Applicant Summary

Instructions:
1. Use this tab to outline Lead and CoApplicants of the proposed project.
2. Add more rows for additional partners as needed.

Proposal Name:

Applicant Type
Lead Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant
Co-Applicant

Organization Name
N/A
N/A
N/A
N/A
N/A
N/A
N/A
N/A
N/A
N/A
N/A
N/A
N/A
N/A

Entity Type	Geographic Coverage
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A
[Select from the dropdown]	N/A

Area of Expertise	Main Point of Contact	Email
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Website (if applicable)	Mailing Address
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

Proposal Name:	N/A
Lead Applicant:	N/A
Project Description: (500 character limit)	N/A
Character Count	0

Task 1: [Insert]

Subtask	Description Include detail of activities or deliverables
Subtask A	N/A
Subtask B	N/A
Subtask C	N/A
Subtask D	N/A
Subtask E	N/A

Task 2: [Insert]

Subtask	Description Include detail of activities or deliverables
Subtask A	N/A

Subtask	Description
Subtask B	N/A
Subtask C	N/A
Subtask D	N/A
Subtask E	N/A

Task 3: [Insert]

Subtask	Description *Include detail of activities or deliverables*
Subtask A	N/A
Subtask B	N/A
Subtask C	N/A
Subtask D	N/A
Subtask E	N/A

Task 4: [Insert]

Subtask	Description *Include detail of activities or deliverables*
Subtask A	N/A
Subtask B	N/A
Subtask C	N/A
Subtask D	N/A
Subtask E	N/A

Work Plan

is a set of capacity building strategies that align with program objec
p at least one strategy that includes a description of tasks and subta

reviewers with an understanding of how specific tasks advance proj
- include more strategies as needed.

Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Timeline *No later than January 31, 2026*
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Timeline *No later than January 31, 2026*
N/A	N/A

N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Timeline *No later than January 31, 2026*
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Timeline *No later than January 31, 2026*
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

...tives and collectively work to achieve the project vision.
...asks, timeline for completion of key tasks and deliverables,

...ect objectives and goals.

Partners Involved *If the partners are not identified include future plans to engage*	APGP Eligible Activities Addressed
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]

Partners Involved *If the partners are not identified include future plans to engage*	APGP Eligible Activities Addressed
N/A	[Select from the dropdown]

N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
Partners Involved *If the partners are not identified include future plans to engage*	**APGP Eligible Activities Addressed**
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
Partners Involved *If the partners are not identified include future plans to engage*	**APGP Eligible Activities Addressed**
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]

Proposal Name:	N/A
Lead Applicant:	N/A
Table	**Direct Costs**
Cap/Threshold	**80-100%**
Calculated	**#DIV/0!**
Total	$ -

Cost Description	Cost Type
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
N/A	[Select from the dropdown]

N/A	[Select from the dropdown]
N/A	[Select from the dropdown]
Totals	

ıny shaded cells, headers, or cells with formulas included, specifically the entir

nit" and "Number of Units". Use the "Task" columns to allocate each budget lir
Columns to the Left." This will ensure that the formulas properly extend acros
staff hours and rates, or estimated subcontracts (where the "unit" may equal "
different than the "Cost per Unit" x "Number of Units"
ons and positions. For example: "City of [Example] – Outreach Specialist"
ɔlanation of "Cost Type" go to tab #7 "Reference".

Indirect Costs
0-20%
#DIV/0!

$ -

Cost per unit (Examples: Hourly rates, fees, etc.)	Number of Units (Example: Hours worked, fee cost, etc.)	Total APGP Funds
$ -	-	$ -
$ -	-	$ -
$ -	-	$ -
$ -	-	$ -
$ -	-	$ -
$ -	-	$ -
$ -	-	$ -
$ -	-	$ -

$ -	-	$ -
$ -	-	$ -
		$ -

e Indirect Cap Check, "Total APGP Grant Funds", and "Check" columns.

he item. The sum of the Task columns should equal the "Total APGP Grant Funds".
s all tasks.
1")

[Task 1]	[Task 2]	[Task 3]	[Task 4]
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -

$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -

[Task 5]	[Task [X]]	Total APGP Funds [Cross Check]
$ -	$ -	$ -
$ -	$ -	$ -
$ -	$ -	$ -
$ -	$ -	$ -
$ -	$ -	$ -
$ -	$ -	$ -
$ -	$ -	$ -
$ -	$ -	$ -

$ -	$ -	$ -
$ -	$ -	$ -
$ -	$ -	$ -

Proposal Name:

Lead Applicant:

Project Description:
(500 character limit)

Character Count

Task 1: Establish Equitable Plannir

Subtask

Subtask A: Work Plan Development

Subtask B: Community Workshops

Subtask C: Survey

Task 2: Update Climate Adaptation

Subtask

Subtask A: Community Event Convening
Subtask B: Solicitation for Climate Vulnerability Assessment
Subtask C: Equitable Engagement Plan
Task 3: Track Progress and Evaluate APGP Grant Outcomes
Subtask
Subtask A: APGP Evaluation Plans
Subtask B: APGP Reporting

the requested information.

essed in this workplan. The workplan is a set of capacity building
e Guidelines, applicants must develop at least one strategy that

ficient description of tasks to provide reviewers with an understar
egies as exemplified in this workplan -- include more strategies a
to use the worksheet.

City of [EXAMPLE] Climate Adaptation Plan Update

City of [EXAMPLE]

The City of [EXAMPLE]'s Climate Adaptation Plan (CAP) was
last updated in 2014. The City, in partnership with the
University of [EXAMPLE] and two local Community Based
Organizations plans to create a comprehensive update the
CAP including incorporating extensive stakeholder
engagement, community surveys, and in depth vulnerability
assessment.

350

ng and Policy Development Processes for Vulnerable Comm

| **Description** |
Include detail of activities or deliverables
Work alongside planning organizations, departments and community partners, support the development of work plans for vulnerable communities. Proposed activities may include identifying specific projects to be prioritized for future funding and implementation.
Partners conduct community engagement and process to prioritize climate adaptation strategies.
Collect and assess quantitative data to better understand social and physical climate risk

Plan and Identify Resources to Implement the Plan

| **Description** |
Include detail of activities or deliverables

Collaborate with City on planning process, organize a series of community events to further identify needs and opportunities to improve the adaptive capacity of the community.
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.
Equitable Plan- Ensure alignment of community needs and priorities related to a equitable planning outcomes including economic resilience, access to green space, co-beneficial strategies, and community climate resilience needs related to housing needs
Description *Include detail of activities or deliverables*
Develop project evaluation plans
Conduct data collection, tracking, and reporting associated with grant evaluation

Work Plan	

strategies that align with program objectives and collectively work to a
includes a description of tasks and subtasks, timeline for completion of

ding of how specific tasks advance project objectives and goals.
s needed.

unities

Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Timeline *No later than January 31, 2026*
Develop Work Plan	August 2023 - October 2023
Conduct Community Workshops	January 2024- December 2024
Conduct Community Surveys to Assess Need	January 2024- December 2024
Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Timeline *No later than January 31, 2026*

Conduct Community Events	January 2024 - January 2026
Request for Proposal	January 2024 - February 2024
Equitable Engagement Plan Creation	January 2025-December 2025
Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	**Timeline** *No later than January 31, 2026*
Evaluation plans established	Ongoing
Progress reports and major APGP deliverables	Ongoing

chieve the project vision.
key tasks and deliverables, and members involved in

Community Partners Involved	APGP Eligible Activities Addressed
City of [EXAMPLE], University of [EXAMPLE], and CBOs	Phase 1
Community Based Organization Partner	Phase 1
University of [EXAMPLE]	Phase 1
Community Partners Involved	**APGP Eligible Activities Addressed**

City of [EXAMPLE], University of [EXAMPLE], and CBOs	Phase 2	
City of [EXAMPLE]	Phase 2	
Community Based Organization Partner	Phase 2	

| **Community Partners Involved**	**APGP Eligible Activities Addressed**	
City of [EXAMPLE], University of [EXAMPLE], and CBOs	Program Administration	
City of [EXAMPLE], University of [EXAMPLE], and CBOs	Program Administration	
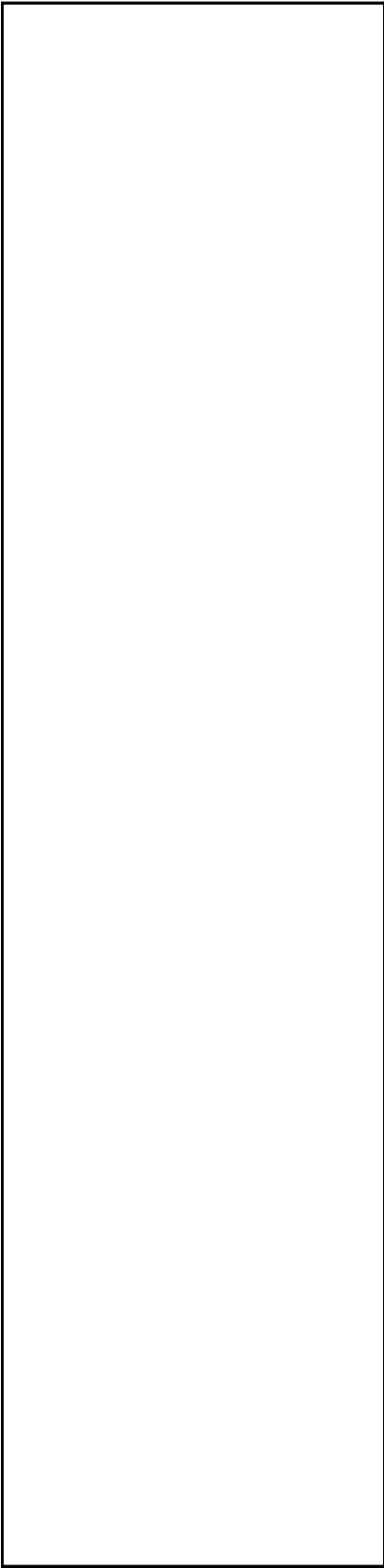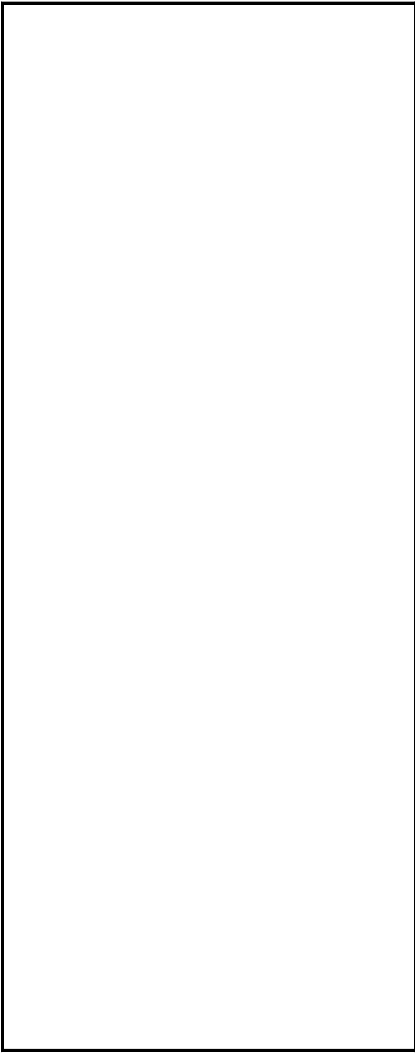
Applicant Summary

Instructions:
1. Use this tab to outline Lead and CoApplicants of the proposed project.
2. Add more rows for additional partners as needed.

| Proposal Name:	City of [EXAMPLE] Climate Adaptation Plan Update
Applicant Type	Organization Name
Lead Applicant	City of [EXAMPLE]
Co-Applicant	University of [EXAMPLE]
Co-Applicant	Community Based Organization #1
Co-Applicant	Community Based Organization # 2
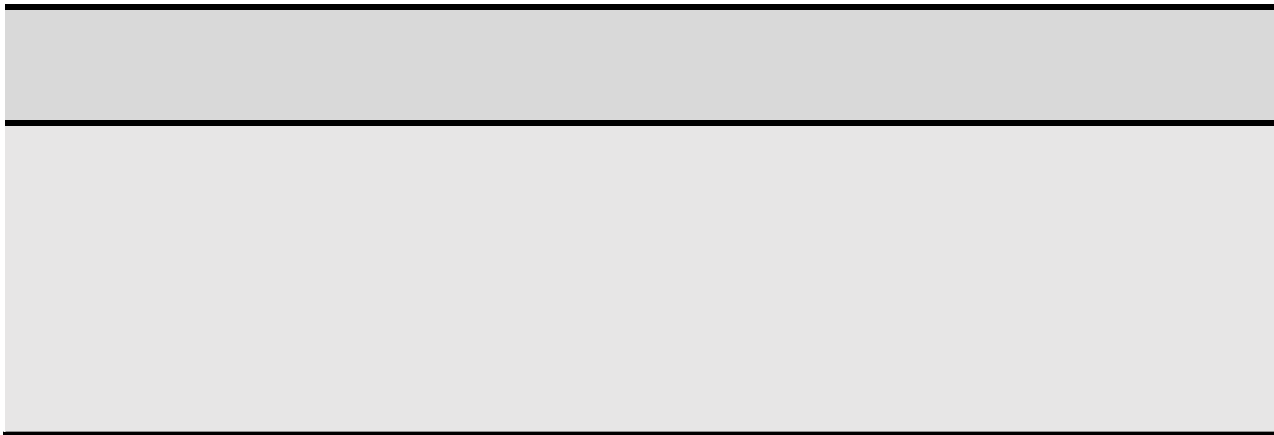
| Entity Type	Geographic Coverage	Area of Expertise
Local Government	City	Local Planning
Other	City	Science and Research
Community-Based Organization	County	Community Engagement
Community-Based	County	Youth Advocacy
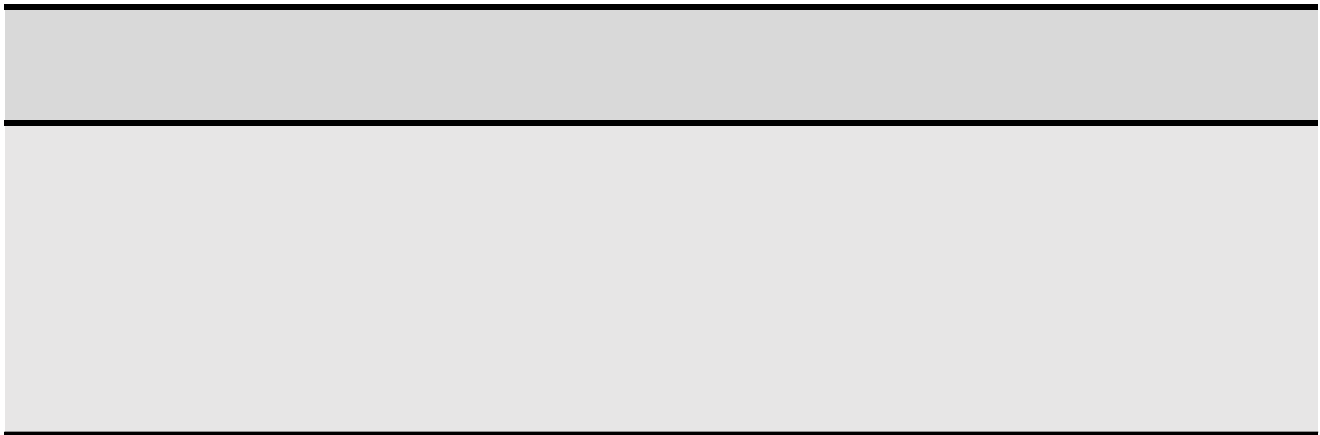
Main Point of Contact	Email	Website (if applicable)
[Insert First and Last Name]	[Insert Email Address]	[Insert Website]
[Insert First and Last Name]	[Insert Email Address]	[Insert Website]
[Insert First and Last Name]	[Insert Email Address]	[Insert Website]
[Insert First and Last Name]	[Insert Email Address]	[Insert Website]
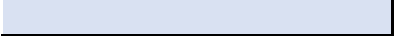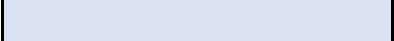
Mailing Address
[Insert Mailing Address]
[Insert Mailing Address]
[Insert Mailing Address]
[Insert Mailing Address]

1. Applicants should fill in the white cells only. Do not edit any shaded cells, he
2. Populate each Task from the workplan into the "Task" columns
3. Total APGP Grant Funds will calculate based on the "Cost per Unit" and "Nu
4. To add a Task Column, right click on "Task[X]", and "Insert Table Columns to
5. Cost per Unit and Number of Units may correspond to supplies, staff hours
6. The cells in column L will highlight red if the sum of the Tasks is different tha
7. Cost Descriptions for personnel should clearly identify organizations and pos
8. *This is a sample budget based on the sample workplan and is intended to b

Proposal Name:	City of [EXAMPLE] Climate Adaptation Plan Update
Lead Applicant:	City of [EXAMPLE]
Cap Summary Table	**Direct Costs**
Cap / Threshold	**80-100%**
Calculated	87.7%
Total	**$ 285,500.00**

Cost Description	Cost Type
Community Workshops	Engagement, Outreach, Education, and Training
Consultant - Land Use Survey	Subcontractor Staff Costs
City of [Example] Outreach Specailist	Grantee Staff Costs
Peer-to peer Learning	Program Meeting/Workshop Attendance
Grant evaluation activities	Evaluation Activities
Events (Housing as a Right Conference, Tribal Health and Housing, etc.)	Travel Costs
Data Analysis Activities	Subcontractor Staff Costs

Training and Capacity	Subcontractor Staff Costs
Admin Costs	Indirect Administrative Costs
Engagement Materials (Fliers, translation and interpretation services)	Language and Information Access
Totals	

Budget

eaders, or cells with formulas included, specifically the entire Indirect Cap Check, "Total APGP G

umber of Units". Use the "Task" columns to allocate each budget line item. The sum of the Task
 the Left." This will ensure that the formulas properly extend across all tasks.
 and rates, or estimated subcontracts (where the "unit" may equal "1")
an the "Cost per Unit" x "Number of Units"
sitions. For example: "City of [Example] – Outreach Specialist"
be an example for Applicants of how to use the worksheet.

Indirect			
0-20%			
14.0%			
$ 40,000.00			

Cost per unit (Examples: Hourly rates, fees, etc.)	Number of Units (Example: Hours worked, fee cost, etc.)	Total APGP Funds	Task 1: Establish Equitable Planning and Policy Development Processes for Vulnerable Communities
$ 1,500.00	15	$ 22,500.00	$ 15,000.00
$ 200.00	400	$ 80,000.00	$ 40,000.00
$ 150.00	400	$ 60,000.00	$ 20,000.00
$ 1,000.00	10	$ 10,000.00	$ 4,000.00
$ 100.00	10	$ 1,000.00	$ -
$ 1,000.00	10	$ 10,000.00	$ 3,000.00
$ 200.00	400	$ 80,000.00	$ 24,000.00

$ 200.00	20	$ 4,000.00	$	-
$ 40,000.00	1	40,000	$	-
$ 300.00	60	$ 18,000.00	$	9,000.00
		$ 325,500	$	115,000.00

Task 2: Update Climate Adaptation Plan and Identify Resources to Implement the Plan	Task 3: Track Progress and Evaluate APGP Grant Outcomes	Task 4	Task 5
$ 7,500.00	$ -	$ -	$ -
$ 40,000.00	$ -	$ -	$ -
$ 30,000.00	$ 10,000.00	$ -	$ -
$ 4,000.00	$ 2,000.00	$ -	$ -
$ -	$ 1,000.00	$ -	$ -
$ 6,000.00	$ 1,000.00	$ -	$ -
$ 40,000.00	$ 16,000.00	$ -	$ -

$ -	$ 4,000.00	$ -	$ -
$ -	$ 40,000.00	$ -	$ -
$ 9,000.00	$ -	$ -	$ -
$ 136,500.00	$ 74,000.00	$ -	$ -

Task [X]	Total APGP Funds Check
$ -	$ 22,500.00
$ -	$ 80,000.00
$ -	$ 60,000.00
$ -	$ 10,000.00
$ -	$ 1,000.00
$ -	$ 10,000.00
$ -	$ 80,000.00

$ -	$ 4,000.00
$ -	$ 40,000.00
$ -	$ 18,000.00
$ -	$ 325,500.00

Entity Type
Community-Based Organization
Local Government
Nonprofit Organization
California Native American Tribe
Metropolitan Planning Organizations (MPOs
Joint Powers Authorities (JPAs)
Regional Transportation Planning Agencies (RTPAs
Councils of Governments (COGs)
California Institutions of Higher Education
School Districts
Special Districts
Public Authorities
Philanthropic Organization or Foundation
Faith-Based Organization
Coalition or Association of Nonprofit Organizations
Community Development Financial Institution
Other
[Select from the dropdown]

Cost Type
Grantee Staff Costs
Co-Applicant / Partner Staff Costs
Subcontractor Staff Costs
Program Meeting/Workshop Attendance
Travel Costs
Language and Information Access
Evaluation Activities
Engagement, Outreach, Education, and Training

Indirect Administrative Costs
[Select from the dropdown]
Adaptation Planning Phase
Phase 1
Phase 2
Phase 3
Phase 4
Program Administration
[Select from the dropdown]

Definition
Grant recipients, subgrantees, and their contractors' staff costs, including salary at an hourly rate, benefits, taxes, and leave. Staff may be full or part-time employees. If applicants wish to use grant funds to pay for interns, fellows, or other positions that are not on an organization's payroll, these costs should be classified in the budget as a direct cost via a consultant
Applicants are required to hold a minimum of 3% of their total project budget to participate in program meetings and workshops, including regular check-in meetings. Peer-to-peer learning sessions, and virtual technical assistance events.
Travel reimbursements should adhere to the State rates and conditions established on the CalHR website, except for "incidentals" and out-of-state travel, which will not be reimbursable under this grant.
Personnel or subcontractor costs associated with translation, interpretation, or web design services for meetings, digital content, or printed materials.
Personnel or subcontractor costs associated with the evaluation of project activities and report development.
Costs related to the development and administration of engagement, outreach, education, and training activities under the grant.

May account for up to 20% of the total APGP award. Costs incurred by the recipient to administer the grant, or costs incurred by subgrantees to perform the tasks necessary to fulfill the deliverables outlined in these guidelines. Administrative costs include, but are not limited to: (1) Prorated general liability, workers' compensation (may be included in payroll), and automotive insurance. (2) Personnel costs associated with administrative, supervisory, legal, and executive staff. (3) Personnel costs associated with support units, including clerical support, housekeeping. (4) Operating expenses and equipment costs not included as part of direct project costs (functions such as accounting, budgeting, audits, business services, information technology, web design services, janitorial; and rent, utilities, supplies, etc.).

Definition

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

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

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

IMPLEMENT, MONITOR, EVALUATE, AND ADJUST: Phase 4 activities use the adaptation framework to prepare an implementation program that puts adaptation strategies into action.

Activities connected to APGP deliverables (reporting, evaluation, etc.)