



**Notice of Funding Availability  
Adaptation Planning Grant Program  
FY 2023 – 2024  
February 16, 2024**

**TO: All Potential Applicants**

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

**SUBJECT: NOTICE OF FUNDING AVAILABILITY – TOTAL OF \$9,500,000 FOR  
PLANNING GRANT AWARDS FOR ROUND 2 OF THE ADAPTATION  
PLANNING GRANT PROGRAM**

---

The Governor's Office of Planning and Research (OPR) is pleased to announce the availability of funding for Round 2 of the Adaptation Planning Grant Program (APGP) through this Notice of Funding Availability (NOFA). OPR anticipates that \$9,500,000 will be available for competitive awards in Round 2. Funding for the APGP is provided by the General Fund.

Planning Grant Applicants must submit the "[Pre-Application Interest Form](#)" in order to receive the link to submit applications.

### **Program Summary**

OPR through ICARP administers the APGP and received funds to implement the program through the provision of grants and staff support. The APGP Guidelines include relevant information for potential applicants, including the components and criteria that should be submitted in an application. Applications can request between \$100,000 and \$650,000 in total state funding for planning projects spanning twenty-four months.

# Applicant Eligibility

## Lead Applicants

Eligible Applicants may include, but are not limited to:

**Local Public Entities** Local public entities mentioned below applying for projects in their constituencies should partner with one or more community-based organizations.

- Cities
- Counties
- Metropolitan Planning Organizations
- Joint Powers Authorities
- Regional Transportation Planning Agencies
- Regional Climate Protection Authorities
- Councils of Governments
- Congestion Management Agencies
- Groundwater Sustainability Agencies
- Climate Resilience Districts
- School Districts
- Special Districts (e.g., resource conservation districts, harbor districts, health care districts)
- Local or Regional Public Authorities
- Local or Regional Public Agencies
- Political subdivisions other than those mentioned above

**California Native American Tribes (Tribes)** Tribes are not required to partner with a public entity or other Co-Applicants, nor required to submit any justification related to Co-Applicant partnerships or lack thereof.

- Federally recognized Native American tribes
- Non-federally recognized 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** Community-based organizations should partner with a local public entity or Tribe as listed above to ensure that planning efforts funded can ultimately be implemented by local, regional, or tribal entities.

- Non-governmental organizations
- 501(c)(3) nonprofit organizations
- Philanthropic organizations
- Foundations
- Legal entities such as organizations, collaboratives, networks, and projects that are fiscally sponsored by a non-profit or academic institutions and authorized and empowered to enter contracts and hold funds



**Academic Institutions** *Academic Institutions should partner with at least one local public entity or Tribe and at least one community-based organization as listed above.*

- Academic Institutions include individual public California institutions of higher education (e.g., universities, community colleges, etc.).

## Ineligible Applicants

The following entities are not eligible applicants.

- State Agencies
  - This restriction applies to all regional conservancies, councils, and commissions listed on the [State Agency Listing](#)
- Federal Agencies
- For-Profit Entities
- Individual Community Members

*Note: For-profit and individual community members can be subcontracted to provide research or other services. All ineligible applicants can provide letters of support.*

## Co-Applicants & Partnership

To be eligible for APGP, the Lead Applicant must partner with at least one Co-Applicant unless a justification is submitted. Partnering with more than one Co-Applicant is encouraged. Together, the Lead Applicant and Co-Applicant(s) partners are collectively referred to as "Applicants." In the application's narrative section, Applicants must detail the partnership structure and the roles and responsibilities of each of the Applicants.

### Public Entity Partnerships

If the Lead Applicant is a public agency, they must partner with at least one community-based organization or California Native American Tribe. If establishing a community partnership is not feasible, Applicants should provide a written explanation as to why partnership isn't feasible and/or a plan describing how they will engage with the community and create partnership opportunities.

### Community-Based Organization Partnerships

If the Lead Applicant is a community-based organization, they must partner with at least one public entity or California Native American Tribe. If it is not feasible to obtain public entity or tribal support, community-based organization Applicants should explain why partnering with a public entity or tribe is not possible.



## Academic Institution Partnerships

If the Lead Applicant is an academic institution, they must partner with at least one public entity or California Native American Tribe and one community-based organization. If it is not feasible to obtain public entity or tribal support, academic institution Applicants should explain why partnering with a public entity or tribe is not possible. If establishing a community partnership is not feasible, Applicants should provide a written explanation and a plan describing how they will engage with the community and create partnership opportunities.

## California Native American Tribe Partnerships

Tribes are exempt from the requirements to partner with a public entity or other Co-Applicants and are not required to submit a justification to demonstrate that such a partnership is not feasible.

## Application Process

Planning grants will be evaluated and awarded through a competitive process. The APGP will use a two-phased application process for all Applicants. Applications will be submitted electronically on Submittable.

### Phase 1: Pre-Application Interest Form

February 16, 2024, staff will release a [Pre-Application Interest Form](#) which constitutes the first phase of the application process. Prospective Applicants, comprised of a Lead Applicant and/or Co-Applicant(s), are required to complete the Form to indicate their intent to apply to the program and gain access to Submittable, an online application platform. Completed Forms will be accepted on a rolling basis from February 16, 2024 – May 6<sup>20</sup>, 2024. Completing the Form allows prospective Applicants to provide a broad overview of their proposed project, contact information, estimated budget, and request for Application Technical Assistance. APGP staff strongly encourage Applicants to fill out the form as soon as they are able and anticipate the form will take approximately 30 minutes to fill out. Pre-Application Interest Forms are not scored.

### Phase 2: Main Application

The main application form will be released via Submittable, an online application platform, to all prospective Applicants who completed the Phase 1: [Pre-Application Interest Form](#). All application materials are due by 11:59 p.m. (PT), June 3<sup>rd</sup>, 2024. 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 pursuant to those requirements.

Below is a summary of the Main Application components to be submitted on Submittable:

- Project Vision and Description Narrative
- Community Need and Adaptive Capacity Narrative
- Co-Benefits Narrative
- Community Partnership Narrative



- Workplan containing clear timelines, discrete tasks, and detailed deliverables.
- Budget containing sufficient detail, broken down by task and line item.
- Letters of Support
  - One letter of support from each Co-Applicant on the project.
  - Up to five letters of support from the local, and/or regional communities, CBOs, elected officials, and appointed leaders. These letters can include community partnership justification and approval, budget justification and approval, etc.

## Application Review Process

APGP staff will first evaluate applications to ensure that they are both eligible and complete. Ineligible or incomplete applications will not proceed to the next step in the review process.

Applications that are found to be eligible and complete will proceed to scoring. The staff and an interagency review panel will evaluate applications using the scoring criteria below. Applicants will receive a single score out of 90 points. Top scoring applicants will be invited to a finalist interview scored out of 10 points. APGP staff will recommend awards based on these scores. Thereafter, OPR will make final awards.

## Application Support

### Technical Assistance (TA)

To aid the development of competitive Proposals, APGP will provide application TA to eligible Applicants through a third-party provider ([Civix](#)). Depending on the volume of interest received, OPR will prioritize Applicants from Funding Target communities (including California Native American Tribes, Disadvantaged Communities (DAC), and Small and Rural Communities only) for application TA. Applicants interested in being considered for Application TA should submit the [Pre-Application Interest Form](#) as soon as possible and by March 18, 2024 to be considered for priority technical assistance. Technical assistance requests will be accepted on a rolling basis after this time.

Please note that receiving Application TA does not guarantee that an Applicant will be awarded an APGP grant.

### Application Webinars

Application webinars will be available via the internet (Zoom) and phone call. Dates, times, and locations will be announced and listed on the [APGP webpage](#). Staff will post recordings of all general audience webinars on the APGP webpage.

APGP staff will provide support to individual applicants through office hours and email.

## Questions

Direct questions to ICARP staff through the 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](tel:(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. APGP 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. Technical assistance will be limited to questions about the guidelines and application process; staff will not be able to answer questions regarding the competitiveness of any applicant or a proposed project. ICARP will respond to all questions, including all questions raised in office hours and 1:1 meetings, with a high-level question-and-answer document that will be posted on the APGP webpage and shared with all Pre-Application Interest Form 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 program-related questions should be directed in writing to assigned ICARP staff using the contact information above.

## Other Terms and Conditions

### State Prevailing Wages

Program funds awarded under this NOFA are subject to State prevailing wage law, as set forth in Labor Code Section 1720 et seq. and require the payment of prevailing wages unless the project meets one of the exceptions of Labor Code 1720 (c) as determined by the Department of Industrial Relations. Applicants are urged to seek professional advice as to how to comply with State prevailing wage law.

### Disclosure Application of Information

Information provided in the Planning Grant applications will become a public record available for review pursuant to the Public Records Act. As such, any materials provided will be disclosable to any person making a public records request. Applicants should use discretion in providing information that is not specifically requested, including, but not limited to bank account numbers, personal phone numbers and home addresses. By providing this information in an application, the applicant waives any claim of confidentiality and consents to the public disclosure of all submitted material. Awarded applications will be posted on the OPR website.



## Right to Modify or Suspend

OPR reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including without limitation, the amount of funds available hereunder. If such an action occurs, APGP staff will notify all interested parties via email and will post the revisions to the APGP website.

## Conflicts

In the event of any conflict between the terms of this NOFA and either applicable state or federal law or regulation, the terms of the applicable state or federal law or regulation shall control.

## Resources and Questions

Information about the APGP, including the Program Guidelines, application resources, technical assistance, and other resources can be found at the following website:  
<https://opr.ca.gov/climate/icarp/grants/adaptation-planning-grant.html>.

Questions may be directed to the APGP by email at [icarp.grants@opr.ca.gov](mailto:icarp.grants@opr.ca.gov).

