

# **Integrated Climate Adaptation and Resiliency Program**

## **Extreme Heat and Community Resilience Program Round 1 Grant Guidelines (DRAFT)**

**FY 2023 - 2024**



## Extreme Heat and Community Resilience Program

*The Office of Planning and Research (OPR) administers the Extreme Heat and Community Resilience grant as part of the Integrated Climate Adaptation and Resilience Program.*

### **What is the Extreme Heat and Community Resilience Program?**

This Extreme Heat and Community Resilience Program will fund planning and implementation projects to reduce the impacts of extreme heat and build community resilience. The Program will build frameworks for change and invest in local, regional, and tribal projects that strengthen communities that are vulnerable to heat.

### **What activities does the Extreme Heat and Community Resilience Program fund?**

The Extreme Heat and Community Resilience Program will fund a wide range of planning and implementation projects related to extreme heat and community resilience. Possible planning projects include conducting studies, developing comprehensive extreme heat action plans or other planning documents, and capacity building and partnership development. Possible implementation projects include creating communications campaigns and programs, providing mechanical or natural shade, increasing building and surface reflectance, and developing passive or low-energy cooling strategies.

### **Who is eligible to apply?**

Eligible applicants include local public entities, California Native American tribes, community-based organizations, and non-profits.

### **What is the award amount?**

Extreme Heat and Community Resilience Program staff plan to award \$36 million in grants total during this first round of funding and aim to award at least five grants to California Native American tribes and to award grants to applicants from a variety of regions across the state. The Program intends to allocate approximately 40% of total funds for planning grants and 60% of total funds for implementation grants.

### **How do you apply?**

Extreme Heat and Community Resilience Program staff will make the Application Pre-Screening and Full Application available on the Program's webpage (<https://opr.ca.gov/climate/icarp/grants/extreme-heat-community-resilience.html>).

Completing the Application Pre-Screening will help you determine whether your project could be eligible. Completed Pre-Screening Surveys will be accepted on a rolling basis until one week before the application due date.



## Table of Contents

I.	About the Extreme Heat and Community Resilience Program.....	4
II.	Core Components .....	11
III.	Applicant Eligibility and Funding Targets .....	15
IV.	Planning Grant Program .....	21
V.	Implementation Grant Program.....	25
VIII.	Grant Administration.....	30
VI.	Preparing and Submitting and Application .....	34
VII.	Scoring Criteria .....	38
VI.	Unselected Applications.....	40
VII.	Selected Applications .....	40
VII.	Appendix.....	42



# I. About the Extreme Heat and Community Resilience Program

## A. Background

### About the Extreme Heat and Community Resilience Program

The Extreme Heat and Community Resilience Program (EHCRP) coordinates the state's comprehensive response to extreme heat. EHCRP provides funding and technical support to build capacity for heat action planning and project implementation in the most heat-burdened communities. The program also coordinates the state's work to implement California's Extreme Heat Action Plan, a comprehensive, coordinated response across state agencies for advancing equitable outcomes, including reducing economic and health disparities associated with extreme heat.

EHCRP was created as a result of [SB 155 Public resources trailer bill \(2021\)](#). This bill made available \$25,000,000 in the 2022–23 fiscal year and \$75,000,000 in the 2023–24 fiscal year to the Office of Planning and Research, through the Integrated Climate Adaptation and Resiliency Program (ICARP), for the establishment of a grant program for projects that mitigate the impacts of extreme heat or the urban heat island effect, by adopting strategies, including, but not limited to, heat action plans, providing mechanical or natural shade, increasing building and surface reflectance, providing passive or low-energy cooling strategy, and promoting evaporative cooling. Grants pursuant to this section shall involve multistakeholder partnerships. [AB 211 Public resources trailer bill \(2022\)](#) provided additional funding to EHCRP.

The Goals of Extreme Heat and Community Resilience Program are the following:

- **Equity:** Explicitly and meaningfully prioritize equitable outcomes, particularly in the most heat vulnerable communities. Provide technical support and establish an inclusive funding program that removes barriers for applicants and ensures that awardees represent a wide range of geographic, economic, and population diversity.
- **Coordination:** Coordinate the state's efforts to address extreme heat and the urban heat island effect and provide financial and technical assistance to eligible entities to support local and regional efforts to mitigate the impacts of, and reduce the public health risks of, extreme heat or the urban heat island effect.
- **Planning:** Encourage communities to equitably plan for extreme heat events by centering the needs of vulnerable communities.
- **Statewide:** Build statewide capacity to plan for and implement equitable planning strategies by supporting peer-to-peer learning, communities of practice, information sharing, and publishing replicable case studies on the State Adaptation Clearinghouse.



- **Inclusivity:** Embed equity into the planning and implementation process, from project visioning through project evaluation, by increasing opportunities for shared decision-making, utilizing inclusive processes, and actively remedying historic underinvestment by fairly distributing access to the benefits and privileges associated with community investment.

## What is extreme heat?

Extreme heat refers to temperatures that are well above normal conditions, and extreme heat events are consecutive unusually hot days and nights for a given area. Different regions of our state experience extreme heat differently; some areas accustomed to hot temperatures are experiencing very hot conditions while other areas that have been historically cool are experiencing warmer temperatures. Increasing temperatures also impact people differently. For vulnerable people, including older populations, children, and those with certain health conditions, and for people with limited or no access to cooling or shade- also known as heat exposure- extreme heat can be dangerous or deadly.

Heat waves that result in public health impacts, also referred to as heat-health events, are also projected to worsen throughout the state. By 2050, average heat-health events are projected to last two weeks longer in the Central Valley and four to ten times more often in the Northern Sierra region<sup>1</sup>

Heat ranks amongst the deadliest of all climate-driven hazards in California, and heat waves in cities are projected to cause two to three times more heat-related deaths by mid-century<sup>2</sup>. Climate vulnerable communities will experience the worst of these effects, as heat risk is associated and correlated with physical, social, political, and economic factors<sup>3</sup>. Older populations, infants and children, pregnant people, and people with chronic illness can be especially sensitive to heat exposure. Additionally, the built environment informs people's "thermal comfort", or how people feel in hot conditions. Combining these characteristics and existing health inequities with additional factors, such as poverty, linguistic isolation, housing insecurity, and the legacy of racist redlining policies, can put individuals at disproportionately

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1 Bedsworth, L., D. Cayan, G. Franco, L. Fisher, S. Ziaja. (California Governor's Office of Planning and Research, Scripps Institution of Oceanography, California Energy Commission, California Public Utilities Commission). 2018. Statewide Summary Report, California's Fourth Climate Change Assessment. Publication number: SUMCCCA4-2018-013, 10

2 Ostro, B., Rauch, S., & Green, S. (2011). Quantifying the health impacts of future changes in temperature in California. *Environmental Research*, 111(8), 1258–1264

3 Basu, R. (2009). High ambient temperature and mortality: a review of epidemiologic studies from 2001 to 2008. *Environmental Health*, 40 (8). ; Basu, R. & Malig, B. (2011). High ambient temperature and mortality in California: Exploring the roles of age, disease, and mortality displacement. *Environmental Research*, 111(8).



high risk of heat-related illness and death<sup>4</sup>.

Extreme heat also threatens California's natural systems. Increasing temperatures, for example, lead to exacerbated risk of wildfire; drought and its effects on the health of watersheds; and the direct effects of heat on plants and animals resulting in reduced fitness, increased stress, migration, and death. These shifts result in significant cultural impacts to tribes, where plants and animals that have been used as traditional food, medicine, materials, or in ceremony are no longer present.

Extreme heat is increasingly harming Californians. Despite this, communities can become more resilient and prepared for any type of disaster by implementing heat relief and heat mitigation solutions.

## **What is community resilience?**

We define community resilience as the capacity of a community to withstand, recover, bounce forward, and learn from adverse events and strengthen future response and recovery efforts. During an adverse event, all members of a resilient community can meet their basic needs. This includes extreme heat events, other climate emergencies, and non-climate related adverse events.

Resilient communities have ownership of their essential resources and community members are the decision makers in local projects and policies. All members of a resilient community are protected from adverse events, cared for during and after these events, and included in restorative efforts regardless of race, gender, sexuality, income, immigration status, ability, and other factors. In addition, resilient communities have physical infrastructure, governance structures, and economic conditions that are capable of withstanding adverse events and allow community members to become stronger after an adverse event.

Building community resilience is an ongoing practice. This means strengthening connections between residents so that they can rely on each other in times of need. Increased resident connection can be supported by making investments in the built environment, addressing economic wellbeing, and creating more inclusive and responsive governance structures. Building community resilience means planning wholistically for prevention, protection, mitigation, response, and recovery to adverse events.

The goal of EHCRP is to protect communities from extreme heat, while also encouraging the development of community resilience to all climate hazards and adverse events.

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<sup>4</sup> Ibid ; Hoffman, J., Shandas, V., & Pendleton, N. (2020). The effects of historical housing policies on resident exposure to intra-urban heat: A study of 108 US urban areas. *Climate*, 1(8)



## Program Development and Community Engagement Process

These guidelines were shaped by extensive outreach with communities, experts, and public agencies across the state. During the Spring of 2023 EHCRP staff hosted nine public listening sessions; comprised of two general listening sessions, two tribal listening sessions, and five regional sessions. Over 800 individuals registered for these listening sessions. The findings of these listening sessions can be accessed through the [Summary of Public Comments: Workshops and Listening Sessions April – June 2023](#). In addition to these listening sessions, the guidelines are aligned with the 2022 Extreme Heat Action Plan and were developed in coordination with other Office of Planning and Research grant programs.

EHCRP acknowledges the barriers historically underinvested communities face in accessing grant funding and is committed to addressing these challenges through various actions in response to input gathered during 2023 listening sessions. These actions include:

- Prioritizing equity in funding programs
- Offering flexible funding options with minimal entry barriers
- Providing technical support throughout the application and project implementation process
- Awarding grants to a diverse range of communities.

The Integrated Climate Adaptation and Resiliency Program (ICARP) team is grateful for the time, effort, and wisdom contributed by all those who have participated to date, and by those who will inform this new program in the future.

## What activities does EHCRP fund?

### Planning Grants

Planning Grants fund planning and awareness activities to build capacity, teach community members about extreme heat and prepare communities to implement physical and social infrastructure projects.

- Planning grants provide communities the resources to:
  - Form partnerships and create partnership structures.
  - Identify extreme heat resilience priorities.
  - Develop awareness of the local impacts of extreme heat and potential solutions.
  - Engage in integrated extreme heat action planning.
  - Plan social and physical extreme heat resilient infrastructure projects.



- Test communications and language access strategies in to plan for increased awareness and collective action efforts.
- Strengthen local coordination, leadership, knowledge, and skills to implement co-beneficial projects and increase access to additional state and federal funding.
- There are two planning grant categories: Small Planning Grants and Large Planning Grants.
- Visit the [Planning Grants section](#) for more information.

### Implementation Grants

Implementation Grants fund pilot projects that include **programs** to increase awareness and resources to communities and **infrastructure** (i.e., Shade structures, trees, etc.) that address extreme heat and community resilience.

- Implementation grants provide communities the resources to:
  - Build public awareness and notification.
  - Strengthen community services and response.
  - Increase resilience of our built environment.
  - Utilize nature-based solutions.
- There are two implementation grant categories: Small Implementation Grants and Large Implementation Grants.
- Visit the [Implementation Grants section](#) for more information.

### Eligibility

Eligible Applicants include local public entities, California Native American tribes, community-based organizations, and non-profits. Visit the [Applicant Eligibility and Funding Targets section](#) for more information.





## B. Summary

- Who Administers EHCRP: The Governor’s Office of Planning and Research
- Funding Amount: \$36 Million (Subject to change prior to NOFA release)
- Funding Ranges:
  - Small Planning Grants: Between \$100,000 and \$250,000
  - Large Planning Grants: Between \$300,000 and \$750,000
  - Small Implementation Grants: Between \$100,000 and \$450,000
  - Large Implementation Grants: Between \$500,000 and \$5 million
- Project Lengths: 30-month period
- Grant Availability Types: Competitive
- Match Funding Required: No
- Disbursement Type: Cost reimbursement only (no advance pay)

## C. Program Contact

Integrated Climate Adaptation and Resiliency Program (ICARP)

Governor’s Office of Planning and Research

E-mail: [icarp.grants@opr.ca.gov](mailto:icarp.grants@opr.ca.gov)

For more information on the EHCRP and to see the latest news, visit the [EHCRP website](#) and sign up to [join the EHCRP listserv](#).



## D. EHCRP Grant Timeline

The approximate timeline below is subject to change. The most up-to-date timeline and upcoming events can be found on the [EHCRP webpage](#).

- **Fall 2023:** Draft Guidelines released for public comment
- **Fall 2023:** Intent to apply survey released
- **Winter 2024:** EHCRP Round 1 Final Guidelines & Notice of Funding Availability (NOFA) released
- **Winter 2024:** Public Application Workshops
- **Spring 2024:** Application Pre-Proposals due
- **Spring 2024:** Deadline for Submitting Applications
- **Summer 2024:** Expected Notice of Recommended Awards Posting Date
- **TBD:** Expected Start Date
- **TBD:** Expected End Date
- **TBD:** Invoice deadline

## E. Errors

If an applicant finds any ambiguity, conflict, discrepancy, omission, or other error in the EHCRP documents, including the Q&A document or the solicitation, the applicant should immediately notify EHCRP staff of such error via email or phone call, and request a corresponding change or clarification in the document (see Section 1.4. Program Contact). If the error is related to the solicitation, EHCRP staff, at its discretion, may provide changes or clarifications by amending the solicitation or by sending a written notice to all parties who requested the solicitation, without divulging the source of the request. OPR shall not be responsible for failure to fix errors.



## II. Core Components

### A. Vision

The Extreme Heat and Community Resilience Grant Program (EHCRP) will support a growing practice of heat relief and long-term resilience to extreme heat across California, a state that experiences extreme heat impacts in every county. This heat not only threatens the lives of the most vulnerable Californians but also harms ecosystems and hampers the economy. EHCRP is dedicated to supporting a statewide movement focused on building resilience to extreme heat through job creation, placemaking, place-keeping, and protecting the health of Californians who are most vulnerable to extreme heat.

This program will offer planning and implementation grants tailored to the distinct needs and funding amounts of different communities. Planning grants will facilitate the development of partnerships development to strengthen collaboration as communities prepare for extreme heat events. They will also help in creating investment strategies to reshape the built environment to protect residents from hazardous heat conditions. Implementation grants will support communities in piloting programs and infrastructure projects. These pilot initiatives will eventually lead to the creation of a collection of effective practices for statewide implementation to combat extreme heat.

Furthermore, this program will support the development of cutting-edge cooling technologies, practices, and strategies, and will build examples of community and equity centered planning, programs, and infrastructure. Building community resilience to the extreme heat crisis will require Californians to work in new ways by shifting power to community members, committing to inclusive design, and addressing structural racism. This grant program will support jurisdictions, CBOs, and tribes to develop processes to work through trauma and harm caused by existing challenges and their compounding effects with extreme heat. This, in turn, will enhance community resilience to extreme heat.

EHCRP aims to promote awareness of extreme heat threats and solutions, encourage a focus on racial equity, belonging, and harm reduction through creative approaches, support community-based planning and ownership, facilitate infrastructure projects benefiting vulnerable communities, and develop evidence-based practices and infrastructure for heat response and resilience. This grant program will work with other state funding programs and programs across the Office of Planning and Research.

### B. Values

EHCRP staff aims to support projects that align with the following values which were developed through the [2023 listening sessions](#). While some of these values may come into tension with each other, collaborators and residents can work determine which values should guide their goals, visions, and projects.



- **Place and Belonging:** Collaborates with culture bearers, artists, creatives and facilitators to ensure collective action that taps into local expertise, culture, ways of knowing and building a place-centered culture of belonging.
- **Indigenous Land Stewardship:** Works with tribal leaders, elders, indigenous knowledge experts to accelerate investment on tribal lands and create space for the use and integration of traditional knowledge into climate solutions throughout California.
- **Young People and Urgency:** Shares power with young people and ensures an intergenerational approach that respects young people and future generations.
- **Inclusion and Language Justice:** Creates spaces, projects, and communications that are accessible for all people and promote a culture of language justice and inclusion. All community members are invited and supported to use project resources regardless of primary language, race, gender, sexuality, income, immigration status, ability, and other factors.
- **Harm Reduction and Healing:** Working with California communities on healing from the impacts of extreme heat and climate change while acknowledging the loss and harm already caused by extreme heat and climate change in the state.
- **Enterprise and Job Creation:** Ensures extreme heat can be catalyst for working with businesses, entrepreneurs, and the workforce to develop urban cooling solutions that support livelihoods and economic resilience.
- **Co-benefits and Systems Thinking:** Investments in extreme heat also support efforts to grow economies, create jobs, decarbonize energy and transportation systems, and increase community connections.
- **Support Technology Development and Innovative Design:** Supports creation and implementation of technologies that support a people-centered approach resilience to extreme heat and community resilience including community resilience centers, resilience hubs, cool pavement, smart surfaces, cool roofs, energy efficiency technologies, cooling technologies, and cooling design solutions.
- **Community Resilience for All Hazards:** Build community resilience for all hazards and create co-benefits to ensure extreme heat investments also support efforts to be more resilient to wildfires, droughts, storms, and other climate hazards.



## C. Coordination with Planning Documents and Best Available Science

### Coordination with Statewide Extreme Heat Action Plan

The 2022 statewide extreme heat action plan, [Protecting Californians From Extreme Heat: A State Action Plan to Build Community Resilience](#), provides a framework for extreme heat planning and implementation in California. To align with the plan, EHCRP grantee projects should work to further the “tracks” identified in this plan.

#### Action Plan Tracks

- **Building Public Awareness and Notification:** Prioritizing the needs of high-risk communities most impacted by extreme heat by increasing access to timely and appropriate information and resources that can help them stay safer. Obtaining easily accessible data to equip communities, governments, and tribes to inform heat planning.
- **Strengthening Community Services and Response:** The community services and response effort include a suite of actions that reduce heat exposure, build communities’ capacity to respond to heat events, support local climate adaptation planning and implementation, and advance heat illness prevention standards for indoor and outdoor workers.
- **Increasing Resilience of the Built Environment:** As temperatures increase and heat waves become more frequent and severe, the cascading impacts of extreme heat on infrastructure and the environment exacerbate risks to people, the economy, and the natural environment. The built environment track includes actions to protect critical energy, transportation, and other infrastructure, support heat-resilient communities through relevant regulations and codes, and scale weatherization and cooling technologies.
- **Utilizing Nature-Based Solutions:** Nature-based solutions deliver multiple benefits, including addressing extreme heat by cooling communities, providing strategic shade, and regulating temperature of buildings and surfaces during extreme heat events. This track includes actions to promote nature-based solutions to reduce extreme heat risks, support nature’s ability to withstand and adapt to increasing temperatures and reduce heat risk to water supply and systems.

### Consistency with Existing Local, Regional, or Statewide Plans

In addition to the Extreme Heat Action Plan, applicants should demonstrate that proposed projects are consistent with relevant local, regional, or statewide plans and use the best available science. For plans Applicants can reference the [California Climate Adaptation Strategy](#), other state plans, city or county general plans, extreme heat action plans, local hazard mitigation plans, climate action plans, tribal-led plans, integrated regional water



management plans, other local plans, local designations, zoning, building intensity, and density requirements, design guidelines, housing elements and applicable goals, policies, and programs.

Note that planning projects may also include efforts to revise land use plans consistent with the jurisdiction's goals and policies. Plans should also consider any anticipated growth in population or density in the communities the proposed project or plan will serve, including accounting for population growth due to planned housing development. If an Applicant does not demonstrate consistency with a jurisdiction's goals and policies, and its proposed project does not include an effort to update the goals and policies to remedy that inconsistency, the Applicant should explain the reasons in the application. The Applicant should also explain how its proposed project is still consistent with the goals and priorities of the EHCRP.

## Alignment with the Best Available Science

For alignment with the best available science Applicants can reference data, findings, projections, and models within the most current [California Climate Change Assessments, Scoping Plan](#), and/or other relevant science-based resources. An Applicant should demonstrate consistency by describing the proposed project's alignment with existing, relevant plans and how the proposed project incorporates best available science in the application narrative.

## D. Consideration of Vulnerable Communities

All proposed projects should consider and address how the project will serve Vulnerable Community members, including Access and Functional Needs Communities (AFN) and Disadvantaged Communities.

Climate vulnerability describes the degree to which natural, built, and human systems are at risk of exposure to climate change impacts. Vulnerable communities experience heightened risk and increased sensitivity to climate change and have less capacity and fewer resources to cope with, adapt to, or recover from climate impacts. These disproportionate effects are caused by physical (built and environmental), social, political, and/ or economic factor(s), which are exacerbated by climate impacts. These factors include, but are not limited to race, class, sexual orientation and identification, national origin, and income inequality.

While not an exhaustive list, the following tools and data can be used to identify climate and extreme heat vulnerable communities. As no single tool is currently capable of identifying all vulnerable communities, each Applicant is encouraged to use a combination of at least two tools from the list below to identify their unique, vulnerable communities.

- [California Heat Assessment Tool \(CHAT\)](#)-CHAT can be used by local and state health practitioners to better understand dimensions of heat vulnerability driven by climate changes and where action can be taken to mitigate the public health impacts of extreme heat in the future.
- [Climate and Economic Justice Screening Tool \(CEJST\)](#)- [interactive](#) map that identifies federal



Justice 40 Disadvantaged communities. Incorporates burdens in eight categories: climate change, energy, health, housing, legacy pollution, transportation, water and wastewater, and workforce development.

- [California Healthy Places Index: Extreme Heat Edition](#)- The Healthy Places Index is a dataset and online tool that maps projects heat exposure for California and place-based indicators measuring community conditions across the State.
- [CalEnviroScreen 4.0 \(CES\)](#)- CalEnviroScreen can be used to describe the disadvantaged communities based on historic pollution exposure and socio-economic indicators within the physical scope of the proposed project.
- [Climate Change & Health Vulnerability Indicators for California \(CCHVI\)](#)- CCHVI can be used by local health partners and planners to identify people and places that are more susceptible to adverse health impacts associated with climate change, specifically extreme heat, wildfire, sea level rise, drought, and poor air quality.
- [Access and Functional Needs \(AFN\) Web Map](#)- Can be used to assist emergency managers and planners to identify Access and Functional Needs Communities.

See [Appendix D for additional guidance and resources](#).

### III. Applicant Eligibility and Funding Targets

#### A. Eligibility

**Public Entities**, including cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning Agencies (RTPAs), and Councils of Governments (COGs). Public entities may also include California institutions of higher education, districts (including school districts, climate resilience districts and other special districts), public authorities, public agencies, political subdivisions, and public corporations (Gov. Code, [§ 811.2](#)). This definition does not include state agencies.

**Academic Institutions** include individual public California institutions of higher education (e.g., universities, community colleges, etc.). The University of California (UC) and California State University (CSU) as a whole are not eligible applicants, but individual universities within the UC and CSU systems are eligible applicants.

**California Native American tribes (tribes)**, including Native American tribes that are on the contact list maintained by the Native American Heritage Commission (NAHC) for the purposes of Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073).

**Community-Based Organizations (CBOs)**, including, but not limited to 501(c)(3) nonprofit organizations, non-governmental organizations, philanthropic organizations, faith-based organizations, foundations, and other organizations with a history of representing vulnerable



communities. Organizations, collaboratives, networks, and projects that are fiscally sponsored by any of these organizations, and those fiscally sponsored by academic institutions, are also eligible. In this case, the Applicant need not be a 501(c)(3) organization but should be legal entity authorized and empowered to enter into contracts and receive and hold funds. CBOs can represent a specific place, jurisdiction or region, or multiple places, jurisdictions or regions statewide.

**Nonprofit organizations representing a coalition or association of nonprofit organizations**, so long as the organization provides an MOU, operating agreement or other document establishing the coalition or association, listing its membership and setting forth its purpose. The applicant should also submit documentation, such as a delegation of authority signed by the coalition members, demonstrating that the applicant has the authority to apply to the program on behalf of the coalition or association.

For-profit entities and community members are not eligible to apply as lead Applicants or fiscal sponsors but can be subcontracted by grantees to provide research or other services.

State and Federal Agencies are ineligible to apply as lead or co-applicants but can provide technical assistance, training, planning and/or design activities, data analysis, research, meeting facilitation, or other services to eligible applicants.

## B. Partnership & Co-Applicant Requirements

A partnership is a collaboration or arrangement of two or more entities that leads to successfully completing a project. Partnerships can be formal or informal. Ideally partnerships are constructed to make a sum greater than its parts that can benefit from the skills, knowledge and perspectives of each member of the partnership. For the purpose of the EHCRP, a partnership means that lead-applicants, co-applicants, collaborators, supporters and subcontractors have common goals and a shared understanding of how to achieve that goal. EHCRP has expressly not made co-applicant requirements for small planning and implementation grants in order to allow for partnership development over the course of the grant period.

### Partnership Types

**Co-Applicant:** A Co-Applicant is a formal, funded, collaborator on the grant project. Co-applicants should submit a letter of support with application materials. If awarded, the Lead Applicant and Co-Applicants will be required to submit a formal Co-Applicant Agreement. For-profit entities are not eligible to apply as co-applicants but can be subcontracted to provide research or other services.

**Collaborator:** A collaborator is a funded partner whose role will evolve over the course of the project. A collaborator may have barriers to establishing a letter of support and to completing a comprehensive scope of work by the time of application. This form of partnership allows for





engagement in the project but gives time and flexibility to the partner to develop a project scope and organizational alignment. If awarded, a partnership agreement, scope of work, and organizational alignment will be required for all collaborators.

**Supporter:** A supporter is a non-funded partner that is in favor of the project but does not need funds to participate in grant activities. We recommend that supporters could be local governments, established non-profits, or academic institutions that will benefit from the work, but will not play a deep role in the project or have other funding and resources to participate in the process. Listing supporters of the project gives the lead applicant an opportunity to demonstrate community support and the ability to build a coalition that is supportive of taking action on resilience to extreme heat or building community resilience.

**Subcontractor:** A subcontractor is a private business, individual or non-profit that the applicant pays to provide services on a proposed project. These services could include community engagement, planning, design, data collection and analysis, graphic design, video production, photography, storytelling, writing, meeting facilitation or other services. Subcontractors can be determined in advance of the application deadline or lead applicants can put the scope of work and budgets for subcontractors. Subcontractors can be selected post-award with the selection process outlined in the grant agreement. All selection of subcontractors should be conducted in accordance with the laws and rules of the lead applicant (i.e. procurement rules for local governments and agencies). Subcontractors are solely in a contractual relationship with the applicant, and are not in a contractual relationship with OPR. Applicants must manage, monitor, and accept responsibility for the performance of subcontractors.

## Partnership Agreement

All awarded lead applicants with a co-applicant and/or collaborator will need to enter into a partnership agreement with the co-applicant and/or collaborator and provide a copy of the signed partnership agreement to OPR prior to finalizing the grant agreement. The partnership agreement will at a minimum: 1) outline the respective obligations of the lead applicant, co-applicant(s), and/or collaborator(s) throughout the grant term to implement the project, 2) include commitments from the lead applicant, co-applicant(s), and/or collaborator(s) that they will implement their respective obligations, 3) require co-applicants and collaborators to retain and provide documentation of actions taken related to the project to the lead applicant, and 4) include information about how the partners will make decisions and resolve disputes.

## Co-Applicant Requirements

### Small Grant Type Co-Applicant Requirements

Applicants for Small Planning Grants and Small Implementation Grants are **not required to apply with a co-applicant(s)** at time of application. If applying without a co-applicant, applicants are required include partnership development in grant activities.



## Large Grant Type Co-Applicant Requirements

**Applicants for Large Planning Grants and Large Implementation Grants should apply with a co-applicant.** Applicants who apply without a co-applicant and do not provide necessary justification (see below) will be deemed ineligible for grant consideration.

**Tribes are not required to apply with a co-applicant** for Large Planning Grants or Large Implementation Grants. If applying without a co-applicant, tribal applicants are required to include partnership development in grant activities.

### Large Grant Types- Community Based Organization Lead Applicant:

Community-based organizations should apply with a local public entity or tribe co-applicant to ensure that planning efforts funded can ultimately be implemented by local, regional, or tribal entities.

**If public entity support is not feasible**, community-based organization Applicants are required to submit an explanation in their application as to why co-applicant with a public entity or tribe is not feasible. Additionally, applicants for large implementation grants must submit a letter of support from a local public entity. Applicants will be scored on quality of explanation and letter of support rather than quality of co-applicant narrative.

### Large Grant Types- Public Entity Lead Applicant:

Public entities should apply with a community-based organization co-applicant to ensure that planning efforts are centering the needs of vulnerable communities.

**If public entity support is not feasible**, community-based organization Applicants should submit an explanation in their application as to why co-applicant with a public entity or tribe is not feasible, and a Community Engagement Plan. Additionally, applicants for large implementation grants should submit a letter of support from a local public entity, though all applicants without a public entity co-applicant are encouraged to submit a letter of support. Applicants will be scored on quality of explanation and letter of support rather than quality of co-applicant narrative.

## Partnership and Co-Applicant Guidance

Strong and diverse partnerships will be comprised of partner entities that bring unique strengths and approaches that are community informed with a proven track record of engaging communities in those ways.

Diverse partnerships should represent but are not limited to:

- Community-based organizations
- Organizations representing artists and creatives
- Organizations representing social workers



- Youth led groups and youth empowerment organizations
- Community Resilience Centers, Community Development Centers, and Community Centers
- Community Food Banks
- Workforce development organizations
- Local health jurisdictions
- Local health departments
- Health equity-focused CBOs
- Vulnerable communities
- Representatives of disadvantaged communities
- Tribes
- Educational institutions
- Local business organizations
- Other interest groups

Applicants should also submit an explanation of the partnership structure and roles and responsibilities of each partner in the narrative section of the application. All co-applicants should have the capacity to enter into a binding partnership agreement with the lead applicant.

If California Native American tribes or California tribal communities are the Lead Applicants or Co-Applicants, tribes' sovereign status should be respected and upheld throughout the development of the partnership. The partnership should outline measures that will be taken to protect Tribal data sovereignty and the confidentiality of Tribal data and traditional ecological knowledge collected or shared as part of the grant activities.

While we encourage state and federal partnerships, for the purposes of this grant program, state and federal agencies cannot be listed as Co-Applicants. This includes all regional conservancies, councils, and commissions listed on the [State Agency Listing](#).

## C. Limited Waivers of Sovereign Immunity

OPR acknowledges the sovereignty of Federally recognized tribes. Federally recognized tribes serving in this role of Lead or Co-Applicant will not be required to submit a limited waiver of sovereign immunity to OPR.



## **D. Priority Community: Heat Vulnerable Communities**

This grant intends to fund and support communities that are most vulnerable to extreme heat. There is no single definition of a heat vulnerable community, and communities can be vulnerable for different reasons. Heat vulnerable communities have typically experienced historical disinvestment, have increasing number and duration of extreme heat events, and do not have adequate infrastructure and tree canopy to protect their residents.

The most competitive grant applications should engage, uplift, and promote local leadership of heat vulnerable communities.

## **E. Funding Targets**

Recognizing the disparate impacts of climate change, ICARP prioritizes actions that promote equity, foster community resilience, and protect the most vulnerable communities. To ensure EHCRP distributes funds equitably, the program will use funding targets to encourage equitable awarding.

### **California Native American Tribes**

EHCRP program intends to fund a minimum of five (5) qualifying Proposals where the Lead Applicant is a California Native American tribe, an eligible entity having co-ownership with a California Native American tribe, or an eligible entity established by a California Native American tribe to undertake extreme heat resilience projects. The funding target includes both EHCRP Planning and Implementation grants. To the extent applications received are not competitive or sufficient to meet grant requirements EHCRP reserves the right to waive this funding target.

### **Regional Diversity**

While the program provides applicants the flexibility to self-identify their region and regional-scale partnerships, to achieve regional diversity, EHCRP intends to fund at least one planning or implementation grant from each of the nine geographic regions defined by the California Climate Adaptation Strategy (see Appendix F. California Climate Adaptation Strategy Regions). To the extent applications received are not competitive or sufficient to meet grant requirements EHCRP reserves the right to waive this funding target.

### **Grant Type**

EHCRP intends to fund approximately 40% of total funds for planning grants and 60% of total funds for implementation. To the extent applications received are not competitive or sufficient to meet grant requirements, EHCRP reserves the right to waive this funding target.



## IV. Planning Grant Program

### A. Purpose

Planning grants are intended to support advancing heat relief and resilience to extreme heat efforts in communities across the state. Small planning grants are designed to support communities, tribes and organizations that are getting started in their extreme heat related work or need resources to plan for a new program or type of infrastructure. Large planning grants are designed for communities seeking support for a comprehensive approach to planning that involves existing partnerships and coordination of large groups of residents, organizations, and businesses. Large planning grants can be used to create ten- to fifty- year plans for the built environment or comprehensive heat response plans that address public health and emergency response needs.

### B. Small Planning Grants

#### Purpose

The small planning grants are available to communities that want to develop partnerships to advance response efforts to extreme heat and/or to build long-term resilience to extreme heat. Partnership development, heat impact awareness building, data gathering, and community dialogues can ensure communities are ready for large planning projects and implementation.

A small planning grant can accomplish one or more of the following:

- Initiates the extreme heat resilience planning process
- Assesses extreme heat vulnerability
- Defines an extreme heat resilience framework and strategies
- Identifies the harm, risk or costs caused by extreme heat locally
- Incorporates extreme heat planning into existing planning documents
- Prepares an implementation plan to apply extreme heat planning strategies

#### Funding Amount and Timeline:

Between \$100,000 and \$250,000

Grant Timeline: Up to 30 months



## Eligibility

Eligibility for Small Planning Grants is the same as the general eligibility requirements ([See: Sec.3 Applicant Eligibility and Funding Targets](#)).

## Co-Applicant Requirement

There is no co-applicant requirement at the time of application for Small Planning Grants. [Sec 3b: Partnership and Co-Applicant Requirements](#) for more information.

## Examples of Eligible and Ineligible Planning Activities

### Eligible Activities

The following examples of eligible adaptation planning activities derive from feedback provided throughout the 2023 Extreme Heat and Community Resilience Program's Listening Sessions and the 2022 Extreme Heat Action Plan.

Please note that applicants may include activities from multiple subsections listed below in one proposal.

#### Capacity Building

- **Staff training** related to climate resilience to support solution development and heat response efforts within a jurisdiction or institution using locally relevant languages including sign language.
- **Community awareness campaigns** that use locally relevant languages and sign language to communicate about extreme heat health impacts and potential solutions.
- **Sustainable workforce development**, including youth, development and/or creation of at least living wage jobs to improve climate resiliency and resilience to extreme heat
- **Establishing a regional climate financing tool**, like a climate resilience district, which is considered to be an Enhanced Infrastructure Financing District

#### Pre-Planning Activities

- **Partnership development** such as between community-based organizations and local governments to address heat relief or long-term resilience to extreme heat. Coordinate with community groups and local public entities to build relationships across organizations and define shared values, vision, and principles of how to work together to build resilience to extreme heat. Partnership development ideally leads to being able to create the conditions to partner on programs and infrastructure in the future.
- **Asset development and mapping** that identifies areas of a neighborhood, city or



location that residents want to keep shaded (street, park or property), air-conditioned (home, building, business), or that has a cooling resource needed in a heat wave (food bank, grocery store, community resilience center, hospitals, or first responder buildings like police and fire stations)

- **Community healing process** facilitated by trained social workers that identifies harm caused by extreme heat, lack of cooling, and shade and determines what steps and actions are necessary for community healing. Could include racial equity healing or decolonization facilitation given the forces of structural racism and colonization that can lead to extreme heat deaths, illnesses, and other harms.
- **Create a vulnerability assessment** that identify communities with the highest social vulnerability to climate impacts, meaning communities with high sensitivity and low adaptive capacity to climate impacts, including extreme heat.
- **Funding pipeline development** that supports the fostering of partnerships between stakeholders and public, private, and philanthropic funding sources.
- **Conduct community engagement** within under-resourced communities to understand issues related to extreme heat.

#### Project Development and Small-Scale Planning

- **Community need identification** that convenes stakeholders to discuss community needs regarding potential extreme heat adaptation projects eligible for statewide or other grant programs with specific allocations for under-resourced communities.
- **Economic development planning** to assist in the development of local job training and/or anti-displacement policies programs related to extreme heat.
- **Conduct data collection and analysis** that helps identify existing conditions, identify community priorities, and identify impact of possible projects related to extreme heat.
- **Vulnerability assessments** that identify communities with the highest social vulnerability to climate impacts, meaning communities with high sensitivity and low adaptive capacity to climate impacts, including extreme heat.
- **Additions of extreme heat actions** to a local All Hazard Mitigation Plan or the Safety Element of a General Plan.
- **Small plan for new heat relief program** such as a home energy equity toolkit, farm worker survival pack, a heat relief pack for people experiencing homelessness, or a heat relief toolkit for pregnant people and/or first-time parents.
- **Small-scale plan** for infrastructure project to improve local heat resilience such as a cool corridor, cool playground, cool school, cool community resilience center or cool building plan.



[See Appendix A: Eligible and Ineligible Costs](#) for more information on eligible and ineligible costs. See [Appendix B: Additional Examples of Eligible Planning Activities](#) for more examples of eligible activities. Large Planning Grants

## C. Large Planning Grants

### Purpose

California communities can implement heat relief and resilience to extreme heat solutions that can save lives, improve public health outcomes and create more thermally comfortable places to live, work, and play. Large planning grants are meant to build community-wide programs and/or infrastructure that can transform how communities address extreme heat. Large planning grants can mature partnerships and build community support for a vision for a more connected and resilient place with infrastructure and/program identification and development. Large planning grants should be able to build support for local, regional, state and federal investments in the solutions co-created through the planning process.

### Funding Amount and Timeline:

Between \$300,000 and \$750,000

Grant Timeline: Up to 30 months

### Eligibility

Eligibility for Large Implementation Grants is the same as the general eligibility requirements ([See: Sec. 3- Applicant Eligibility and Funding Targets](#)).

Additionally, proposed grant activities should align with existing goals of lead applicant, but formalized planning document is not required prior to application.

### Co-Applicant Requirement

Co-Applicant requirements vary depending on lead applicant type. [Sec 3b: Partnership and Co-Applicant Requirements](#) for more information.

### Examples of Eligible and Ineligible Planning Activities

The following are examples of eligible adaptation planning activities derived from feedback provided throughout the 2023 Extreme Heat and Community Resilience Program's Listening Sessions and the 2022 Extreme Heat Action Plan. 25% of the project budget may be used on small implementation projects to provide proof of concept to investments discussed in the planning process.

- **Comprehensive local heat action plans:** Support heat relief and long-term resilience





to extreme heat with local governments and community partners.

- **Urban Cooling and Green Stormwater Infrastructure and Utility Feasibility Jurisdiction-wide Plans:** Create sustainable shade that is not dependent on potable water and has a long-term funding stream.
- **Cool pavements and mechanical shade jurisdiction-wide plan:** Create jurisdiction-wide plan for urban cooling through materials and mechanical shade.
- **Heat response plan:** comprehensive plan with multiple collaborator that provides details how your community will respond to an extreme heat wave.
- **Amend, update, integrate, align, or prepare one or more regional, local, or tribal planning documents to address extreme heat,** including, but not limited to, comprehensive extreme heat action plans, implementation or action plans, tribal plans and planning documents, climate adaptation plans, Local Hazard Mitigation Plans, community wildfire protection plans, the Climate Ready Program Plans, disaster recovery frameworks/plans, emergency plans, extreme heat event action plans, post-fire flood/flood after fire plans, water management plans, floodplain management plans, flood resiliency plans, food system resilience plans, multi-city or county general plans (e.g., safety elements and housing elements), groundwater sustainability plans, heat contingency plans, multi-jurisdictional hazard mitigation plans, long range transportation plans, power disruption emergency management plans, the Regional Forest and Fire Capacity Program Plans, Sustainable Communities Strategies
- **Conducting studies:** Conducting extreme heat vulnerability or risk assessments, including those informed by Tribal expertise and Traditional Knowledge (s), regional-scale project feasibility studies that can include natural and built infrastructure, conducting studies that explore the efficacy of implemented climate solutions.
- **Pilot projects:** Pilot projects related to the planning process is an eligible activity

[See Appendix A: Eligible and Ineligible Costs](#) for more information on eligible and ineligible costs. See [Appendix B: Additional Examples of Eligible Planning Activities](#) for more examples of eligible activities.

## V. Implementation Grant Program

### A. Purpose

Implementation grants accelerate local examples of implementation to support heat relief and long-term resilience to extreme heat. These grants encompass a wide range of projects, scales, and physical/social infrastructure. Successful implementation projects will lead to increased community support, connections, and ownership. Projects should inspire additional investment in extreme heat solutions and community resilience on a local scale.



## B. Small Implementation Grants

### Purpose

Small Implementation Grants are immediate demonstration projects that lead to heat relief and demonstration of action. These grants include pilot programs and single-site infrastructure with limited permitting and advance planning projects.

### Funding Amount and Timeline:

Between \$100,000 and \$450,000

Grant Timeline: Up to 30 months

### Eligibility

Eligibility for Small Implementation Grants is the same as the general eligibility requirements ([See: Sec.3 Applicant Eligibility and Funding Targets](#)).

Additionally, proposed grant activities should align with existing goals of lead applicant, but formalized planning document is not required prior to application.

### Co-Applicant Requirements

There is no co-applicant requirement at time of application for Small Implementation Grants. [Sec 3b: Partnership and Co-Applicant Requirements](#) for more information.

## C. Large Implementation Grants

### Purpose

Large Planning Grants are larger and more comprehensive projects, with multiple types of infrastructure solutions. These projects may require additional permitting and advance planning than Small Implementation Grants.

### Funding Amount and Timeline:

Between \$500,000 and \$5 million

Grant Timeline: Up to 30 months

### Eligibility

Eligibility for Large Implementation Grants is the same as the general eligibility requirements



[\(See: Sec.3 Applicant Eligibility and Funding Targets\).](#)

Projects should align with existing planning documents that integrate extreme heat action planning or related topics (see [Coordination with Planning Documents and Best Available Science](#) for more information).

## **Co-Applicant Requirement**

Co-Applicant requirements vary depending on lead applicant type. [Sec 3b: Partnership and Co-Applicant Requirements](#) for more information.

## **D. Implementation Grant Activities**

The following examples of eligible adaptation planning activities derive from feedback provided throughout the 2023 Extreme Heat and Community Resilience Program’s Listening Sessions and the 2022 Extreme Heat Action Plan. Examples are grouped into the tracks created in the [Statewide Extreme Heat Action Plan](#); applicants may include activities from multiple tracks listed below in one proposal.

These example activities can be scaled to be included in Small Implementation Grants and Large Implementation Grants. Applicants are encouraged to create projects can combine elements from different tracks and/or combine different types of infrastructure into one project (i.e.. Cool Corridors with shade and water fountains in parks or green stormwater infrastructure with cool pavement in streets, school playgrounds or parking lots).

### **Track A: Build Public Awareness and Notification**

- Neighborhood resilience events
- Educational programming for heat vulnerable populations in multiple languages, including sign language.
- Assistance applying for and receiving community services
- “Cool Buddy” program to identify heat-vulnerable people and reach out and check on them during heat events
- Placemaking projects and informational signage
- Art and culture projects for awareness
- Youth empowerment and leadership
- Implement existing actionable and targeted public awareness campaigns, prioritizing outreach to communities most vulnerable to heat impacts



## **Track B: Strengthen Community Services and Response**

- Mutual Aid (Distribution of essential PPE, water, etc.)
- Basic first aid training for heat related illness
- Heat survival packs for specific populations such as laborers, people experiencing homelessness, older adults, farm workers, and pregnant people.
- Home energy saving toolkits to provide lower energy bills and increased ability to afford air conditioning
- Community Resilience Center Activities
- Transportation to/from community resources during heat events
- Protect workers from occupational exposure to excessive heat and provide information on occupational protections and available resources.
- Establishing environmental monitoring systems, including Wet-bulb temperature monitoring stations, to track air quality, heat stress, and other heat related factors for schools, athletic fields, agricultural fields, community resilience centers or other critical community assets.
- Build resilience through training partnerships and apprenticeships in jobs and careers that address extreme heat
- Support local public health and emergency services efforts to respond to an extreme heat event.
- Creating economic recovery programs that provide support and resources to businesses and individuals affected by extreme heat events, such as heat-related work disruptions.

## **Track C: Increase Resilience of our Built Environment**

Infrastructure projects that target heat vulnerable public spaces. This includes schools, streets, parks, and community centers. Funded projects can be added onto existing projects that are already in design.

- Cool and smart surfaces (including cool pavement)
- Shade structures
- Water fountains for people and pets
- Splash pads



- Transit shelters (shade and cooling enhanced)
- Parking space and asphalt removal with trees or shade replacement
- Active and passive cooling infrastructure in key community buildings and resilience hubs
- Cool home pilot projects
- Cool corridor projects
- Shaded playgrounds
- Home energy savings and cooling kits (filters, light bulbs, fans, blackout shades, etc.)
- Processes to develop heat resilient building codes in new construction
- Supporting research and development efforts to advance innovative cooling technologies, materials, and strategies for urban environments
- Investments in healthcare facilities and resources that can handle increased demand during extreme heat events
- Upgrading water distribution systems to ensure a continuous and reliable supply of clean water during extreme heat events
- Collaborating with utility companies to ensure reliable energy and/or water supply during extreme heat events and exploring partnerships for energy and/or water-efficient cooling solutions.
- Cool building retrofits- Retrofitting existing public buildings, such as schools and libraries, with energy-efficient technologies and cooling systems.

### **Track D: Utilize Nature-based Solutions**

- Tree planting
- Residential tree program
- Tiny forests
- Cool community gardens that provide food, water access and shade
- Green stormwater infrastructure pilots
- Nature-based playgrounds or shaded playgrounds



- Cool ecosystems work (providing places to cool in natural water sources)
- Cooling rain gardens
- Projects based in Traditional Ecological Knowledge (TEK) and tribal land stewardship
- Maintenance for nature-based solutions and urban forestry to ensure funding for first several years of watering and maintenance and any staff training necessary to ensure landscapes are maintained to achieve desired outcomes

[See Appendix A: Eligible and Ineligible Costs](#) for more information on eligible and ineligible costs.

## VIII. Grant Administration

All project proposals submitted for the 2023 Extreme Heat and Community Resilience Program (EHCRP) will be reviewed by the EHCRP Interagency Review Panel and administrative staff, who will review applications for eligibility, content, submission of proper documentation, meeting technical criteria, overall relationship to statewide planning efforts, and compliance with state planning requirements. Applications will be evaluated based on how well they describe the project, justify the need for the project and EHCRP funding, reflect the program evaluation criteria, and articulate a concrete Work Plan and project timeline.

EHCRP staff encourages those communities that have not yet conducted extreme heat and community resilience efforts in their jurisdiction to apply, as well as those who are further ahead. Projects that reach vulnerable communities and meet multiple criteria will be evaluated favorably.

Interagency review panel recommendations will be presented to the ICARP leadership for their consideration. EHCRP staff will make a final determination on all grants in Date TBD.

The Grant Agreement is considered fully executed once it is signed by OPR's authorized signatory; this is when work can commence. Grantees cannot request reimbursement for any costs incurred or work completed before grant execution.

OPR, through its programs, is dedicated to transparency and compliance with state auditing requirements and applicable records retention/disclosure rules. Applicants should expect that grant agreements will reflect consistency with these standards and ensure compliance with applicable rules and requirements.

## Funding Availability

OPR will award \$36 million in FY 2023-24 to implement the program through the provision of grants, staff support, and third-party technical assistance. Grant awards will cover 30 months.

- The application submission period is DATE TBD



- The minimum grant award is \$100 thousand.
- The maximum grant award amount is \$5 million.
- Awarded projects should be completed no later than 30 months after the start of the grant agreement. The anticipated grant agreement start date is DATE TBD

The period of grant fund availability spans approximately 30 months for grant project activities after the grant agreement is executed and OPR issues a Notice to Proceed.

## Award Amount

Applicants have the flexibility to request the amount of funding needed to carry out the work described in their project proposal for 30-month grant term. Requests should fall within the range of \$100 thousand to \$5 million depending on grant type.

## Match Funding and Cost Sharing

No match funding is required. The EHCRP wishes to fund viable projects. The EHCRP funding may be used to provide the required match funding to release other funding or grant opportunities. If additional funding is needed in addition to the EHCRP funding for the project to be executed, details must be provided in the budget and work plan, including the likely timeline for securing the additional funding. Additional funding should be included and referenced in letters of support from project partners and local community organizations.

## Financial Capacity Requirements for Large Implementation Grants

Lead Applicants and Co-Applicants must possess the financial capacity to adhere to the reimbursement processes of the EHCRP.

To demonstrate financial capacity, the Lead and Co-Applicants will be asked to provide a current annual organizational budget, and recent financial statements, as specified in the application. Non-profit organizations must submit a copy of their most recent Federal Form 990 and a copy of the organization's IRS 501(c)(3) Tax Determination Letter. Any Applicant that had an audit finding in the last five (5) years is required to enclose it in the application in an official letter.

California Native American tribes are exempt from submitting any financial management information that violates their data sovereignty. A tribe that chooses not to submit any of the documentation described in this section must adequately demonstrate, through other documentation, that they have sufficient management and financial capacity to fulfill their proposed role in the EHCRP Grant. OPR will determine whether the submitted documentation sufficiently meets this requirement.



## Disbursement and Accounting Funds

- The EHCRP is a reimbursement grant program. OPR will provide the grant recipient with the necessary grant award and invoicing documents for the reimbursement process.
- OPR will withhold the last 5% of the grant, to be paid once the State has determined that the grant terms have been fulfilled.
- The grantee cannot request reimbursement for any work completed before the execution of the grant agreement.
- Grantees may request reimbursement from OPR every quarter (every three months).
- Partners should invoice the grantee before the grantee submits an invoice to OPR.
- The grantee will be responsible for compiling all invoices, supporting documentation, and reporting materials for themselves and the partners into a single package. Once the package has been approved for payment, funds will be dispersed to the grantee.
- The grantee is responsible for dispersing payment to their partners.
- OPR is not authorized to provide advance payments for the Extreme Heat and Community Resilience Program.

## Modification or Withdrawal of Proposal

A prospective Applicant may, by e-mailing ICARP Adaptation Planning Grants Program staff at [icarp.grants@opr.ca.gov](mailto:icarp.grants@opr.ca.gov), withdraw or modify a submitted proposal before the deadline to submit proposals. Proposals cannot be changed after that date and time. A proposal cannot be “timed” to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: “This proposal and the cost estimate are valid for 60 days.”

## Immaterial Defect

OPR may waive any immaterial defect or deviation contained in an Applicant’s proposal. The OPR waiver shall in no way modify the proposal or excuse the successful participating Applicant from full compliance.

## Responsibilities and Grant Agreement

These guidelines contain instructions governing a firm quotation to be submitted by interested eligible Applicants, the format in which the technical information is to be submitted, the material to be included, eligibility information, and responsibilities. Applicants should take the





responsibility to carefully read the entire solicitation, ask appropriate questions promptly, submit all responses completely by the required date and time, and make sure that all procedures of the solicitation are followed and appropriately addressed.

The content of these guidelines shall be incorporated by reference into the final agreement. OPR reserves the right to negotiate with grant recipients to modify the project work plan, the level of funding, or both. If OPR is unable to successfully negotiate and execute a funding agreement with a grant recipient, OPR, at its sole discretion, reserves the right to cancel the pending award and fund the next highest ranked eligible project.

Grant recipients that receive funding under these guidelines should provide an authorizing letter of commitment approved by their governing authority to agree with OPR and designate an authorized representative to sign. Applicants are encouraged to provide authorizing commitment letters at the time of proposal submission, but authorization should be submitted no later than 60 days after the notice of award.

OPR will send the approved agreement, including the general Terms and Conditions and any additional terms and conditions, to the grant recipient for review, approval, and signature. Once the grant recipient signs, OPR will fully execute the agreement. Recipients are approved to begin the proposal activities only after the full execution of the agreement.

## No Agreement Until Signed or Approved

No agreement between OPR and the grant recipient is in effect until the agreement is signed by the Recipient and the OPR representative. No work shall begin until an agreement has been fully executed. OPR reserves the right to modify the award documents prior to executing the agreement.

## Questions

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: [icarp.grants@opr.ca.gov](mailto:icarp.grants@opr.ca.gov)

Applicants may ask questions during application webinars or submit written questions via mail or electronic mail. EHCRP staff will offer drop-in technical assistance office hours and the opportunity to meet 1:1 to discuss application questions throughout the entire application period. ICARP will respond to all questions with a high-level question-and-answer document that will be posted on the EHCRP webpage and shared with all intent survey respondents and announce the release of this document through ICARP e-blasts.



Any verbal communication with ICARP staff concerning this solicitation is not binding on 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.

## VI. Preparing and Submitting and Application

Grants will be evaluated and awarded through a competitive process. EHCRP staff 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.

### A. Application Support and Workshops

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.

### B. Phase 1: Pre-Screening Survey

Winter 2023, staff will release a Pre-Screening Survey which constitutes the first phase of the application process. Prospective Applicants, comprised of a Lead Applicant and Co-Applicant(s) (if required), are required to complete the Survey to indicate their intent to apply. Completed Pre-Screening Surveys will be accepted on a rolling basis until one week before the application due date. Completing the Survey also allows prospective Applicants to provide a broad overview of their proposed project, contact information, and estimated budget. EHCRP staff strongly encourage Applicants to fill out the survey as soon as they are able.

The Survey consists of the following questions:

- Project Name [Short Answer]
- Grant Type [Single Choice]
- Project Description [Long Answer]
- Estimate Project Cost [Short Answer]
- Identify Intent to Apply for Other State Funding Opportunities [Single Choice]
- List of State Funding Opportunities Applicant(s) Intend to Apply to [Long Answer]
- Lead Applicant Contact Information [Short Answer]
- Co-Applicant(s) Contact Information [Short Answer]



## C. Phase 2: Full Application

Winter 2023, staff will release the EHCRP Notice of Funding Availability (NOFA) and Full Application which constitutes the second phase of the application process. The full application and application materials will be released on the Submittable platform to all prospective Applicants who completed the Request for Application Materials: EHCRP Intent Survey. All application materials are due by Date TBD. Completed Applications will consist of the following application materials:

- Narrative Questions
- Application Workbook to provide Applicant(s) Summary, Work Plan, and Budget
- Community Engagement Plan (If required, otherwise optional)
- Up to three Letters of Support (If required, otherwise optional)

Below is a summary of the Full Application components to be submitted with the application.

### Project Narrative

- [Project Vision and Priorities](#)
- [Communities Served](#)
- [Partnership and Community Engagement](#)
- [Co-Benefits](#)
- [Organization Capacity and/or Capacity Building Needs](#)
- [Budget Justification](#)

### Additional Documentation

- Application Workbook
  - Applicant Summary
  - Work Plan
    - Adhere to up to thirty-month anticipated end date and contain clear timelines, discrete tasks, and detailed deliverables.
    - See [Appendix G: Work Plan Template](#) for more information.
  - Budget



- Budget containing sufficient detail, broken down by task and line item, and are accompanied by all necessary supporting justifications.
- See [Appendix H: Budget Template](#) for more information.
- Letters of Support
  - All co-applicants should submit a letter of support. Co-applicant letters of support should include, but not be limited to:
    - How the project supports the goals and interests of your organization and why you think the project deserves to be funded.
    - Description of how you plan to accomplish part of the project your organization is responsible for, including hours and skills required.
    - Identification of three potential barriers or obstacles you may encounter in the grant and how you will attempt to overcome them.
    - Budget justification for what your organization will do with the funds.
  - Additionally, applicants may submit up to three letters of support from the local, and/or regional communities, CBOs, elected officials, and appointed leaders.
- Community Engagement Plan (if required)
- Documentation that the application meets all eligibility requirements described in the Eligible Applicants

## Application Formatting

- Word counts are listed for each question. Adhering to word counts is required.
- 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.].

## Attachment Formatting Requirements:

- Each attachment file size must be 2 GB or smaller.
- Maximum Optional Attachments Allowed: 10, including media like diagrams, graphics, and photographs.
- Naming conventions for the workbook should mirror the following format [Lead Applicant Name – Project Name- Name of Document] for example [City of



Albuquerque – Climate Adaptation Plan – Narrative File Name Limit: 125 Characters.

- Font: 11-point, Arial (excluding Excel spreadsheets, original template headers and footers, and commitment or support letters).
- Margins: No less than one inch on all sides (excluding headers and footers).
- Spacing: Single spaced with a blank line between each paragraph.
- Pages: Numbered
- File Format: Electronic files must be in Microsoft Word XP (.docx format) and Excel Office Suite formats.

All applications and submitted materials are subject to the Public Records Act (Gov. Code, § 7920.000 et. seq.) requirements and certain information may be publicly disclosed under those requirements. Materials will remain confidential through the evaluation process, after the applicant submits a proposal. However, all submitted documents will become publicly available records after the EHCRP posts the awards or the solicitation is cancelled. Applicants should not include any sensitive, confidential or proprietary information, including culturally sensitive information, in their applications.

## Application Review Process

EHCRP 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. EHCRP staff will recommend awards based on these scores.



## VII. Scoring Criteria

The following scoring criteria will be applied to full applications. EHCRP Staff and Interagency Panel Reviewers will score each section based on a list of questions, but project proposals are not required to address all listed questions. Project proposals are not required to address the entire list of questions. Project proposals may be awarded points based on both the number of elements addressed, as well as the extent to which each element is incorporated into the planning activities. Additional information on the application process will be provided in the Notice of Funding Availability (NOFA).

### Project Vision and Priorities

750 words, 20 points available

- **Vision Statement (200 words max):** Provide a vision statement. Where could this project take your community? Who are your local champions? Explain how this vision advances extreme heat needs in the community and aligns with the vision and values of the EHCRP.
- **Project Description:** Clearly describe the components of the project and the steps needed to achieve them.
- **Plan Alignment:** How does the project align with the California Extreme Heat Action Plan and/or other 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.

### Communities Served

1000 words, 30 points available

- What are the community's needs and priorities are in relation to extreme heat?
- Who identified the community's needs and priorities and how?
- How will you engage the community if awarded?
- Extreme Heat Conditions and Vulnerability
  - Describe known extreme heat-related issues and possible solutions in the project region, as well as gaps in this knowledge the project will address.
  - Provide existing information available on current and future extreme heat frequency and severity, and gaps in known information. Detailed scientific information is not required.
  - Information on how extreme events impact the community served and the



extent to which the community is prepared for extreme heat events.

- Visit the Vulnerable Communities Platform: Extreme Heat Section. Does the data represent the needs or vulnerabilities in your community? Why or why not.

## Partnership and Community Engagement

750 words, 20 points available

- How are marginalized voices represented and given power in the decision making processes of the grant?
- How does this grant set up marginalized voices to have more say in future decision making processes?
- **Applications w/ a co-applicant:** Describe the project's partnership structure and how partnership will build community and political support for resilience to extreme heat.
- **No co-applicant, small grant types:**
  - Multistakeholder partnerships are an essential aspect of grant activities. How would you develop partnerships if your project is awarded?
  - Is staff time and additional resources for partnership development included in your grant budget?
- **No co-applicant, large grant types:**
  - What are the barriers to partnership in your project? How will your project meaningfully include vulnerable communities?
  - Provide Community Engagement Plan (if required)

## Co-Benefits

300 words, 10 points available

- Describe how the proposed project will prioritize strategies and outcomes that provide climate change adaptation co-benefits (such as social equity, greenhouse gas mitigation, economic, and/or environmental co-benefits).

## Organizational Capacity and/or Capacity Building Needs

500 words, 10 points available

- What projects have you done before that are leading you to be able to do this project?
- What is your plan to ensure that this project will benefit, train, and empower younger



staff members and community members? How will the project support the next generation of leaders and changemakers in your community?

- **Small planning grant applicants only:** Are there any resources or skills that you need to accomplish this project that you don't currently have? How can EHCRP support you to develop capacity, skills, and resources to successfully complete your project? How will this lead to increased resilience to extreme heat?

## Budget Justification

500 words, 10 points available

- Provide a high-level budget justification that summarizes the overall project costs. Explain how the requested budget is aligned with the proposed Work Plan and reflects the overall project objectives and program goals. Applicants may choose to organize the budget items under the eligible cost categories for the EHCRP.

## VI. Unselected Applications

Depending on the volume of applications, staff capacity, and the number of applicants requesting support, OPR may only be able to offer limited support to unselected applicants. EHCRP staff may be available to provide information to the applicants of unselected applications on how to improve their application in subsequent rounds. If another OPR grant program may be a better fit for the project, EHCRP staff will try to direct the applicant accordingly.

## VII. Selected Applications

### Reporting and Support Activities

#### Progress Reports

Grantees will submit two formal progress reports over the length of the grant term: a midterm progress report and a final progress report.

The mid-term progress report will track the work completed during the first half of the grant term. It will include high-level questions not captured during EHCRP workshops, webinars, and informal meetings.

The final progress report will report on the overall status of the grant and track the work completed during the entire grant term.





## Check-Ins

In addition to providing formal progress reports, all grantees can expect to participate in regular check-in meetings with EHCRP staff. During these meetings, grantees can describe their work and EHCRP staff can offer feedback and guidance on draft deliverables. During each check-in meeting, EHCRP staff will take notes on accomplishments, challenges, and lessons learned to identify emerging trends, best practices, opportunities for greater support, and success stories. EHCRP staff will also support grantees in meeting the various administrative criteria, connecting to technical assistance resources, and building connections between grantee(s) and State and Federal agencies.

## Case Study

At the end of the grant term, grantee(s) will produce a project case study documenting lessons learned and effective practices through this project. This is meant to help other community efforts learn from each other and advance community planning and capacity.

## Reporting Templates and Forms

OPR will provide templates for the progress reports, work plan, budget, invoice form, and reimbursement request forms through the grant agreement. These documents will record the project's expenditures and assess general progress on deliverables. OPR will require short quarterly project updates in the form of short reports.

## Post Award EHCRP Activities

Grantees will have access to workshops, networking opportunities, and third party technical assistance throughout the grant term geared towards building short-term capacity to support grant implementation and long-term technical capacity for adaptation planning. Workshops will cover a collection of topics and resources tailored to the needs of grantees during the given stage of the grant term. Grantees are encouraged, but not required, to participate in all workshops.

Technical assistance and workshop topics include the following:

**External Technical Assistance Providers:** Third party groups will be contracted by OPR to provide technical assistance. These providers will be available to assist grantees with project planning, implementation, monitoring, and evaluation.

**Peer-to-Peer Learning:** ICARP staff or partners will host quarterly peer-to-peer learning sessions. Grantees are encouraged to meet with peer jurisdictions more frequently than quarterly if helpful in advancing the work plan. Applicants should consider setting aside three to fifteen percent (3-15%) of their total budget for peer- to-peer learning and knowledge exchange through existing networks and relationships and/or facilitated opportunities (e.g., meetings, events, roadshows, and convenings of communities of practice). Peers can range



from similar groupings and organizations, such as neighboring jurisdictions, community-based organizations, and climate adaptation practitioners, to those who have not historically engaged in climate adaptation planning or practice.

**Workshop: Extreme Heat 101:** Visioning, Pre-planning, and Getting Started: This topic includes introductory information about extreme heat planning. Learn how to refine the project motivation and scope, identify necessary teams and resources, and get started with extreme heat impacts and community assets. Learn about introductory best practices and explore example projects and plans.

## VII. Appendix

### Appendix A: Eligible and Ineligible Costs

The list below provides eligible and ineligible costs using grant funds. Applicants should ensure that costs proposed in the project budget are eligible for funding. Costs deemed ineligible in the application review process will be removed and the project's recommended total award will be adjusted accordingly.

#### Eligible Costs (Planning and Implementation Projects)

- **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, these costs should be classified in the budget as a direct cost via a consultant contract.
- **Program Meeting/Workshop Attendance:** Applicants are recommended 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 Costs:** 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.
- **Language and Information Access:** Personnel or subcontractor costs associated with translation, interpretation, or web design services for meetings, digital content, or printed materials.
- **Evaluation Activities:** Personnel or subcontractor costs associated with the evaluation of project activities and report development.
- **Tribal Consultation:** Compensation to tribes for engaging and consulting on local plans



- **New Partnerships:** Applicants may set aside grant funds from the budget to account for new Partners added during the grant term ([See Appendix G](#)).
- **Indirect Administrative Costs:** May account for up to 20% of the total EHCRP 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:
  - Prorated general liability, workers' compensation (may be included in payroll), and automotive insurance.
  - Personnel costs associated with administrative, supervisory, legal, and executive staff.
  - Personnel costs associated with support units, including clerical support, housekeeping.
  - 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.).
- **Engagement, Outreach, Education, and Training:** Costs related to the development and administration of engagement, outreach, education, and training activities under the grant, including, but not limited to:
  - Materials developed for outreach events, training, and other grant activities, including digital content, or printed materials
  - Personnel or subcontractor costs for translation or interpretation services for meetings or written materials
  - 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.
  - Access to proprietary data or research materials to conduct research, market, and feasibility studies, compiling and analyzing community needs- related information studies, and access proprietary data.
  - Facilitation of meetings.
  - Marketing and advertisements.
  - Transportation stipends and provision of transportation services for community residents, such as a vanpool.
  - Rental costs of equipment, facilities, or venues.
  - Provision of childcare or dependent-care services for community residents at project sponsored events.



- Food and refreshments that are determined to be an integral part of the event. Examples of activities where it would be appropriate to approve food purchases would include a design charrette held in the evening, where the meal is consumed as part of the event and replaces a meal otherwise missed by attending the event.

### **Eligible Costs: Implementation Projects**

- **Direct costs:** 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.
- **Pre-development construction costs:** 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.

### **Ineligible Costs**

Grant funds may not be used for the following costs and are not reimbursable:

- Indirect costs in excess of 20% of the awarded EHCRP funds
- Costs that occur outside of the grant agreement term
- Direct lobbying
- Purchase of land
- Fossil-fuel powered appliances and infrastructure, such as diesel generators and gas-powered appliances
- Office furniture purchases, or other capital expenditures
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- The following costs associated with community engagement and outreach:
  - Direct cash benefits or subsidies to participants are ineligible. However, participants can be compensated for services rendered. See Eligible Costs section above for more information.
- Alcoholic refreshments
- Participant incentives, such as door prizes, which are unrelated to specific community work



- General meetings that do not specifically discuss or advance implementation of the EHCRP project.
- Activities that do not directly address extreme heat resilience or its associated impacts. Resources should be focused on actions that mitigate or adapt to heat-related challenges.

## Appendix B: Additional Examples of Eligible Planning Activities

### Small Planning Grants

#### Capacity Building and Pre-Planning

- Coordinate with community groups and local public entities to build relationships across organizations and define shared values, vision, and principles of how to work together to build resilience to extreme heat.
- Support the development of partnerships between stakeholders and public, private, and philanthropic funding sources.
- Conduct community engagement within under-resourced communities to understand issues related to extreme heat.
- Convene stakeholders to discuss community needs regarding potential extreme heat adaptation projects eligible for statewide or other grant programs with specific allocations for under-resourced communities
- Partnership development roadmap (Who is doing what on extreme heat)
- Inclusion plan for extreme heat (Guide for how Community can develop
- Asset mapping (What do we want shade/keep cool)
- Community agreements (Development of guidelines for how governments and organizations can work on heat in a way that centers people)
- Community Visioning (Aspirations and goals for a cool and connected community)
- Extreme heat awareness (small local started campaign on extreme heat with local champions, artists, creatives and culture bearers)



## Project Development and Small Planning Projects

- Assist in the development of local job training and anti-displacement policies and programs related to extreme heat
- Community Resilience Roadmap (How do we create or strength connections)
- Conduct data collection and analysis that helps identify existing conditions, identify community priorities, and identify impact of possible projects related to extreme heat
- Homelessness outreach and coordination plan (Coordinating assets and organizations to support people experiencing homelessness)
- Indigenous land stewardship and native plant plan (plan to support cooling and shade through indigenous practices and native plants)
- Local worker safety guide (Develop local support and information for extreme heat safety)
- Cool School Plan (Plan for how to transform local schools into shaded and resilient community gathering places)
- Neighborhood Shade and Cooling plan (local plans for increasing shade and cool surfaces)
- Community healing plan (Collaborative process to work on how to heal from heat related deaths and impacts)

## Large Planning Grants

- Comprehensive local heat action plans (Plans to support heat relief and long-term resilience to extreme heat with local governments and community partners)
- Urban Cooling and Green Stormwater Infrastructure and Utility Feasibility Master Plans (community-wide plan to create sustainable Shade)
- Cool pavements and mechanical shade master plan (plan to create jurisdiction-wide plan for urban cooling through materials and mechanical shade)
- Heat response plan (comprehensive plan for how your community will respond to an extreme heat wave?)



## Appendix C: Tips for a Successful Extreme Heat and Community Resilience Grant

Some guidance is provided below. However, it is not intended to be all-inclusive.

- Integrate EHCRP Values and Vision (See [Sec.2 Core Components](#)).
- Incorporate and align planning activities and objectives for a variety of sectors, such as transportation, housing, land use planning, public health, etc.
- Adopt an equitable planning framework:
- Integrate an Equity Checklist and Equity Resilience Indicators into your Work Plan.
- Consider disaster resilience and recovery by supporting planning activities that facilitate recovery in communities that suffered from the effects of catastrophic climate events.
- Balance planning activities that advance equitable outcomes in the short term and long term– for example, public service availability to vulnerable populations, access to social services, uptake for disaster relief, while working toward physical infrastructure resilience.
- Center community-driven climate resilience planning frameworks. Here are a few examples of community-driven climate resilience planning frameworks at work.
- Each application should discuss how the proposed project will facilitate recovery activities that incorporate long-term climate resilience.
- Consult with your local public entity for technical assistance before the application deadline.
- Use the Samples and Checklists provided for the Full Application materials including Narrative Questions, Work Plan, and Budget.
- Include ICARP staff as active partners in the application process.
- Provide additional tailored letters of support and other media (i.e., diagrams, graphics, photographs) to enhance the application. If Applicants do not have the time/resources to provide additional tailored letters of support, a petition signed by supporters in a simple table format that lists the supporters and specifically how supporters will benefit from the project proposal will suffice.



## Appendix D: Climate Adaptation and Resilience Resources

### Example Engagement Strategies

In all phases, equity is a critical component of these efforts. This could mean informing and engaging climate vulnerable populations by:

- Partnering with community-based organizations to conduct outreach (and providing stipends when available).
- Using culturally appropriate materials in relevant languages and approach outreach in ways that are culturally familiar to the community.
- Holding events at local, frequently visited locations that are easily accessible by transit (like libraries, schools, or recreation centers).
- Doing preparation work to train community members to be ambassadors on the planning process and lead aspects of the outreach.
- Use arts, music, and storytelling to engage youth and a broader audience.
- Providing childcare services and/or kids' activities.
- Provide assistive technologies (products, equipment, and systems) to help people who may have difficulty speaking, typing, writing, remembering, pointing, seeing, hearing, or learning. Information on how to assess adaptive capacity, and identify the climate change risks and exposures within the project, may be obtained using:
  - Cal-Adapt.org, an online platform that can help identify, map, and model specific climate change exposures:

### Resources

**Information on how to assess adaptive capacity, and identify the climate change risks and exposures within the project, may be obtained using:**

Cal Adapt

- <https://cal-adapt.org/>
- An online platform that can help identify, map, and model specific climate change exposures:

Cal BRACE





- <https://www.cdph.ca.gov/Programs/OHE/Pages/CalBRACE.aspx>
- Climate and Health Adaptation Toolkit for local data and step-by-step guidance to develop a climate change and health vulnerability assessment.

#### Disadvantaged Communities Mapping Tool

- <https://gis.water.ca.gov/app/dacs/>
- Using the results of a local or regional vulnerability assessment or action plan

#### Resilient CA

- <https://resilientca.org/tools/find/>
- Other tools and data resources, such as those on the State Adaptation Clearinghouse Tools and Data page and Find a Tool feature:

#### Any other locally developed projection model

**Information on how to describe the impact of climate change risks and exposures on the community, particularly vulnerable populations, may be obtained using:**

CalEnviroScreen: <https://oehha.ca.gov/calenviroscreen>

#### CDC Social Vulnerability Index

- [CDC Social Vulnerability Index | Resources | Community Stress Resource Center | ATSDR](#)
- Center for Disease Control and Prevention (CDC) Social Vulnerability Index–Database to help emergency response planners and public health officials identify, map, and plan support for communities that will likely need support before, during and after a public health emergency.

#### Climate Change and Health Profile Reports

- <https://www.cdph.ca.gov/Programs/OHE/Pages/ClimateHealthProfileReports.aspx>
- Climate Change and Health Profile Reports, created by the California Department of Public Health, which describe the impact of climate risks and exposures for vulnerable populations in each county.

#### Climate Change and Health Vulnerability Indicators

- <https://www.cdph.ca.gov/Programs/OHE/Pages/CC-Health-Vulnerability-Indicators.aspx>



- Climate Change and Health Vulnerability Indicators for California (CCHVI) developed by the CalBRACE Project

Guide to Defining Vulnerable Communities in the Context of Climate Change:  
[http://www.opr.ca.gov/docs/20200720-Vulnerable\\_Communities.pdf](http://www.opr.ca.gov/docs/20200720-Vulnerable_Communities.pdf)

Healthy Places Index (HPI), Transformative Climate Communities Program Round 4 Guidelines April 28, 2022, Page C-14: <https://www.healthyplacesindex.org/>

Mapping Resilience: A Blueprint for Thriving in the Face of Climate Disasters:  
[https://apen4ej.org/wpcontent/uploads/2019/07/APEN-Mapping\\_Resilience-Report.pdf](https://apen4ej.org/wpcontent/uploads/2019/07/APEN-Mapping_Resilience-Report.pdf)

Regional Opportunity Index (ROI) developed by the UC Davis Center for Regional Change: <https://regionalchange.ucdavis.edu/projects/regional-opportunity-index>

**Resources to identify and prioritize climate adaptation measures and projects that address anticipated climate impact can be found here:**

- The 2020 Adaptation Planning Guide guides on assessing climate impacts and adaptation strategies to address them: <https://resilientca.org/apg/>
- The State Adaptation Clearinghouse hosts a range of case studies, adaptation plans and strategy documents, and state guidance:
  - Topic Pages include sector-specific climate change background information, featured state guidance documents, example strategies from Appendix D of the Adaptation Planning Guide (also available in the guide PDF), and a curated search function for each topic:
    - [www.resilientca.org/topics](http://www.resilientca.org/topics)
    - <https://www.caloes.ca.gov/HazardMitigationSite/Documents/CA-Adaptation-Planning-GuideFINAL-June-2020-Accessible.pdf#search=adaptation%20planning%20guide>
  - The Climate Equity Topic page provides information on equitable planning and achieving climate equity in adaptation and resilience efforts: <https://resilientca.org/topics/climate-equity/>
  - The Resilient CA Adaptation Planning Map (RAP-Map) provides links to local government adaptation planning documents: <https://resilientca.org/rap-map>
  - The Case Studies page includes summaries of the processes for developing plans and projects across the State: <https://resilientca.org/case-studies/>



## Appendix E: California Climate Adaptation Strategy Regions

The nine [California Climate Adaptation Strategy \(CCAS\) Regions](#) are also known as the California Fourth Climate Change Assessment Regions. These regions include the: Central Coast, Inland Deserts, Los Angeles, North Coast, Sacramento Valley, San Diego, San Francisco Bay Area, San Joaquin Valley, and Sierra Nevada.

EHCRP allows applicants to self-identify their region and regional-scale partnerships. Applicants do not need to consider the CCAS regions when identifying their regions or forming partnerships.

Map of California Counties and Climate Adaptation Strategy Regions



### Central Coast

[CCAS page on the Central Coast Region](#)

#### Central Coast Counties

- Monterey County
- San Benito County



- San Luis Obispo County
- Santa Barbara County
- Santa Cruz County

## **Inland Deserts**

[CCAS page on the Inland Deserts Region](#)

### **Inland Deserts Counties**

- Imperial County
- eastern Riverside County
- eastern San Bernardino County

## **Los Angeles**

[CCAS page on the Los Angeles Region](#)

### **Los Angeles Counties**

- Los Angeles County
- Orange County
- Ventura County
- western Riverside County
- western San Bernardino County

## **North Coast**

[CCAS page on the North Coast Region](#)

### **North Coast Counties**

- Del Norte County
- Humboldt County
- Lake County



- Mendocino County
- Siskiyou County
- Trinity County

## **Sacramento Valley**

[CCAS page on Sacramento Valley](#)

### **Sacramento Valley Counties**

- Butte County
- Colusa County
- eastern Solano County
- Glenn County
- Sacramento County
- Shasta County
- Sutter County
- Tehama County
- western Placer County
- Yolo County
- Yuba County

## **San Diego**

[CCAS page on the San Diego Region](#)

### **San Diego Counties**

- San Diego County

## **San Francisco Bay Area**

[CCAS page on the San Francisco Bay Area](#)



## Counties

- Alameda County
- Contra Costa County
- Marin County
- San Francisco County
- western Napa County
- western San Mateo County
- western Santa Clara County
- western Solano County
- western Sonoma County

## San Joaquin Valley

[CCAS page on the San Joaquin Valley](#)

### San Joaquin Valley Counties

- King's County
- Merced County
- San Joaquin County
- Stanislaus County
- Western Fresno County
- Western Kern County
- Western Madera County
- Western Tulare County

## Sierra Nevada

[CCAS page on the Sierra Nevada Region](#)



### **Sierra Nevada Counties**

- Alpine County
- Amador County
- Calaveras County
- eastern Fresno County
- eastern Kern County
- eastern Madera County
- eastern Tulare County
- El Dorado County
- Inyo County
- Lassen County
- Mariposa County
- Modoc County
- Mono County
- Nevada County
- Placer County
- Plumas County
- Sierra County
- Tuolumne Count



## Appendix F: Glossary and Acronyms

**Access and Functional Needs (AFN)** – Term referring to individuals who are or have: physical, developmental, or intellectual disabilities; chronic conditions or injuries; limited English proficiency; older adults; children; low-income, homeless, and/or transportation disadvantaged or public transit-dependent; and pregnant people ([California Governor's Office of Emergency Services, 2022](#)).

**Adaptive Capacity** - The ability of systems, institutions, humans, and other organisms to adjust to potential damage, take advantage of opportunities, or respond to consequences. Vulnerable communities have less adaptive capacity and resilience to cope with, adapt to, and recover from climate impacts. Adaptive capacity can be assessed by using publicly accessible tools.

**Applicant** - The lead Applicant and Co-Applicants are collectively referred to as “Applicants.”

**Application, Proposed Project, or Project Proposal** - A submittal comprised of responses and supporting documents to apply for the grant.

**Awarded** - An agency commits funding to implement projects (e.g., executed a grant agreement with a Grantee; transferred funds to another agency or program administrator).

**Benefit-Cost Analysis Toolkit** – The BCA is used to calculate the future risk reduction benefits of a hazard mitigation project and compares the benefits to its cost. A project is considered cost-effective when the Benefit-Cost Ratio (BCR) is greater than 1.0 ([FEMA](#)).

**Capacity Building** - The process of strengthening local coordination, leadership, knowledge, skills, expertise, and access to resources in vulnerable communities to help to develop or increase the ability of that community to independently compete for grants and implement projects in the future. Capacity building activities include, but are not limited to, identifying and planning for needed climate change mitigation and adaptation projects in a given region and identifying the tools and resources needed to successfully access, apply for, and receive grant funding.

**California Native American Tribe** – California Native American tribes include either a federally-recognized California tribal government listed on the most recent notice of the Federal Register or a non-federally recognized California tribal government on the California tribal Consultation List maintained by the California Native American Heritage Commission.

**Climate Adaptation** - Adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which





moderates harm or exploits beneficial opportunities.

**Climate Mitigation** - A human intervention to reduce the human impact on the climate system; it includes strategies to reduce greenhouse gas sources and emissions and enhance greenhouse gas sinks.

**Climate Resiliency or Climate Resilience** - the capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, recover from shocks and stresses, and adapt and grow from a disruptive experience.

**Climate Vulnerability** – See “Vulnerable Communities” defined below.

**Co-Applicant** - Entities other than the lead Applicant that enter into a partnership with other organizations to apply for an Adaptation Planning Grant.

**Co-Benefits** - The ancillary or additional benefits of policies that are implemented with a primary goal, such as climate change mitigation – acknowledging that most policies designed to reduce greenhouse gas emissions also have other, often at least equally important, benefits (e.g., energy savings, economic benefits, air quality benefits, public health benefits). Also referred to as “multiple benefits” (U.S. Environmental Protection Agency).

**Community-Based Organization** - A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community and provides educational or related services to individuals in the community.

**Community Engagement** - The process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people.

**Communities of Practice** - A group of people who share a common concern, a set of problems, or an interest in a topic and who come together to fulfill both individual and group goals.

**Community Partnership** – A group of community institutions, agencies, organizations and members who share common goals and objectives, distributed roles and responsibilities, and engage in collective decision-making processes. Individual partnership members can represent, but are not limited to, community-based organizations, public water related agencies in their study area such as flood control, retail water agencies, water recycling agencies, groundwater management agencies, local health jurisdictions, local health departments, health equity-focused CBOs, vulnerable communities, member or representatives of disadvantaged communities, tribes, educational institutions, local businesses, and other interested groups.



**Community Resilience**– The capacity of a community to withstand, recover, and learn from adverse events (climate or otherwise) and strengthen future response and recovery efforts. Inclusive of resources, connections and networks, knowledge and information, trust and social cohesion, access and opportunities, and overall equity and well-being.

**Direct Costs** - Costs directly tied to the implementation of the Adaptation Planning grant, including, but not limited to personnel costs, subcontracts, equipment costs, travel expenses, etc.

**Disadvantaged Communities** - Designation of census tracts and physical locations used to identify the areas most affected by pollution and the people most vulnerable to its effects, based on geographic, socioeconomic, public health, and environmental hazards criteria. The California Environmental Protection Agency (CalEPA) historically bases designations on analyses conducted by the California Communities Environmental Health Screening Tool (CalEnviroScreen) but can also exercise discretion in developing other criteria and method

**Disadvantaged Unincorporated Communities (DUC)** - A fringe, island, or legacy community in which the median household income is 80 percent or less than the statewide median household income ([SB 244 \[Wolk, 2011\]](#)).

**Economically Disadvantaged Rural Community** – An EDRC is defined as a community of 3,000 or fewer individuals identified by the economically disadvantaged Applicant, with residents having an average per capita annual income not exceeding 80% of the national per capita income, based on the best available data ([FEMA Building Resilient Infrastructure and Communities FY22 NOFO](#)).

**Encumbrance** - Encumbrances are obligations of all or part of an appropriation.

**Fiscal Agent** – A legal entity with legal authority, history, and capacity to administer state funds. A Fiscal Agent can make disbursements on behalf of the Applicant.

**Grant Agreement** - Arrangement between the State and grantee specifying the payment of funds to be used for grants by the State for the performance of specific Extreme Heat and Community Resilience Program Objectives within a specific grant performance period by the grantee.

**Grantee** - Designated Lead Applicant that has an agreement for grant funding with the State.

**Hazard Mitigation** - Any action to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**Hazard Mitigation Assistance Grant Programs** – Grant funding administered by



the Federal Emergency Management Agency (FEMA) to support pre- and post-disaster mitigation activities to reduce the risk of loss of life and property due to natural hazards.

**Hazard Mitigation Planning** – A process used by governments to identify risks, assess vulnerabilities, and develop long-term strategies for protecting people and property from the effects of future natural hazard events ([FEMA FY15 Hazard Mitigation Assistance Guidance](#)).

**Indicators** - Quantitative measures, including project-related metrics that show changes in conditions over a period of time.

**Indirect Administrative Costs** - May account for up to 20% of the total EHCRP 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.).

**Interagency Review Panel** - Comprised of members of a variety of state agencies. The panel is responsible for the review of EHCRP guidelines and applications.

**Justice40 Initiative** - A whole-of-government effort to ensure that Federal investments flow to disadvantaged communities that are marginalized, underserved, and overburdened by pollution ([Executive Order 14008, Tackling the Climate Crisis at Home and Abroad](#)).

**Joint-powers Authority** - A government entity, formed by a formal, legal agreement, comprised of two or more public agencies that share a common power and want to jointly implement programs, build facilities, or deliver services.

**Mitigation** – Any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event (FEMA FY2015 Hazard Mitigation Assistance Guidance).

**Natural Hazard** – An environmental phenomenon that has the potential to impact societies and the human environment.

**Nonprofit Organization** - Any nonprofit corporation qualified to do business in



California and qualified pursuant to subdivision (c)(3) under Section 501 of the Internal Revenue Code.

**Partnership:** A partnership is a collaboration or arrangement of two or more entities that leads to successfully completing a project. Partnerships can be formal or informal. Ideally partnerships are constructed to make a sum greater than its parts that can benefit from the skills, knowledge and perspectives of each member of the partnership. For the purpose of the EHCRP, a partnership means that lead-applicants, co-applicants, collaborators, supporters and subcontractors have common goals and a shared understanding of how to achieve that goal. EHCRP has expressly not made partnership requirements for small planning and implementation grants in order to allow for partnership development over the course of the grant period.

**Partnership Development:** Partnership development is the process in which entities go through in order to be ready to enter a partnership. Partnership development can include facilitated workshops, asset mapping among partners, tours of each other's organizations or geographic areas of focus, data collection, goal setting, community listening sessions, and other shared activities that allow for a potential partnership to develop trust and shared understanding before being ready to apply for grant types that require partnerships. It is intended that grants that include partnership development activities will result in the creation of teams that can apply for EHCRP, other state grants and federal grants if the entities are ready for more formal partnerships.

**Plan Alignment –** Plan alignment is the process of leveraging connections, information, and resources to build shared language, data foundations, and processes across multiple planning efforts at any scale. The resulting products of plan alignment are:

a suite of plans (with different scopes and purposes) that share the same data, similar underlying assumptions, aligned visions, complementary goals, strategies, and actions, and

- a shared understanding, process, and structure for multiple entities in a community or region to continue to collaborate and align efforts over the long term.

**Post-award Consultation -** Prior to the execution of the grant agreement, a period where terms and conditions of the grant agreement are determined and finalized.

**Program Objective -** Program objectives are statements that describe the desired outcomes of the program. The Extreme Heat and Community Resilience Program includes the following four program objectives: develop actionable projects and plans; build social infrastructure; center community engagement and decision-making; and develop equity-centered processes.

**Public Entities -** Include cities, counties, Metropolitan Planning Organizations (MPOs), Joint Powers Authorities (JPAs), Regional Transportation Planning



Agencies (RTPAs), and Councils of Governments (COGs). Public entities may also include California institutions of higher education, districts, public authorities, public agencies, political subdivisions, and public corporations ([Gov. Code, § 811.2](#)).

**Risk** - The combination of an event, its likelihood, and its consequences – i.e., risk equals the probability of climate hazard multiplied by a given system’s vulnerability.

**Social Vulnerability** - Social vulnerability is the susceptibility of social groups to the adverse impacts of natural hazards, including disproportionate death, injury, loss, or disruption of livelihood.

**Social Vulnerability Scores** - Social Vulnerability score and rating represent the relative level of a community’s social vulnerability compared to all other communities at the same level. A community’s Social Vulnerability score is proportional to a community’s risk. A higher Social Vulnerability score results in a higher Risk Index score ([National Risk Index, FEMA](#)).

**Technical Assistance** - The process of providing the necessary education and resources for climate change mitigation and adaptation projects for any of the following:

- Project development
- The successful and appropriate expenditure of grant money for the successful completion of climate change mitigation and adaptation projects.
- Post-application and project implementation assistance

**Traditional Knowledges** - Although it is common to refer to "traditional knowledge(s)" as individual pieces of information, this term also refers to traditional "knowledge systems" (TKs) that are deeply embedded in indigenous ways of life. These guidelines use the phrase "traditional knowledges" deliberately in plural form to emphasize that there are diverse forms of traditional knowledge and knowledge systems that must be recognized as unique to each tribe and knowledge holder because knowledges are emergent from the symbiotic relationship of indigenous peoples and places – a nature-culture nexus.

"traditional knowledges" deliberately in plural form to emphasize that there are diverse forms of traditional knowledge and knowledge systems that must be recognized as unique to each tribe and knowledge holder because knowledges are emergent from the symbiotic relationship of indigenous peoples and places – a nature-culture nexus.

**Vulnerability** - Although it is common to refer to "traditional knowledge(s)" as individual pieces of information, this term also refers to traditional "knowledge systems" (TKs) that are deeply embedded in indigenous ways of life. These guidelines use the phrase



**Vulnerability Assessment** - Identifies who and what is exposed and sensitive to change.

**Vulnerable Community** - Climate vulnerability describes the degree to which natural, built, and human systems are at risk of exposure to climate change impacts. Vulnerable communities experience heightened risk and increased sensitivity to climate change and have less capacity and fewer resources to cope with, adapt to, or recover from climate impacts. These disproportionate effects are caused by physical (built and environmental), social, political, and/ or economic factor(s), which are exacerbated by climate impacts.

These factors include, but are not limited to, race, class, sexual orientation and identification, national origin, and income inequality ([Pub. Resources Code, § 71340](#)).

## Appendix G: Work Plan Template

Applicants must include a completed Work Plan that identifies the specific tasks required to complete all proposal activities. It must include a project schedule (timetable) that lists all product and meeting deliverables, and corresponding due dates. The plan should include a milestone/outcomes chart that includes major metrics and milestones that the Applicant will track to demonstrate project success. The Work Plan must include the development of a project case study that will be considered for upload in the State Adaptation Clearinghouse. OPR will provide grantees with a case study template. Case studies should be submitted along with the second to last quarterly report to allow ICARP staff the time to review the draft case study and provide feedback or answer questions from grantees. All work must be scheduled for completion by DATE TBD.

### Work Plan Instructions:

1. Fill out the rows and columns with the requested information.
2. All required activities must be addressed in this workplan. The workplan is a set of capacity building strategies that align with program objectives and collectively work to achieve the project vision.
3. For the eligible activities listed in the Guidelines, applicants must develop at least one strategy that includes a description of tasks and subtasks, timeline for completion of key tasks and deliverables, and members involved in implementing each task and subtask.
4. The workplan should provide a sufficient description of tasks to provide reviewers with an understanding of how specific tasks advance project objectives and goals.
5. Applicants are not limited to 5 strategies as exemplified in this workplan -



include more strategies as needed.

<b>Task One</b>					
<b>Subtask</b>	<b>Description</b> Include detail of activities or deliverables	<b>Deliverables / Milestones</b> Major outcomes and/or metrics used to demonstrate success	<b>Timeline</b> No later than January 31, 2026	<b>Community Partners Involved</b> If the partners are not identified include future plans to engage	<b>EHCRP Eligible Activities Addressed</b>
Subtask A					
Subtask B					

Subtask C					
Subtask D					
Subtask E					



## Appendix H: Budget Template

### Budget Instructions:

1. Applicants should fill in the white cells only. Do not edit any shaded cells, headers, or cells with formulas included, specifically the entire "Total EHCRP Grant Funds" column.
2. Total EHCRP Grant Funds will calculate based on the "Cost per Unit" and "Number of Units". Use the "Task" columns to allocate each budget line item. The sum of the Task columns should equal the "Total EHCRP Grant Funds".
3. To add a Milestone Column, right click on "Milestone[X]", and "Insert Table Columns to the Left." This will ensure that the formulas properly extend across all tasks.
4. The cells in column K will highlight red if the sum of the amounts allocated for the
5. milestones is different than the "Cost per Unit" x "Number of Units".

Cost Description	Cost Type	Cost per unit (Examples: Hourly rates, fees, etc.)	Number of Units (Example: Hours worked, fee cost, etc.)	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total EHC HRP Funds
										\$-
										\$-







Possible reasons for why an Applicant might not receive their full funding request include:

- Concerns regarding the feasibility of all proposed activities within the grant term
- Removal of ineligible costs that are included in the proposal
- If funding remains after awarding the highest scoring
- Applicant, partial awards may be made to the next best-scored Applicant(s)



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