# SLR Tribal Cultural Resources Funding Program

# Senate Bill 1 SLR Adaptation Planning Grant Program

# Full Proposal Template

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]-Tribal Cultural Resources 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 known and contracted 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**:

**Project Letters (Letter of Commitment, MOUs, and/or Resolutions) included? (Yes/No):**

### Project Information

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

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

[ ]  Pre-planning: projects can include community visioning, background information research, assessment, and synthesis, data collection, outreach and education, and vulnerability assessments.

[ ]  Planning: projects that build on pre-planning efforts, emphasizing the development of adaptation priorities, resources for planning or consultation in local and regional land use planning, and strategies for implementation.

## 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:** Project Schedule and Major Deliverables | Required | [ ]  |
| **Section 6:** Budget | Required | [ ]  |
| **Section 7:** Supplemental Documents |  |  |
| 1. Project Team Resumes or Curricula Vitae
 | Required | [ ]  |
| 1. Nonprofit Organization Pre-Award Questionnaire
 | Required[[1]](#footnote-2) | [ ]  |
| 1. Project Letters
 | Conditional[[2]](#footnote-3) | [ ]  |

\*Required for nonprofit organizations only

For Section 3 – 7, 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 *III. Solicitation Priorities* and *V. Project Evaluation and Selection* found within the Solicitation to obtain further context.

## Section 3: Project Description

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

### Summary

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

### Project Description

 Provide a clear and detailed overview of the proposed project, including the main activities, anticipated outcomes, and how the work satisfies the priority project types outlined in the solicitation (pre-planning and planning). Describe the project’s purpose, specific goals, and objectives, and explain how the proposed work will help your tribe assess or respond to the impacts of SLR. Identify the tangible deliverables that will be developed through the project, such as vulnerability assessments, adaptation strategies, or community visioning summaries. Include relevant history, past work, or context to support the project. Be specific about what the project will produce and how those products will support future planning or engagement.

 A project map or description of the project’s geographic extent must be included.

### Relative Need for SLR Planning

Proposals should clearly convey the urgency of addressing SLR impacts on tribal cultural resources, ancestral lands, and lifeways. This may include community-identified concerns, documentation of recent SLR-induced flooding or erosion, threats to ceremonial or gathering sites, or risks to continued access and cultural practice. Applicants are encouraged to share any relevant photographs, observations, or knowledge—scientific or traditional—that illustrates why action is needed now.

### Use of Best Available Science and Knowledge

Applicants should demonstrate a commitment to incorporating the best available science and traditional knowledge into all aspects of the project. This includes using up-to-date resources like the [*State of California Sea Level Rise Guidance: 2024 Science and Policy Update*](https://opc.ca.gov/wp-content/uploads/2024/05/California-Sea-Level-Rise-Guidance-2024-508.pdf), along with community and culturally-informed knowledge systems, to guide vulnerability assessments, data collection, and adaptation strategies.

**Data Confidentiality:**

Applicants are encouraged to share relevant findings as feasible, but specific tribally sensitive data will remain confidential to the Tribe. Please describe how your Tribe will define and protect the confidentiality of tribal data, including any sensitive information about cultural resources, locations, or traditional knowledge. What information/findings will be publicly available? Applicants should not include site-specific or sensitive data in application materials or project deliverables. If sharing confidential information is necessary for your proposal, contact OPC (OPC-SB1@resources.ca.gov) in advance to discuss options.

### Likelihood of Success and Effectiveness

Proposals should demonstrate applicant readiness and capacity to successfully complete the proposed work, including clear metrics of success (tasks and schedule), and strong relationships between project partners (existing and future). Strong applications will clearly describe how these partnerships will support project implementation, alignment with broader adaptation efforts, and long-term success. Where applicable, include letters of support, MOUs, or resolutions of intent to show collaboration and shared commitment.

### Engagement with other Tribal, Local, and Regional Planning Processes

Please describe how your Tribe will engage in relevant tribal, local, or regional planning processes to support coordinated and effective SLR adaptation. This may include development of frameworks for consultation (or active/ongoing consultation) on local or regional land use planning efforts. This may also include collaborating on SLR adaptation strategies for shared ancestral lands with other tribes. Your response should reflect how this engagement aligns with your Tribe’s needs, governance structures, and project priorities.

In addition to future engagement, please include a description of past and ongoing outreach efforts to collaborate with other tribes or local governments, especially for shared ancestral lands or involvement of other tribal partners.

## 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 priorities outlined in the Solicitation. Proposed deliverables for each task should be described as well, such as a draft and final SLR Vulnerability Assessment, 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. Applicants should identify and incorporate existing plans, data, or frameworks to leverage available resources and build upon prior projects (please refer to *Section III. B: Use of Existing Data and Avoiding Duplication*).

## Section 5: Project Schedule and Major Deliverables

**The maximum page limit for Section 5 is 2 pages.**

In the Project Schedule, identify all tasks, milestones, and deliverables by which progress can be measured and payments made.

In the Major Deliverables Milestones table, provide estimated dates of completion of each deliverable. 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** |  |  |  |  |  |  |  |  |  |  |  |  |

**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 6: Budget

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

### Budget Template

Please include the total cost of the project (ranging between $250,000 and $750,000, however less or more is possible with justification), 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[[3]](#footnote-4),[[4]](#footnote-5)** |   |   |   |   |   |
| **Task Total** |   |   |   |   |   |
| **Agreement Total:** |  |  |  |  |  |

### Budget Justification

The Budget Justification should explain the proposed allocation of funds for each task and sub-task. Provide a rationale for how the budget is distributed, including a narrative explanation of expected costs based on limited calculations, and how these allocations support the accomplishment(s) of the overall workplan. Where applicable (e.g., Personnel, Subcontractors), provide the number of staff involved, their specific roles, hourly rates, estimated hours, the inclusion of fringe benefits, and any assumptions or considerations behind these costs. For Equipment/Materials, specify the types of equipment and materials included, their purposes, and the assumptions used to justify these costs. Budget Justification should reflect the Budget Alignment as defined in V.B. of the Solicitation.

## Section 7: Supplementary Documents

1. Project Team Resumes or Curricula Vitae: *Provide for all key team members.*
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): *Required if the lead applicant is a nonprofit organization.*
3. **Tribal Letters of Commitment / Resolutions / MOUs**
	1. Project Letters of Commitment may include Tribal Resolutions, MOUs, or Letters of Commitment that demonstrate a commitment from a tribal government providing specific resources, funding, or services, and a commitment to carrying out the project and its deliverables as described in the proposal. **These are required or strongly encouraged for the following scenarios**:
		1. Non-profit organizations applying on behalf of a tribe (or tribal entity): A resolution, MOU, or letter, signed by the chairperson of the tribe(s), is required that confirms a California Native American tribe has an established relationship with the applicant, details the status of the current working relationship, affirms the tribe’s commitment to the project, and describes how the project outcomes will be utilized by the tribe.
		2. For projects that include active participation or interest from partnering tribes (e.g., through direct project involvement, pass-through funding, or deliverables), a Letter of Commitment, MOU, or Resolution from a high-ranking official within the partnering tribe's government administration must accompany the application to describe the tribe’s level of interest, commitment to the project, and intended use of the project’s outcomes. It should also confirm that the partnering tribe will not seek future SB 1 funding for the same activities or assessment funded or completed by this project. Letters of Commitment, MOUs, or Resolutions are not required for tribes with overlapping or adjacent geographic regions that are not actively participating in the proposal.
4. **Project Letters of Support**
	1. Project Letters of Support are encouraged—from partnering local jurisdictions, nonprofits, private entities, or subconsultants—as applicable. While not required, letters can help demonstrate interest, provide regional context, and strengthen overall support for the proposed project.
1. Required for nonprofit organizations only. [↑](#footnote-ref-2)
2. See Section 7 for further information regarding the requirements of Project Letters. [↑](#footnote-ref-3)
3. Overhead (indirect costs) may be applied to personnel, travel, and materials. Materials have a limit of $5,000 in value that overhead can be applied to. [↑](#footnote-ref-4)
4. Overhead is limited to 15% and is not required. OPC can consider requests up to 25% on a case-by-case basis. [↑](#footnote-ref-5)