



Adaptation Planning Grant Program

FY 2022 – 2023

Memorandum

DATE: January 6, 2023

TO: All Potential Applicants

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

SUBJECT: Instruction for the APGP Round 1 Planning Grant Application

This document contains instructions for the APGP Round 1 Planning Grant Application. Applicants should familiarize themselves with the Round 1 APGP Guidelines and read through all instructions prior to applying. Information about the APGP and other resources can be found at the OPR website: <https://opr.ca.gov/climate/icarp/grants/adaptation-planning-grant.html>. Questions about the application and instructions may be directed to APGP staff by emailing abby.edwards@opr.ca.gov.

Application Process Overview

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

All Planning Grant Applicants must begin by submitting a [Request for Full Application - APGP Intent Survey](#) which constitutes the first phase of the application process. Prospective applicants, comprised of a Lead Applicant and/or Co-Applicant(s), are required to complete the Survey to indicate their intent to apply and gain access to an individualized

SharePoint folder which contains all Application Materials. Completed Surveys will be accepted on a rolling basis from **November 7, 2022, to March 31, 2023**. Completion of the Survey also allows prospective Applicants to provide a broad overview of their proposed project, contact information, and estimated budget.

The Full Application which constitutes the second phase of the application process. The full application and application materials will be released via individualized SharePoint folders to all prospective Applicants who completed the Request for Application Materials: APGP Intent Survey.

Application resources are available on [OPR's website](#) including how to access and apply via the Microsoft SharePoint folder. The anticipated date of announcement for the selection of Planning Grant recommendations is May 2022.

All applications and submitted materials are subject to the Public Records Act ([GC § 6250](#)) requirements and certain information may be publicly disclosed pursuant to those requirements. ICARP will post a summary of all applications received prior to funding decisions.

Deadlines

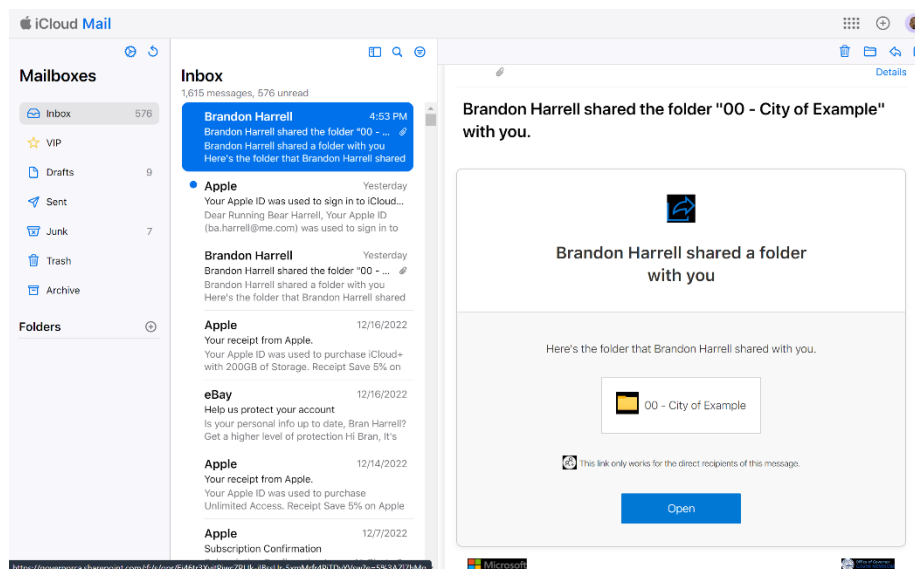
All application materials are due by **5:00 p.m. March 31, 2023**. Completed Applications will consist of the following application materials. No late applications or application revisions will be accepted after the deadline. No hard copies, facsimiles, electronic transmissions via email, hand-delivered copies, or any other method of submitting complete Applications will be accepted. To be considered for awards, Applicants must fill out the Planning Grant Application Survey and indicate their interest in applying for APGP by March 31, 2023.

Submittal

After receiving the survey responses, APGP staff will provide Applicants with a link to a SharePoint folder where the application materials can be accessed and uploaded once they are completed. The Application is also available on the APGP website.

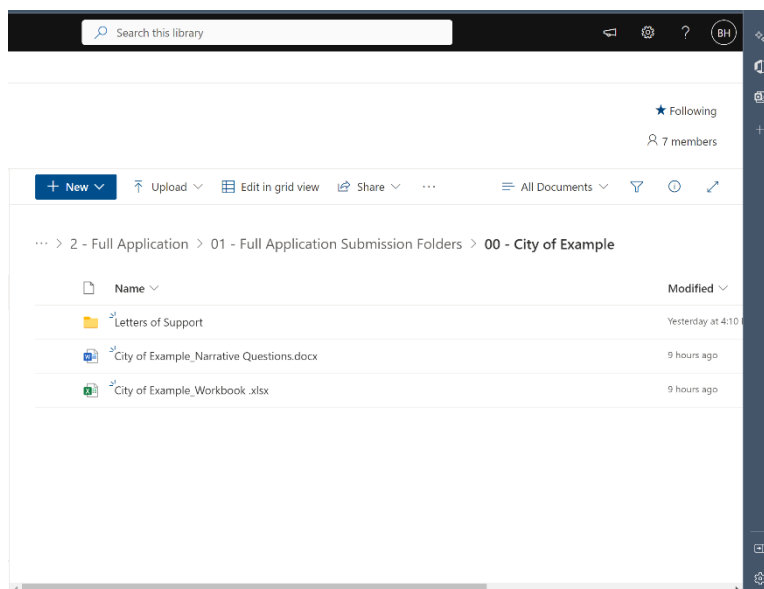
The link to your individualized SharePoint folder will arrive in your inbox and look like this:





Please click “Open” to access your individualized folder. If you do not see an email from Brandon Harrell with your individualized folder, please check your Spam or Junk mail. If it is not in your Spam or Junk mail, please email brandon.harrell@opr.ca.gov.

After you click “Open”, your web browser should automatically open your individualized folder and look similar to this:



Depending on your email provider and/or security settings, SharePoint may send you a confirmation email containing a confirmation code that you will need to access the SharePoint folder. If you need assistance troubleshooting, please email brandon.harrell@opr.ca.gov.

Instructions on utilizing the APGP Application Microsoft SharePoint folder will also be explained during the application webinar. Those unable to attend the webinar may request application information from APGP staff directly. Applicants that are unable to access an

online application via the APGP SharePoint folder may contact OPR for assistance. If Applicants experience any ADA accessibility issues with application materials, please contact OPR for assistance.

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 folder to SharePoint.

MAIN FOLDER OF THE GRANT APPLICATION

Save the *Narrative Questions* and *Application Workbook* 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. **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, then use -

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

For example: City of Example_Letter of Support_1of3

Application Uploads

Application uploads consist of:

1. Narrative Questions
2. Application Workbook template to provide:
 - a. Applicant(s) Summary



- b. Work Plan
- c. Budget
- 3. Up to three Letters of Support
 - a. Up to three letters of support from the local, and/or regional communities, CBOs, elected officials, and appointed leaders.
 - b. Letters of support should include, but not be limited to:
 - Community Partnership justification and approval
 - Budget justification and approval, including for additional funding that may be required to complete the full scope of the project

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

After the application deadline, APGP staff may request clarifying information or inquire as to where the application-specific information is located provided that such information does not affect the competitive rating of the application. No information, whether written or oral, will be solicited or accepted if this information would result in a competitive advantage to an applicant or a competitive disadvantage to other applicants.

Application Review

All Applications will be reviewed by APGP Staff to ensure that all required documentation is submitted, and the Application is complete. Applicants that may be missing Application information will be notified by APGP Staff. If Applicants are contacted because of missing information, the Application will be deemed incomplete if the Applicant does not provide the missing information within two (2) business days.

Application Scoring

OPR APGP staff will first evaluate applications to ensure that they are both eligible and complete. The staff and an interagency review panel will evaluate applications using the scoring criteria below. Applicants will receive a single score out of 100 points. APGP staff will recommend awards based on these scores. Applications will be evaluated based on scoring criteria set forth in Section II.E, "Scoring Criteria" of the APGP Guidelines, including the extent to which the proposed planning activities will accomplish plan objectives, satisfy State planning priorities, and consider vulnerable communities.

Planning Grant Application Support

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

During the application process, direct questions to ICARP staff through the address or contact information listed below:



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

Applicants may ask questions during application webinars or submit written questions via mail or electronic mail. APGP staff will offer drop-in technical assistance office hours and the opportunity to meet 1:1 with OPR staff to discuss application questions throughout the entire application period. ICARP will respond to all questions with a high-level question-and-answer (Q&A) document that will be posted on the APGP webpage and announce the release of this document through ICARP e-blasts. 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. Therefore, all communication should be directed in writing to assigned ICARP staff using the contact information above.

