



RESOLUTION No. 23-465

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE OFFICER, OR THEIR DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE REGIONAL RESILIENCE GRANT PROGRAM, FOR FUNDING OF UP TO \$650,000

WHEREAS, on February 7, 2023 the Nevada County's Board of Supervisors adopted its 2023 Priority Objectives that includes Climate Resilience to "Safeguard Nevada County's economic durability, environmental integrity, and public health and safety by preparing for, adapting to, and mitigating changing climate conditions in a way that reflects our rural quality of life"; and

WHEREAS, as outlined in the 2023 Board Workshop, the Climate Resilience objective includes protecting and hardening critical infrastructure, enhancing carbon sequestration on natural and working lands, enhancing collaboration to increase community capacity and achieve climate resilience goals, pursuing funding and advocacy opportunities, and aligning strategies in a coordinated plan; and

WHEREAS, the Governor's Office of Planning and Research, through Integrated Climate Adaptation and Resiliency Program (ICARP) administers the Regional Resilience Grant Program (RRGP); and

WHEREAS, the RRGP provides grant resources to (1) support regional projects aligned with ICARP priorities, improve regional climate resilience, and reduce climate risks from wildfire, sea level rise, drought, flood, increasing temperatures, and extreme heat events (2) address the greatest climate risks in the region, particularly in the most vulnerable communities (3) fill the gaps in climate resilience funding and support sustainable and cohesive climate resilient projects through regional collaboration (4) support equitable outcomes; and

WHEREAS, on 2021 the Town of Truckee, Truckee Tahoe Airport District and Truckee Donner Public Utility District, partnered with Sierra Business Council (SBC) to develop the Climate Transformation Alliance (CTA), a public-private partnership with the goal of reaching carbon neutrality in the Truckee Tahoe region by 2045; and

WHEREAS, Nevada County is seeking to partner with the governing members of the CTA in a joint grant application to the RRGP to achieve five key objectives related to climate resilience including (1) convening a climate collaborative in western Nevada County modeled after CTA and developing goals appropriate for western Nevada County, (2) further development of Nevada County Climate Action plan, including updating existing applicable County plans and studies, (3) coalesce regional plans to construct a unified strategy and process for moving forward (4) Increase participation in eastern-county CTA from disinvested communities, and (5) fund CTA programmatic work; and

WHEREAS, this planning grant will directly advance the County's Climate Resilience objective and initiatives to a) pursue funding and advocacy opportunities, b) align strategies in a coordinated plan, and c) enhance collaboration to increase community capacity and achieve climate resilience goals.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Nevada, State of California, hereby approves and authorizes the submittal of a grant application to the Integrated Climate Adaptation and Resiliency Program Regional Resilience Grant Program for up to \$650,000.

BE IT FURTHER RESOLVED that if selected for an award, the grant and amended budget will be brought back to the Board of Supervisors for approval to accept the award and execute related contract(s).

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 22nd day of August, 2023, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, Susan Hoek and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

for
JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: Deputy COB Mueller

Edward C. Scofield
Edward C. Scofield, Chair

Application Materials Checklist

Application Workbook

The applicant should fill out the Excel workbook provided in the Application Materials.

Applicant Summary

Outlines lead applicants, co-applicants, and other partners.

Work Plan

Lists and describes the tasks required to complete the project, their respective timelines, how the tasks relate to the project's goals, the metrics that will measure success in completing that task, the timeline to complete the task, and who will be involved.

Budget

Outlines main costs associated with project tasks.

Narrative Questions

The applicant should complete the questions in the Narrative Questions Word Document provided in the Application Materials.

Narrative Questions

Answers to Narrative Questions demonstrate that the project meets the criteria set forth in the RRGF Guidelines.

Attachments

The applicant should prepare the following attachments to upload to the Application Portal.

Required Attachment: Proof of Alignment with Relevant Planning Processes

Attachment Options:

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

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



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

Optional Attachment: Letters of Support

Letters from the local and grassroots organizations active in vulnerable communities your project supports.

Optional Attachment: Community Engagement Plan

The project's plan to meaningfully engage communities throughout the project's timeline.



Community Engagement Plan Template

(Optional Attachment)

Background

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

Instructions

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

Notes

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

Community Partner Descriptions

Community Partner #1

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

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

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

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

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

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

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

[Enter response here]

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

[Enter response here]

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

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

[Enter response here]



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

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

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

[Describe engagement methods here]

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

[Enter response here]

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

[Enter response here]

Community Partner #2

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

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

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

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

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

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



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

[Enter response here]

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

[Enter response here]

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

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

[Enter response here]

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

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

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

[Describe engagement methods here]

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

[Enter response here]

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

[Enter response here]

Community Partner #3

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

a. Public entity



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

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

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

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

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

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

[Enter response here]

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

[Enter response here]

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

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

[Enter response here]

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

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

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

[Describe engagement methods here]



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

[Enter response here]

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

[Enter response here]

Community Partner #4

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

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

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

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

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

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

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

[Enter response here]

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



[Enter response here]

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

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

[Enter response here]

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

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

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

[Describe engagement methods here]

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

[Enter response here]

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

[Enter response here]

Community Partner #5

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

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

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



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

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

4. When have you or do you plan to engage the community partner? [Insert dates]**5. Will or did partnering with this community partner build climate resiliency in the region?** Please explain.

[Enter response here]

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

[Enter response here]

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

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

[Enter response here]

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

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

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

[Describe engagement methods here]

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

[Enter response here]

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

[Enter response here]

-- END OF DOCUMENT--





Regional Resilience Grant Program

FY 2022 – 2023

Memorandum

DATE: June 13, 2023

TO: All Potential Applicants

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

SUBJECT: Instructions for the RRGP Round 1 Grant Application

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

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

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

Application Process Overview

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

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

Phase 1: Request for Full Application – RRGP Intent Survey

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

Phase 2: Full Application

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

Disclosure of Application Information and Award Announcements

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

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

Due Dates

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

Submitting Application Materials

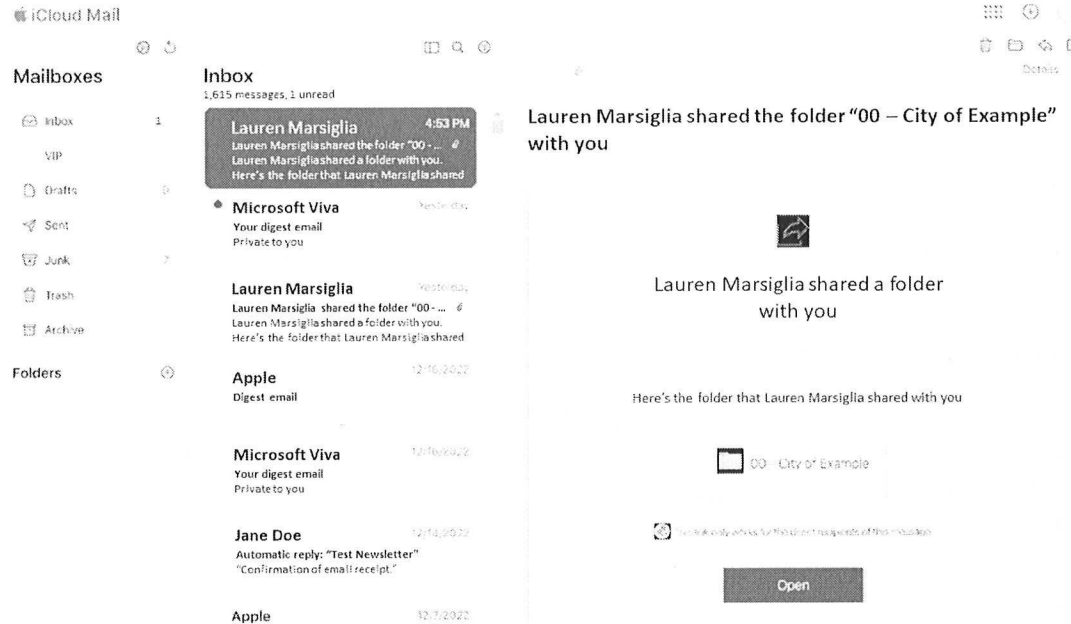
After receiving the survey responses, RRGP staff will provide Applicants with a link to a SharePoint folder. Applicants can access the application materials in the SharePoint folder

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



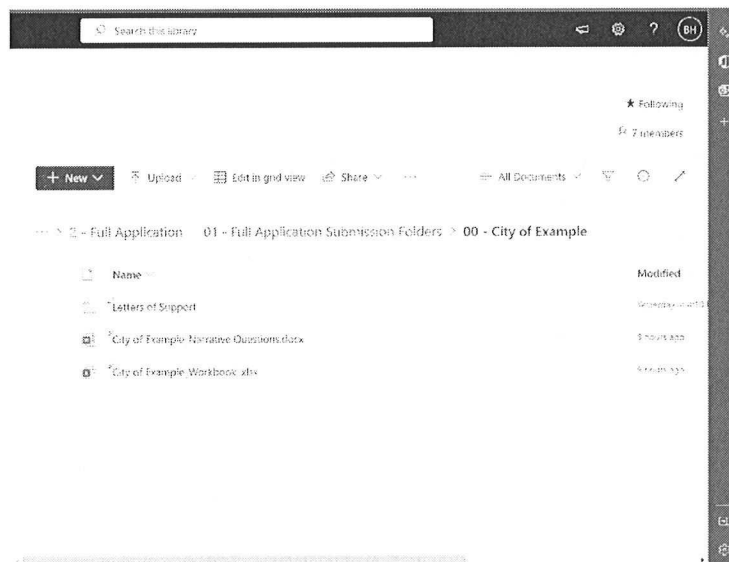
and upload their completed application there. The Application is also available on the [RRGP website](#).

The link to your individualized SharePoint folder will arrive in your inbox and look like this:



Please click "Open" to access your individualized folder. If you do not see an email from an RRG staff member with your individualized folder, please check your Spam or Junk mail. If it is not in your Spam or Junk mail, please email RRG staff through the [RRGP Contact Information](#) below.

After you click "Open," your web browser should automatically open your individualized folder, which will look similar to this:



Depending on your email provider or security settings, SharePoint may send you a confirmation email with a confirmation code that you will need to access the SharePoint folder.

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

Application File Structure and Naming Conventions

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

MAIN FOLDER OF THE GRANT APPLICATION

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

[Applicant Name]_[File Name]

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

[Applicant Name]_[File Name]

For example: City of Example_Narrative Questions

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

[Applicant Name]_[File Name]

For example: City of Example_Workbook

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

[Applicant Name]_[File Name]

For example: City of Example_Project Alignment

If there are multiple documents, use -

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

For example: City of Example_Project Alignment_1of3



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

[Applicant Name]_[File Name]

If there are multiple documents, use -

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

For example: City of Example_Letter of Support_1of3

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

[Applicant Name]_[File Name]

If there are multiple documents, use -

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

For example: City of Example_Community Engagement Plan_1of3

Application Uploads

Completed Applications will include the following application materials:

1. NARRATIVE QUESTIONS

2. APPLICATION WORKBOOK TEMPLATE TO PROVIDE:

- Applicants Summary
- Work Plan
- Budget

3. PROOF OF ALIGNMENT WITH RELEVANT PLANNING PROCESSES

Attachment options:

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

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

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



4. (OPTIONAL) LETTERS OF SUPPORT

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

5. (OPTIONAL) COMMUNITY ENGAGEMENT PLAN

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

Submission Standards

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

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

Application Support

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

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

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

Application Review

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

Application Scoring

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



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

RRGP Contact Information

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

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



General Narrative Questions

Applicant Information

Proposed Project Name: [Enter response here]

Lead Applicant: [Enter response here]

Instructions

1. **Review the scoring criteria checkboxes** for each component of the application to understand what the RRGP application review panel will consider when evaluating these responses. The scoring criteria checkboxes are included in Section 3.2 of the RRGP guidelines and in the Scoring Criteria document.
2. **Review the Set-Aside + Funding Goals** under Section 1.5 Funding Availability of the RRGP guidelines to determine whether the project qualifies for set-aside funding and will need to address that in the response.
3. **Provide clear and brief responses** to each of the following application components in the text boxes, which included instructions in brackets.

Notes

- **Word counts** are listed for each question. Adhering to word counts is required. The RRGP application review panel will deduct points for responses that exceed the word count limit.
- **Maps, figures, and pictures** may also be included as part of the responses. Words in maps, tables, and figures will count towards the total word count for the response. Avoid including excessive maps, figures, and pictures to ensure readability.
- **Formatting** such as bullet points (•, ◦, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting to ensure readability.

Application Components & Questions

Project Description & Goals (750 words)

Provide the following numbered information in bold text and consider the guiding questions in the response. The questions are optional and meant to guide responses to show what the RRG application review panel will consider when evaluating applications.

1. Project Description

Optional guiding questions:

- 1.1. What is the project, its main activities, and the region it focuses on?
- 1.2. Does the project align with activities and objectives that relevant published or draft local, regional, tribal, or state plans, programs, or policies outline?
 - 1.2.a. If so, please explain and highlight or directly quote the exact section of the published or draft plan that the project aligns with.
 - 1.2.b. If not, describe relevant past experience. Has the applicant or co-applicant(s) completed similar projects? What framework or process will the applicant use to complete the project?

2. Who the project serves

Optional guiding questions:

- 2.1 Who does the project serve?
- 2.2 Will the project serve, benefit, or represent any vulnerable and/or disadvantaged communities (DACs)? Please explain.
- 2.3 Do DACs make up at least at least 51% of the project applicants' combined jurisdiction by census tracts or population? If so, identify the combined jurisdiction boundaries and how the project meets the 51% by number of census tracts or population.

3. Expected Project outcomes

Optional guiding questions:

- 3.1. What are the project's expected short- and long-term outcomes, including its climate resiliency outcomes?
- 3.2. Do these outcomes consider the other RRG application components, like the Community Partnership, Needs & Priorities (1,000 words) Community Partnership, Needs & Priorities, Regional Partnership (Regional Partnership,

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Climate Risks and Multiple Benefits (Climate Risks and Multiple Benefits,

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Organizational Capacity (Organizational Capacity, or

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Budget components? Please explain.

3.3. If the project qualifies for the DAC set-aside, how will the project directly benefit disadvantaged communities?

[Enter response here (750 words)]



Community Partnership, Needs & Priorities (1,000 words)

Provide the following numbered information in bold text and consider the guiding questions in the response. The questions are optional and meant to guide responses to show what the RRG application review panel will consider when evaluating applications.

1. What the community's needs and priorities are

Optional guiding questions:

- 1.1. What are the community's needs and priorities?
- 1.2. Does the project consider and address the current, most pressing inequities the communities face, while building resilience in built, natural, and social systems? Please explain.
- 1.3. Do the priorities consider feasibility, adaptive capacity, and building capacity? Please explain.

2. Who identified the community's needs and priorities and how

Optional guiding questions:

- 2.1. Who identified the community's needs and priorities and how did they identify them?
- 2.2. Did community members help or will help identify community priorities through a substantial community engagement process? Please explain.
 - 2.2.a. Did or will this process meaningfully include vulnerable populations or community-based organizations representing vulnerable populations? Please explain.
 - 2.2.b. Did or will this community engagement process involve all affected and necessary parties, including those who may be part of the community partnership structure? Please explain.
 - 2.2.c. If the applicant has not conducted a substantial community engagement process, why not and what is the plan to address this gap? Do the work plan, budget, and community engagement plan reflect those efforts to close the gap during the grant term?

3. How the community's needs and priorities informed the project design

Optional guiding questions:

- 3.1. How did the community's needs and priorities inform the project design?
- 3.2. Did the community help define and design the project through a substantial community engagement process? Please explain.
- 3.3. Did or will this process meaningfully include vulnerable populations or community-based organizations representing vulnerable populations? Please explain.



3.4. Did or will this community engagement process involve all affected and necessary parties, including those who may be part of the community partnership structure? Please explain.

3.5. Does this project have strong community support? Please explain.

4. The project’s community engagement and partnership plan

Optional guiding questions:

4.1. What is the project’s community partnership structure and how will partnering with the community build climate resiliency in the project’s region?

4.2. Does this project have a community engagement plan to meaningfully engage communities throughout the project’s timeline? If so, please attach a copy.

4.2.a. Does the plan explain how it will involve vulnerable communities? Please explain.

4.2.b. Does or will the engagement process make it easy for community members to participate in meetings and in the decision-making process? Please explain.

4.2.c. Does the plan show how materials will use accessible language and messaging?

4.3. Does the community partnership structure represent a diversity of residents and key collaborators? Please explain.

4.4. How will those in the community partnership structure be involved throughout the project, from design to evaluation?

4.4.a. Will the project clearly and meaningfully shift or share decision-making power with vulnerable communities? Please explain.

[Enter response here (1,000 words)]



Climate Risks and Multiple Benefits (1,000 words)

Provide the following numbered information in bold text and consider the guiding questions in the response. The questions are optional and meant to guide responses to show what the RRGP application review panel will consider when evaluating applications.

1. The region's greatest climate risks

Optional guiding questions:

- 1.1. What are the region's greatest current and future climate risks?
 - 1.1.a. If the region has not yet identified the greatest climate risks, describe the local or tribal ecological knowledge of climate risks.
- 1.2. Do the region's greatest climate risks align with the risks the RRGP addresses (drought, flood, extreme heat events, increasing temperatures, sea level rise, wildfire)? Please explain.

2. Whether the application addresses the region's greatest climate risks

Optional guiding questions:

- 2.1. Will this project address the region's greatest climate risks identified in #1 above? Please explain.
- 2.2. How will the project maximize resilience? Will it address multiple, interconnected regional climate risks using a systematic approach?
 - 2.2.a. If it is not possible to address more than one regional climate risk due to regional needs, priorities, or other conditions, why not, and does the applicant have any plans to address multiple regional climate risks?

3. Methods the project will use to address the climate risks

Optional guiding questions:

- 3.1. How did the applicant evaluate opportunities during the project design process to increase resilience to the region's greatest climate risks?
- 3.2. Were the applicant or co-applicant(s) able to evaluate whether the project could use natural infrastructure to address the climate risks? If so, how?
- 3.3. Will the project use natural infrastructure to respond to the climate risks where feasible? Please explain.
 - 3.3.a. If using natural infrastructure is infeasible, please explain why not.
- 3.4. Did the applicant and co-applicant(s) apply systems-level thinking and problem-solving when developing the project? Please explain.



3.5. Will the project use climate projections based on the best available science and local and/or regional data 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? Please explain.

3.6. Are those climate projections and science relevant to the issue the application is trying to address? Do they support the application and why this is a priority for the community? Please explain.

4. The multiple benefits the project offers

Optional guiding questions:

4.1. How will the project benefit communities within the project area?

4.1.a. Does the project prioritize benefits toward vulnerable communities?

4.2. Do the benefits the project offers go beyond climate resiliency, are cross-cutting, and span sectors and climate issues? Please explain.

[Enter response here (1,000 words)]



Regional Partnership (1,000 words)

Provide the following numbered information in bold text and consider the guiding questions in the response. The questions are optional and meant to guide responses to show what the RRG application review panel will consider when evaluating applications.

1. The regional partnership structure (i.e., who are the applicants and co-applicants)

Optional guiding questions:

- 1.1. What is the project's regional partnership structure?
- 1.2. Does the regional partnership include two or more eligible entities whose combined jurisdiction enhances their effectiveness in responding to the highest priority climate risks of that region? Please explain.
- 1.3. Do the regional partners reflect the community and include a diversity of eligible entities? Please explain.
- 1.4. Do the regional partners bring unique strengths and approaches and have a proven track record serving communities? Please explain.
- 1.5. Will the regional partnership facilitate capacity building opportunities for co-applicants from disadvantaged communities? Please explain.

2. Partner responsibilities and long-term goals.

Optional guiding questions:

- 2.1. How will the regional partners organize themselves, manage the project, and build their network's capacity?
- 2.2. What are the regional partnership's long-term goals?
 - 2.2.a. Are the regional partners committed to equity, self-governance, and sustaining the partnership beyond the grant term? Please explain.
 - 2.2.b. Will the regional partners evaluate and measure their progress toward achieving program objectives? If so, how do the regional partners intend to use the findings?

[Enter response here (1,000 words)]



Organizational Capacity (500 words)

Provide the following numbered information in bold text and consider the guiding questions in the response. The questions are optional and meant to guide responses to show what the RRG application review panel will consider when evaluating applications.

1. Administrative Experience

Optional guiding questions:

- 1.1. Can at least one co-applicant in the partnership structure manage grants and this proposal, including internal processes for financial tracking and accountability, and coordinate amongst diverse partners? Please explain.
- 1.2. If the lead applicant plans to provide advanced payment to co-applicants, does the lead applicant have the ability to do so? Please explain.
- 1.3. Does at least one of the co-applicants have the expertise and experience to act as a fiscal agent in gathering and reporting information on implementing the proposal? Please explain.
- 1.4. Do the regional partners show commitment, readiness, and capacity to implement the proposed work on time and within budget? Please explain.

2. Programmatic Experience

Optional guiding question:

- 2.1. Do the applicants possess the programmatic expertise needed for this project? Please explain.

3. Plans to Meet Capacity Gaps

Optional guiding questions:

- 3.1. How do the regional partners plan to close capacity gaps, including those related to the administrative and programmatic expertise, to complete the project?
- 3.2. Do the work plan and budget show how the applicants will maintain or create sustainable staffing levels to support capacity building?

[Enter response here (500 words)]



Budget (500 words)

Provide the following numbered information in bold text and consider the guiding questions in the response. The questions are optional and meant to guide responses to show what the RRGP application review panel will consider when evaluating applications.

1. A high-level budget justification that summarizes the overall project costs

Optional guiding questions:

- 1.1. Does it reflect organizational strengths and experiences and feasible financial projections within the 12- to 30-month grant period? Please explain.
- 1.2. Does the budget have reasonable tasks and deliverables, feasible financial projections, and consider the grant term's timelines? Please explain.
- 1.3. If applicable, does the budget include funding from sources other than the RRGP? Please explain.
- 1.4. How will the project allocate resources across co-applicants and partners to lead or support specific activities, reasonable tasks, and deliverables?
- 1.5. Does the budget consider the number of funded partners, number and complexity of activities, consultant services and other contracting needs, community engagement and participation costs? Please explain.
- 1.6. Does the budget show an understanding of proposed activities? Please explain.
- 1.7. Does the budget allocate resources across entities within the collaborative based on their strengths and experience to lead or support specific activities? Please explain.
- 1.8. What funds, besides the RRGP's funding, will support the project overall?

2. How the requested budget aligns with the project goals and work plan.

Optional guiding questions:

- 2.1. Does the budget align with the project goals and activities outlined within the application and work plan? Please explain.
- 2.2. Do the project costs align with the RRGP (e.g., the total budget allocates 3-15% towards Evaluation Activities, up to 5% towards Peer-to-Peer Learning, and only includes eligible costs)? Please explain.

[Enter response here (500 words)]

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Scoring Criteria

The table below shows the maximum number of points each component of the application can earn.

Application Component	Total Points Possible
<u>Project Description & Goals</u>	15
<u>Community Partnership, Needs, & Priorities</u>	20
<u>Climate Risks and Multiple Benefits</u>	20
<u>Regional Partnership</u>	20
<u>Organizational Capacity</u>	10
<u>Budget</u>	15
Total	100

Project Description & Goals

Information to Include and Corresponding Criteria

Include the following bolded information. The subpoints below each bolded heading show the criteria the RRGF application review panel will consider when evaluating applications:

1. Project Description

- 1.1. The application clearly describes the project and shows that it is eligible for the RRGF.
- 1.2. The application describes how the project aligns with the activities and objectives that relevant local, regional, tribal, or state plans, programs, or policies outline, including those across sectors, like transportation, housing, land use planning, public health; or those from related State grant programs (see Appendix E. Distinguishing RRGF from Related State Grant Programs in the Final RRGF Guidelines).

Example documents to align with include: California Climate Adaptation Strategy, the California Extreme Heat Action Plan, county or regional general plans, hazard mitigation plans, climate action plans, tribal-led plans, integrated regional water management plans, zoning, building intensity, and density requirements, design guidelines, housing elements and applicable goals, policies, and programs.

- 1.3. The application clearly highlights or directly quotes the exact section of the relevant local, regional, tribal, or state plan etc., that the project aligns with.

1.3.a. If the applicants' jurisdictions do not have a draft, in-progress, or adopted plan to reference, the application illustrates how they have completed similar projects and what the process will be by providing a framework or description of relevant past experience.

2. Who the project serves

2.1. The application clearly describes whom the project serves.

2.2. The application clearly defines one or more vulnerable communities and demonstrates it will primarily benefit, is located in, or represents the defined communities.

2.3. Applications qualifying for the DAC set-aside clearly identify how DACs will make up at least at least 51% of the project applicants' combined jurisdiction by Census tracts or population.

3. Expected Project Outcomes

3.1. The application clearly describes what the expected short- and long-term outcomes, including climate resiliency outcomes, will be.

3.2. The outcomes show how the project will incorporate the application components in the goals (e.g., Community Partnership, Needs, & Priorities, Climate Risks and Multiple Benefits, Regional Partnership, Organizational Capacity, Budget).

3.3. Applications qualifying for the DAC set-aside clearly explain how the project will directly benefit disadvantaged communities.

4. Work Plan

4.1. The work plan adheres to the 12- to 30-month expected end date, is detailed, has clear timelines, discrete tasks, and detailed deliverables.

Community Partnership, Needs, & Priorities

Relevant Terms

Community. Throughout this section, “community” refers to the populations the project serves, as identified in #2 under Project Description & Goals.

Community partnership. Throughout this section, community partnership refers to a group of organizations and community members who share common goals and objectives, distributed roles and responsibilities, and engage in collective decision-making processes. However, they do not need to be part of the project’s regional partnership structure (i.e., not applicants or co-applicants).

Information to Include and Corresponding Criteria

Include the following bolded information. The subpoints below each bolded heading show the criteria the RRG application review panel will consider when evaluating applications:

Applications qualifying for the DAC set-aside should address how the project meets the needs and priorities of disadvantaged communities in each checklist category below.



1. What the community's needs and priorities are

- 1.1. The application clearly describes what the community's needs and priorities are.
- 1.2. The application considers and addresses the current, most pressing inequities the communities face while building resilience in built, natural, and social systems.
- 1.3. The priorities consider feasibility, adaptive capacity,¹ and building capacity.²

2. Who identified the community's needs and priorities and how

- 2.1. The application clearly describes who identified the community's needs and priorities and how they identified them.
- 2.2. The community helped or will help identify community priorities through a substantial community engagement process (e.g., by conducting a community needs assessment).
 - 2.2.a. This process meaningfully included or will include vulnerable populations or community-based organizations representing vulnerable populations.
 - 2.2.b. This community engagement process involved all affected and necessary parties, including those who may be part of the community partnership structure.
 - 2.2.c. If the application does not describe a substantial community engagement process, it includes a clear justification and plan to address this gap within the grant term by reflecting this effort in the work plan, budget, and community engagement plan.

3. How the community's needs and priorities informed the project design

- 3.1. The application clearly describes how the community's needs and priorities informed the project design.
- 3.2. The community helped define and design the project through a substantial community engagement process (e.g., collaboratively developing feasible community project ideas to reflect community needs and ensure projects reflect community priorities and expertise before developing the project).
 - 3.2.a. This process meaningfully included or will include vulnerable populations or community-based organizations representing vulnerable populations.
 - 3.2.b. This community engagement process involved or will involve all affected and necessary parties, including those who may be part of the community partnership structure.

¹ For more information, see the "adaptive capacity" definition in Appendix F: Glossary and Acronyms in the Final RRGF Guidelines.

² See tools from Appendix E: Climate Adaptation and Resilience Resources in the Final RRGF Guidelines for ideas.



3.3. The application provides clear and convincing evidence of strong community support (e.g., from those in the community partnership structure, etc.).

4. The project's community partnership and engagement plan

4.1. The application clearly describes the project's community partnership structure and how partnering with the community will build climate resiliency in its region.

4.2. The application includes a community engagement plan to meaningfully engage communities throughout the project.

4.2.a. The plan explains how it will involve vulnerable communities.

4.2.b. The engagement process makes it easy for community members to participate in meetings and in the decision-making process (e.g., the project provides stipends, meets in convenient locations or virtually, provides childcare and food, uses plain language, offers translation services for languages spoken in the community, and uses culturally appropriate methods).

4.2.c. The plan shows how materials will use accessible language and messaging (e.g., plain language, languages spoken in the community).

4.3. The application's community partnership structure represents a diversity of residents and key collaborators.

4.4. The application clearly explains how those in the community partnership structure will be involved throughout the project, from design to evaluation. Members of the community that the project serves are involved as board members, management staff, or have a leadership role in project/program development.

4.4.a. The application demonstrates how the project will clearly and meaningfully shift or share decision-making power with vulnerable communities.

Climate Risks and Multiple Benefits

Information to Include and Corresponding Criteria

Include the following bolded information. The subpoints below each bolded heading show the criteria the RRG application review panel will consider when evaluating applications:

Applications qualifying for the DAC set-aside should address how the project identified climate risks and multiple benefits with respect to the needs and priorities of disadvantaged communities in each checklist category below.

1. The region's greatest climate risks

1.1. The application includes a clear description and analysis of the region's greatest current and future climate risks. If the region has not yet identified the greatest climate risks, the application includes a description of local or tribal ecological knowledge of climate risks.



1.2. The region's greatest climate risks align with the risks the RRGP addresses (drought, flood, extreme heat events, increasing temperatures, sea level rise, wildfire).

2. Whether the application addresses the region's greatest climate risks

2.1. The application addresses the region's greatest climate risks identified in #1 above.

2.2. The application describes how the project will maximize resilience and address multiple, interconnected regional climate risks, where possible, using a systematic approach.

2.2.a. If it is not possible to address more than one regional climate risk due to regional needs, priorities, or other conditions, the application provides a clear and comprehensive justification and includes a plan to address this gap in the application.

3. Methods the project will use to address the climate risks

3.1. The application includes information on how the applicants evaluated opportunities during the project design process to increase resilience to the region's greatest climate risks.³

3.2. The application evaluates whether the project could use natural infrastructure to address the climate risks.

3.2.a. The project uses natural infrastructure to respond to the climate risks, where feasible.

3.2.b. If using natural infrastructure is infeasible, the application explains why.

3.2.c. The application applies systems-level thinking and problem-solving when developing the project.

3.3. The application describes the intent to use climate projections based on best available science and local and/or regional data 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 (For more guidance, see Appendix E: Climate Adaptation and Resilience Resources in the Final RRGP Guidelines).

3.3.a. The climate projections and science are relevant to the issue the application is trying to address, support the application, and support why this is a priority for the community.

4. The multiple benefits the project offers

4.1. The application clearly and comprehensively describes how the project will benefit communities within the project area.

³ For more information, see the "Benefits" definition in Appendix G: Glossary and Acronyms in the Final RRGP Guidelines.



- 4.1.a. The project prioritizes benefits toward vulnerable communities.
- 4.2. The benefits the project offers go beyond climate resiliency, are cross-cutting, and span sectors and climate issues.

Regional Partnership

Relevant Term

Regional Partnership consists of two or more eligible entities whose combined jurisdiction enhances their effectiveness in responding to the highest priority climate risks of that region.

Information to Include and Corresponding Criteria

Include the following bolded information. The subpoints below each bolded heading show the criteria the RRGP application review panel will consider when evaluating applications:

Applications qualifying for the DAC set-aside should address how the regional partnership meets the needs and priorities of disadvantaged communities in each checklist category below.

1. The regional partnership structure (i.e., applicant and co-applicants)

- 1.1. The application clearly describes the regional partnership structure.
- 1.2. The regional partnership includes two or more eligible entities whose combined jurisdiction enhances their effectiveness in responding to the highest priority climate risks of that region.
- 1.3. Regional partners reflect the community and include a diversity of eligible entities.
- 1.4. Regional partners bring unique strengths and approaches and a proven track record of serving communities.
- 1.5. The regional partnership will facilitate capacity building opportunities for co-applicants from vulnerable communities.

2. Partner responsibilities and long-term goals

- 2.1. The application clearly describes how the regional partners will organize themselves, manage the project, and build their network's capacity.
- 2.2. The application clearly describes the regional partnership's long-term goals.
- 2.2.a. Regional partners show commitment to equity, the ability to self-govern, and the likelihood of sustaining the partnership beyond the grant term.



2.2.b. Regional partners will evaluate and measure their progress toward achieving program objectives and describe how they intend to use the findings.

Organizational Capacity

Information to Include and Corresponding Criteria

In the organizational capacity section, the application should describe the regional partners' organizational capacity to implement the proposed activities successfully, providing examples from previous experience and plans to meet any gaps required for the RRGP.

Include the following bolded information. The subpoints below each bolded heading show the criteria the RRGP application review panel will consider when evaluating applications:

1. Administrative Experience

- 1.1. The application shows that at least one co-applicant in the partnership structure can manage grants and this proposal, including internal processes for financial tracking and accountability, and can coordinate amongst diverse partners.
- 1.2. The application demonstrates the ability to provide advanced payment to co-applicants (only if the proposal includes advanced pay as a mechanism of payment).
- 1.3. One of the co-applicants demonstrates a fiscal agent's expertise in gathering and reporting information on implementing the proposal.
- 1.4. Regional partners show commitment, readiness, and capacity to implement the proposed work on time and within budget.

2. Programmatic Expertise

- 2.2. The application demonstrates that the applicants possess strong programmatic expertise.

3. Plans to Meet Capacity Gaps

- 3.1. The application clearly describes how the regional partners plan to close capacity gaps, including those related to administrative and programmatic expertise, to complete the project.
- 3.2. The work plan and budget show how the applicants will maintain or create sustainable staffing levels to support capacity building.



Budget

Information to Include and Corresponding Criteria

The application should include a budget and a written narrative explaining the budget's allocations and reasons for proposed expenditures. The subpoints below each bolded heading show the criteria the RRGP application review panel will consider when evaluating applications:

The budget should:

1. Align with the RRGP

- 1.1. The total budget allocates 3-15% towards Evaluation Activities to support the applicants' time engaging with the RRGP's evaluation activities.
- 1.2. The total budget allocates up to 5% towards Peer-to-Peer Learning to support the applicants' time engaging with the RRGP's peer-to-peer learning activities.
- 1.3. The budget only includes eligible costs (see the Note section for the Budget Application Component in Section 3.2. Application Components & Scoring Criteria in the RRGP Guidelines).

2. Align with the project goals and work plan

- 2.1. The budget is realistic, reflecting organizational strengths and experiences, and feasible financial projections within the 12- to 30-month grant period.
- 2.2. The budget aligns with the project goals and activities outlined within the application and work plan.
- 2.3. The budget has reasonable tasks and deliverables, feasible financial projections, and considers the grant term's timelines.
- 2.4. The budget includes funding from sources other than the RRGP, if applicable.

3. Be detailed and complete

- 3.1. The budget clearly outlines proposed activities, broken down by task and line item. It shows how the project will allocate resources across co-applicants and partners to lead or support specific activities, reasonable tasks, and deliverables.
- 3.2. The budget considers the number of funded partners, number and complexity of activities, consultant services and other contracting needs, and community engagement and participation costs.
- 3.3. The budget is thorough, showing an understanding of proposed activities.
- 3.4. The budget allocates resources across entities within the collaborative based on their strengths and experience to lead or support specific activities.



3.5. The budget includes all necessary supporting justifications.



Component Point Scale

Reviewers will assess how well the proposal meets each evaluation criterion using the following scale. The score ranges vary by the maximum points each application component may earn. To see the maximum points and the example scoring criterion, see the table on page 1.

Point Scale	Component Max. Points: 20	Component Max. Points: 15	Component Max. Points: 10
Excellent: All criteria are addressed with the highest degree of confidence in the response or proposed solution. Exceeds the requirements in providing multiple enhancing features, a creative approach, or an exceptional solution.	17 - 20	12 - 15	9 - 10
Very good: fully addresses the criteria with a high degree of confidence in the response or proposed solution. Offers one or more enhancing features, methods, or approaches that exceed basic expectations.	12 - 16	9 - 11	7 - 8
Good: fully addresses the criteria with a good degree of confidence in the proposer's response or proposed solution. No identified omissions, flaws, or defects. Any identified weaknesses are minimal, inconsequential, and acceptable. Gaps in meeting criteria are accompanied by a strong justification and plan to address gaps in the grant term.	8 - 11	6 - 8	4 - 6
Fair: Inadequately addresses the criteria. Any omissions, flaws, or defects are inconsequential and acceptable.	4 - 7	3 - 5	2 - 3
Poor: does not adequately address the criteria. One or more omissions, flaws, or defects or the criteria are addressed in a limited way that results in a low degree of confidence in the proposed solution.	0 - 3	0 - 2	0 - 1

-- END OF DOCUMENT--



Work Plan

- Instructions:**
- Fill out the rows and columns with the requested information. The workplan has no page limit.
 - Indicate all required activities in this workplan. The workplan is a set of strategies that align with program objectives and achieve the project goals.
 - 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.
 - The workplan should adequately describe the tasks so reviewers can understand the work to be done. The workplan should include a list of tasks. Applicants are limited to the five subtasks to show in this workplan. Add more strategies as needed.
 - 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:	[Insert Proposal Name]
Lead Applicant:	[Insert Lead Applicant Name]
Co-Applicant(s):	[Insert Co-Applicant Name]

Task 1: [Insert Name]

Subtask	Description Include details of the activities or deliverables	Deliverables / Milestones Major outcomes and/or metrics used to demonstrate success	Timeline No later than June 30, 2026	Partners Involved This could be the lead applicant, co-applicant(s) or unfunded partner(s). If the partners are not identified include future plans to engage	RRGP Eligible Activities Addressed
Subtask A	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask B	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask C	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask D	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask E	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]

Task 2: [Insert Name]

Subtask	Description Include details of the activities or deliverables	Deliverables / Milestones Major outcomes and/or metrics used to demonstrate success	Timeline No later than June 30, 2026	Partners Involved This could be the lead applicant, co-applicant(s) or unfunded partner(s). If the partners are not identified include future plans to engage	RRGP Eligible Activities Addressed
Subtask A	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask B	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask C	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask D	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask E	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]

Task 3: [Insert Name]

Subtask	Description Include details of the activities or deliverables	Deliverables / Milestones Major outcomes and/or metrics used to demonstrate success	Timeline No later than June 30, 2026	Partners Involved This could be the lead applicant, co-applicant(s) or unfunded partner(s). If the partners are not identified include future plans to engage	RRGP Eligible Activities Addressed
Subtask A	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask B	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask C	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask D	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask E	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]

Task 4: [Insert Name]

Subtask	Description Include detail of activities or deliverables	Deliverables / Milestones Major outcomes and/or metrics used to demonstrate success	Timeline No later than June 30, 2026	Partners Involved This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified, include future plans to engage	RRGP Eligible Activities Addressed
Subtask A	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask B	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask C	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask D	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask E	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]

Task 6: [Insert Name]

Subtask	Description Include detail of activities or deliverables	Deliverables / Milestones Major outcomes and/or metrics used to demonstrate success	Timeline No later than June 30, 2026	Partners Involved This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified, include future plans to engage	RRGP Eligible Activities Addressed
Subtask A	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask B	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask C	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask D	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]
Subtask E	[Insert Response]	[Insert Response]	[Insert Timeline]	[Insert Response]	[Select from the dropdown]

(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 RRGF Guidelines for the key information the review panel will consider when evaluating applications.
3. Use the table to describe the proposed project's Lead

Proposal Name:

City of [EXAMPLE] Climate Adaptation Plan L

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

Organization Name

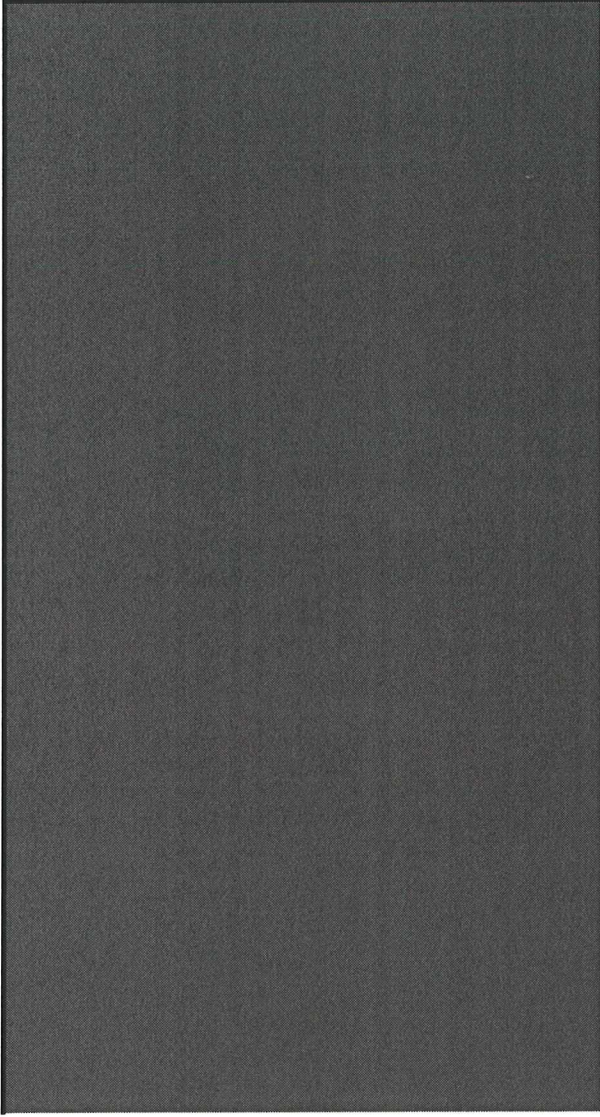
Enter the full organization name. Do not use abbreviations.

City of [EXAMPLE]

Community-Based Organization #1 Name

University of [EXAMPLE]

Community-Based Organization #2 Name



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:

1. Fill out the rows and columns with the requested information. The workplan is a set of program activities in this workplan. The workplan is a set of strategies that align with program objectives and achieve the project vision.
2. 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.
3. The workplan should adequately describe the tasks so reviewers can understand how specific tasks advance project objectives and goals.
4. 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:	City of [EXAMPLE] Climate Adaptation Plan Update		
Lead Applicant:	City of [EXAMPLE]	University of [EXAMPLE]	Community-Based Organization #2 Name
Co-Applicant(s):	Community-Based Organization #1		

Task 1: Establish Equitable Planning and Policy Development Processes for Vulnerable Communities

Subtask	Description	Deliverables / Milestones	Timeline	Partners Involved	RRGP Eligible Activities Addressed
Subtask A: Develop Work Plan	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.	Major outcomes and/or metrics used to demonstrate success	No later than June 30, 2026	This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage	RRGP Eligible Planning Activities
Subtask B: Hold Community Workshops	Partners conduct community engagement and process to prioritize climate adaptation strategies.	Work Plan	August 2023 - October 2023	City of [EXAMPLE], University of [EXAMPLE], and Community-Based Organization #1	RRGP Eligible Planning Activities
Subtask C: Survey	Collect and assess quantitative data to better understand social and physical climate risk	Conduct Community Workshops	January 2024 - December 2024	Community-Based Organization #2 Name	RRGP Eligible Planning Activities
		Conduct Community Surveys to Assess Need	January 2024 - December 2024	University of [EXAMPLE]	RRGP Eligible Planning Activities

Task 2: Update Climate Adaptation Plan and Identify Resources to Implement the Plan

Subtask	Description	Deliverables / Milestones	Timeline	Partners Involved	RRGP Eligible Activities Addressed
Subtask A: Hold Community Event	Collaborate with City on planning process, organize a series of community events to identify needs and opportunities to improve the adaptive capacity of the community.	Major outcomes and/or metrics used to demonstrate success	No later than June 30, 2026	This could be the lead applicant, co-applicant(s), or unfunded partner(s). If the partners are not identified include future plans to engage	RRGP Eligible Planning Activities
Subtask B: Solicitation for Climate Vulnerability Assessment	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.	Conduct Community Events	January 2024 - January 2026	City of [EXAMPLE], University of [EXAMPLE], and Community-Based Organization #1	RRGP Eligible Planning Activities
Subtask C: Equitable Engagement Plan	Equitable Plan-Ensure alignment of community needs and priorities related to a equitable planning outcomes including economic resilience, access to green space, co-benefits strategies and community climate resilience needs related to housing needs	Request for Proposal	January 2024 - February 2024	City of [EXAMPLE]	RRGP Eligible Planning Activities
		Equitable Engagement Plan Creation	January 2025-December 2025	Community-Based Organization #1 Name	RRGP Eligible Planning Activities

Task 3: Track Progress and Evaluate RRGF Grant Outcomes

Subtask	Description <i>Include details of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	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>	RRGF Eligible Activities Addressed
Subtask A: RRGF Evaluation Plans	Develop project evaluation plans	Evaluation plans established	Ongoing	City of [EXAMPLE], University of [EXAMPLE], Community-Based Organization #1, Community-Based Organization #2	Evaluation Activities
Subtask B: RRGF Reporting	Conduct data collection, tracking, and reporting associated with grant evaluation	Progress reports and major RRGF deliverables	Ongoing	City of [EXAMPLE], University of [EXAMPLE], Community-Based Organization #1, Community-Based Organization #2	Evaluation Activities

(Example) Budget

Instructions:

- 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 RRGFP Grant Funds," and "Check" columns.
- Populate each Task from the workbook into the "Task" column.
- Total RRGFP Grant Funds will calculate based on the "Cost per Unit" and "Number of Units." Use the "Task" column to allocate each budget line item.

Notes:

The RRGFP does not require match funding and will award grants at a 100% agreed grant rate corresponding to the grantee's project type. For example, if the grantee's project type is a \$50,000 to \$550,000, individual implementation grants will range in size from \$550,000 to \$5 million.

Grantees may use the RRGFP funding to provide the remaining match functions for other functions or

Proposed Name: City of (EXAMPLE) Climate Adapt

Lead Applicant: City of (EXAMPLE)

Cap/Threshold	Direct Costs	Indirect Costs
80-100%	100.0%	0-20%
14.0%	325,500.00	40,000.00
Total	\$	\$

Cost Description	Cost Type	Number of Units (Example: Hours worked, fee cost, etc.)	Total RRGFP Funds	Total project costs and funds committed or requested from 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 RRGFP Grant Outcomes	Total RRGFP Funds (Cross Check)
Community Workshops	See the "Note" section under the "Budget" application component in Section 3.2 Application Components & Scoring Criteria in the RRGFP Guidelines for eligible costs for planning and implementation projects Engagement, Outreach, Education, and Training Costs	15	\$ 1,500.00	\$ 2,500.00	\$ 15,000.00	\$ 7,500.00	\$ -	\$ 22,500.00
Consultant - Land Use Survey	Staff Costs	400	\$ 200.00	\$ 7,500.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 80,000.00
City of (Example) Outreach Specialist	Engagement, Outreach, Education, and Training Costs	400	\$ 150.00	\$ 4,000.00	\$ 20,000.00	\$ 30,000.00	\$ 10,000.00	\$ 60,000.00
Peer-to-peer Learning	RRGP Costs	10	\$ 1,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 10,000.00
Grant evaluation activities	RRGP Costs	10	\$ 100.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
Events (Housing as a Right Conference, Tribal Health and Housing, etc)	Travel Costs	10	\$ 1,000.00	\$ -	\$ 3,000.00	\$ 6,000.00	\$ 1,000.00	\$ 10,000.00
Data Analysis Activities	Staff Costs	400	\$ 200.00	\$ -	\$ 24,000.00	\$ 40,000.00	\$ 16,000.00	\$ 80,000.00
Training and Capacity	Engagement, Outreach, Education, and Training Costs	20	\$ 200.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00
Admin Costs	Administrative Costs	1	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00
Engagement Materials (Fliers, translation and interpretation services)	Engagement, Outreach, Education, and Training Costs	60	\$ 300.00	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	\$ 18,000.00
Totals				\$ 325,500.00	\$ 115,000.00	\$ 136,500.00	\$ 74,000.00	\$ 325,500.00

Reference	
Entity Type	Definition and Guidance
Academic Institution California Native American Tribe	Includes individual public California institutions of higher education (e.g., universities, community colleges, etc.). 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 Statutes of 2004 (Pub. Resources Code, § 21073).
Community-Based Organization	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.
Public Entity	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 be legal entities authorized and empowered to enter contracts and hold funds.
[Select from the dropdown]	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 special districts (e.g., resource conservation districts, harbor districts, etc.).
Applicant Type	Definition
Lead Applicant	The lead entity that enters into a partnership with other organizations to apply for a Regional Resilience Grant
Co-Applicant	Entities other than the lead applicant that enter into a partnership with other organizations to apply for a Regional Resilience Grant
[Select from the dropdown]	
Eligible Planning & Implementation Costs	Definition
RRGP Costs	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 Learning activities.
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, list these costs in the budget as direct costs via a consultant contract.
Travel Costs	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 this grant.
Administrative Costs	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 project management software, videoconferencing technology subscriptions, and mapping software). c. Prorated general liability, workers' compensation (may be included in payroll), and automotive insurance.

Engagement, Outreach, Education, and Training Costs	<p>Costs related to the engagement, outreach, education, and training activities under the grant, including:</p> <ol style="list-style-type: none"> Non-tribal applicants: compensation to tribes for engaging and consulting on local plans Materials developed for outreach events, training, and other grant activities, including digital content, or printed materials Language Access: Personnel or subcontractor costs for translation or interpretation services for meetings or written materials Access to proprietary data or research materials to conduct research, market, and feasibility studies, compiling and analyzing community needs-related information studies Facilitating meetings Marketing and advertisements Compensating participants for their help developing community work products. Include documentation like sign-in sheets or written surveys. Subcontractors and consultants should be qualified to provide services. The lead Applicant is responsible for complying with all applicable laws.
Direct Costs (IMPLEMENTATION PROJECTS ONLY)	<p>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.</p>
Pre-Development Construction Costs (IMPLEMENTATION PROJECTS ONLY)	<p>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.</p>
RRGP Eligible Activities	Guidance
RRGP Eligible Planning Activities	<p>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 RRGF Guidelines.</p>
RRGP Eligible Implementation Activities	<p>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 RRGF Guidelines.</p>
Program Administration	<p>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:</p> <ol style="list-style-type: none"> Operating activities (functions like accounting, budgeting, audits, business services, information technology, web design services, janitorial, etc.). Using tools and other software that will help increase capacity, help with communication, or otherwise help implement the project, like project management software, videoconferencing technology subscriptions, and mapping software). Overseeing general liability, workers' compensation, and automotive insurance.
Peer-to-Peer Learning	<p>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 RRGF 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 RRGF Guidelines). No more than 5% of the budget should be allocated to peer-to-peer learning activities</p>

Evaluation Activities	<p>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 RRGF 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 Application Component in Section 3.2 Application Components & Scoring Criteria in the RRGF Guidelines). No more than 3-15% of the budget should be allocated to evaluation activities.</p>
[Select from the dropdown]	
Direct vs. Indirect Costs	
Direct Costs	<p>Definition Costs directly tied to implementing the Regional Resilience Planning grant, including, but not limited to personnel, subcontracts, equipment, travel, etc.</p>
Indirect Costs	<p>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 equipment costs not part of direct project costs.</p>