# OPC SB 1 Grant Program

# Track 1: SLR Adaptation Planning - Full Proposal

Please respond to the summary information and full proposal prompts on the following pages. Please submit all materials as one attached PDF file to OPC-SB1@resources.ca.gov using the subject: [Main Applicant Name]-Track 1 Project-Proposal.

## Section 1: Cover Page

|  |
| --- |
| Contact Information |
| **Lead Entity Name** |  |
| **Contact Person** |  |
| **Position/Title** |  |
| **Phone** |  | **Email** |  |
| **Mailing Address** |  |
| **Federal Tax ID#** |  |

**Subcontractor Information (if applicable)**

Please list all subcontractors below. Use the example provided and copy/paste for each additional subcontractor that is included on the project team.

**Subcontractor 1 Name**:

**Contact Person**:

**Position/Title**:

**Phone & Email**:

**Mailing Address**:

**Federal Tax ID** **#**:

**Brief Description of their role in the project**:

**Letter of Commitment included in application? (Yes/No):**

|  |
| --- |
| **Project Information** |
| **Project Name** |  |
| **Amount Requested** | $ | **Total Project Cost** | $ | **Non-State Leveraging Funds** | $ |
| **Project Duration (in years)** |  |

Please indicate which of the following project types of SLR Adaptation Planning will be addressed by the proposed project (check all that apply):

[ ]  Community Visioning (Phase 1)

[ ]  Vulnerability Assessments (Phase 1)

[ ]  Data/Information Gathering (Phase 2)

[ ]  SLR Adaptation Plans (Phase 3)

[ ]  San Francisco Bay Shoreline Adaptation Plans (Phase 3)

[ ]  Sector Specific Adaptation Plans (Phase 3) - Please refer to Section *III. G*. *Proposal Requirements* of the Solicitation for instructions regarding projects seeking to complete a Sector Specific Adaptation Plan. **Do not complete a full proposal for a Sector Specific Adaptation Plan until you have received approval from OPC Staff.**

## Section 2: Application Completeness Checklist

When submitting your full proposal package, please indicate if you have included or completed each item listed.

|  |  |  |
| --- | --- | --- |
| **Item** | **Requisite** | **Complete** |
| **Section 1:** Cover Page | Required | [ ]  |
| **Section 2:** Application Completeness Checklist | Required | [ ]  |
| **Section 3:** Project Description | Required | [ ]  |
| **Section 4:** Project Work Plan | Required | [ ]  |
| **Section 5:** SLR Adaptation Criteria Justification | Required | [ ]  |
| **Section 6:** Project Schedule and Major Deliverables | Required | [ ]  |
| **Section 7:** Budget | Required | [ ]  |
| **Section 8:** Supplemental Documents |  |  |
| 1. Project Team Resumes or Curricula Vitae
 | Required | [ ]  |
| 1. Nonprofit Organization Pre-Award Questionnaire
 | Required\* | [ ]  |
| 1. Project Letters
 | Required | [ ]  |

\*Required for nonprofit organizations only

For Section 3 – 8, draft your responses to the prompts below and **delete the instruction text** to ensure you maximize your page limit. Please keep your responses in Calibri, size 12 font. When answering these prompts, please refer to the *SB 1 SLR Adaptation Criteria* and *II. Solicitation Priorities* and *IV. Evaluation, Selection, and Award* *– Track 1* found within the Solicitation to obtain further context.

## Section 3: Project Description

**The maximum page limit for Section 3 is** **4 pages**.

### Summary

The maximum word count for the Summary is 200 words. Include a brief description of the proposed project briefly summarizing the main point of the various sections of the proposal, including the features and benefits of the proposal.

### Project Description

Provide a description of the proposed project, including which Phase(s) of SLR planning (Phase 1, 2, and/or 3) the project covers, the project’s geographic scope, and how it will fulfill the minimum requirements found within the SB 1 SLR Adaptation Criteria (note that Section 5 below provides an opportunity to justify missing criteria). Describe how the project will meet OPC’s Strategic Plan priorities and fulfill the SB 1 Solicitation (see Solicitation *Section IV. Evaluation, Selection, and Award – Track 1*). Describe the goals and objectives that will be achieved, as well as key deliverables.

### Relative Need for SLR Planning and Likelihood of Success

Describe the project region’s current and future vulnerability to SLR impacts as well as the community’s readiness and buy-in for the project. Describe the SLR planning work that has already been completed or is currently underway at the local level, and how the community prepared to complete this project. If no planning work has been conducted, discuss how this project will succeed.

### Community Description

All proposed projects must include outreach, education, and community engagement, with targeted engagement to environmental justice (EJ) communities and meaningful consultation with California Native American tribes. In this section, provide a description of the community the project will serve. Identification of the EJ communities in the project’s area, as well as a description of how they were identified, should also be provided.[[1]](#footnote-2) Describe the outreach and engagement that has been conducted on SLR Planning with the community thus far, and how this project will leverage these efforts.

**Tribal Partnership (if applicable)**

Proposed projects are encouraged to be co-created and developed in partnership withCalifornia Native American tribes, in addition to consultation requirements. In this section, if applicable, describe existing partnerships with California Native American tribes in informing, designing, and/or co-creating the proposed project. Describe measures to protect confidentiality of tribal data or knowledge obtained for the purposes of the proposed project.

A letter or resolution, signed by the chairperson of the tribe(s), confirming a California Native American tribe is actively partnering with and supporting the proposal must be included in application materials to demonstrate partnership with a California Native American tribe.

## Section 4: Project Work Plan

**The maximum page limit for Section 4 is 4 pages.**

Develop a Work Plan that identifies all tasks, milestones, and deliverables by which progress can be measured and payments made. Provide a description for each task and subtask, including the approach needed to accomplish the task. If the project has a team of subcontractors, ensure that each are mentioned in the tasks to accurately describe their role in the project. Tasks, milestones, and deliverables should reflect the minimum requirements outlined in the SLR Criteria. Proposed deliverables for each task should be described as well, such as a draft and final SLR Vulnerability Assessment, SLR Adaptation Plan, etc. Within the Work Plan, indicate how supervision and oversight will be conducted to ensure that the project will remain on schedule and that the distribution of workload is appropriate.

## Section 5: SLR Adaptation Criteria Justification

**The maximum page limit for Section 5 is 1 page.**

### Missing Criteria Justification

The SLR Adaptation Criteria describes the minimum criteria that projects must meet to be eligible for SB 1 Grant Program funding, and each criterion is required to be incorporated into the project’s work plan. However, if certain criteria do not apply to an applicant, whether due to a unique local condition or because it has already been accomplished by a previous planning effort, an explanation should be provided here.

## Section 6: Project Schedule and Major Deliverables

**The maximum page limit for Section 6 is 2 pages.**

In the Project Schedule, identify all tasks, milestones, and deliverables by which progress can be measured and payments made. All newly executed grants must include a mandatory meeting with California Coastal Commission (CCC) or Bay Conservation and Development Commission (BCDC) staff, depending on the project’s location.

In the Major Deliverables Milestones table, provide estimated dates of completion of each deliverable. If one of the final deliverables of the project is a Vulnerability Assessment or Adaptation Plan, one of the major deliverables should include a draft Vulnerability Assessment or Adaptation Plan containing comments or edits from CCC or BCDC staff. For both Project Schedule and Major Deliverable tables, task rows can be added or deleted to coincide with the number of tasks described in the Work Plan. All awarded projects are required to provide quarterly progress reports to OPC.

### Project Schedule

|  |
| --- |
| **Year 1** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year 2** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Year 3** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |

**Major Deliverable Milestones**

|  |  |  |
| --- | --- | --- |
| **Task** | **Deliverable Name** | **Estimated Due Date** |
| Task 1: Administration Coordination and Reporting | 1. Quarterly Reports
 | 1. Quarterly
 |
| Task 2: |  |  |
| Task 3:  | 1.  |  |
| Task 4: |  |  |

## Section 7: Budget

**The maximum page limit for Section 7 is 1 page.**

### Budget Template

Please include the total cost of the project ($200,000 - $1,500,000 maximum), including estimated costs broken down by category and major task. For this budget table, please include only requested funds for this proposal. When creating your budget, please refer to [OPC’s Budget and Invoice Guide](https://www.opc.ca.gov/webmaster/_media_library/2023/05/Budget-and-Invoicing-Guide-508.pdf) to understand what each line item entails, as well as a list of items and costs that cannot be included. Add or remove task columns to coincide with the number of tasks described in the Work Plan.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Task 1** | **Task 2** | **Task 3** | **Task 4** | **Total** |
| **Personnel** |   |   |   |   |   |
| **Travel** |   |   |   |   |   |
| **Subcontractor(s)** |   |   |   |   |   |
| **Equipment/Materials** |   |   |   |   |   |
| **Overhead\*** |   |   |   |   |   |
| **Task Total** |   |   |   |   |   |
| **Agreement Total:** |   |

\*OPC does not pay more than 15% overhead on approved costs with an exception for UC/CSUs, in which OPC will pay no more than 25% overhead. Additional exceptions to allow for 25% overhead may be considered by OPC’s Executive Director in the case of research institutes with significant field programs.

### Budget Justification

The Budget Justification should explain the proposed allocation of funds to each task. Within the Budget Justification, explain your rationale for allocation of budget for each task and sub-task. Provide a narrative explanation of expected costs, based on limited calculations, and how the budget allocation supports accomplishment of the overall workplan.

## Section 8: Supplementary Documents

1. Project Team Resumes or Curricula Vitae
2. [Nonprofit Organization Pre-Award Questionnaire\*](https://www.opc.ca.gov/webmaster/_media_library/2022/07/OPC-Non-Profit-Organization-Pre-Application-Questionnaire%E2%80%A9and-Eligibility-Self-Screening-CNRA-OPC-010.docx)
3. Project Letters
4. If the applicant is an organization or consultant applying on a government’s behalf, a Letter of Support is required from the local government, that demonstrates effective support and collaboration between the two entities.
5. Any additional letters of support, commitment, tribal resolution(s), etc.

\* Required for nonprofit organizations only

1. No single tool is currently capable of identifying all EJ communities. Applicants are encouraged to use a combination of tools below to identify their unique EJ communities:

	* CalEnviroScreen 4.0
	* California Healthy Places Index (HPI)
	* Parks Community FactFinder Map
	* Climate Change & Health Vulnerability Indicators for California (CCHVI)
	* Access and Functional Needs (AFN) Web Map
	* Federal Emergency Management Agency’s (FEMA) National Risk Index [↑](#footnote-ref-2)