the RRGP staff will evaluate progress against goals and objectives, discuss new strategies to improve program outcomes, and align available funding to maximize results for the State. Expenses related with evaluation activities can be listed as eligible costs (see the Note section under the Budget

Definition
Costs directly tied to implementing the Regional Resilience Planning grant, including, but not limited to personnel, subcontracts, equipment, travel, etc.
General expenses of doing business. These costs are not directly tied to the grant but are necessary for the organization's general operation. Examples of indirect costs may include but are not limited to: personnel costs for administrative, supervisory, legal, executive staff or support units like clerical support, housekeeping, etc. Other examples include operating and

