

# SEA CHANGE

## SAN MATEO COUNTY



## Community Resilience Grant Guidelines

Deadline: September 17, 2018, 5:00 PM PST

### Background

Under the leadership of Supervisor Dave Pine, the Office of Sustainability launched the “Sea Change SMC” initiative in 2015 with the goal of increasing coordination and collaboration on sea level rise planning across the County, and improving awareness and understanding of the issue. In 2018, the County finalized a **Sea Level Rise Vulnerability Assessment** for the Bayshore and coastside Half Moon Bay north, in coordination with cities, agencies, businesses, community groups, and others. In 2019, the County will work on completing a Vulnerability Assessment for the south coast of the County. San Mateo County’s location between the San Francisco Bay and the Pacific Coast makes it especially vulnerable to sea level rise and flooding.

As part of the County’s **Climate Change Preparedness Action Plan** the County’s goal is to continue to prepare for the impacts of sea level rise, and to evaluate risks from other climate change impacts. Key County actions include developing a menu of adaptation strategies and model policies, providing technical assistance to cities, developing communication tools for a range of audiences, and facilitating a collaborative process to share information and best practices.

### Community Resilience Grants Purpose

The purpose of the **Community Resilience Grants Program (Program)** is to assist cities in developing solutions that reduce impacts from sea level rise for specific areas or assets. For 2018-2019, the focus will be only in areas vulnerable to sea level rise. Future calls for proposals may include additional climate change impacts besides sea level rise.

The County of San Mateo is soliciting project proposals that will help address the impacts of sea level rise in communities across the County. The Program will support projects that assess or plan for sea level rise impacts and/or implement innovative adaptation strategies. Proposed

projects should help prepare communities and habitats for current and future flood, erosion, and storm risks.

### **Eligible Applicants**

Cities and towns, special districts, Joint Powers Authorities, schools, and non-profit organizations in San Mateo County are eligible applicants. Non-profit organizations should be able to demonstrate support from relevant city staff to move projects towards implementation.

### **Funding Details**

The County of San Mateo is providing up to \$200,000 for sea level rise adaptation assessment, planning, and/or implementation projects through the Program. Selected grant recipients may be awarded a maximum of \$90,000. The grant agreement will be between the grant recipient and the County of San Mateo. Every effort will be made to fund a diverse portfolio of projects.

### **Eligible Activities**

Eligible activities include projects that address sea level rise impacts including storm surge, shoreline erosion, and flooding. Projects can include components of the following categories: Assess, Plan, and Implement, and should build off, but not replicate the results of the County’s Vulnerability Assessment.

All projects should be guided by robust community and stakeholder engagement that is meaningful, inclusive and occurs early on in the project. The goal of engagement can be broad, but should aim to increase the understanding and awareness of sea level rise and climate change impacts among elected officials, city and county staff, key stakeholders, and community members. Outreach programs that reach disadvantaged communities or at-risk small, minority-owned or disadvantaged businesses are especially encouraged.

Projects can include efforts that reduce sea level rise risks to the built environment, vulnerable communities, or habitats. Strong proposals will include multi-sector collaboration and stakeholder engagement, and integrate nature-based solutions where feasible. Preference will be given to proposals that outline a pathway to integrate planning scenarios into day-to-day decision making and long-term strategic planning and to build awareness of community members, elected officials and businesses.

Project Category	Goal	Project Examples
Assess	Build from the County’s Vulnerability Assessment to understand risks to built or natural assets.	<ul style="list-style-type: none"><li>• Assess or evaluate impacted public or private assets (built or natural) with the intent to address current and anticipated flood or erosion impacts.</li><li>• Assess public health impacts from sea level rise on communities.</li></ul>

Project Category	Goal	Project Examples
Plan	Integrate adaptation planning into local plans, policy, operations, projects, and decision making. Develop adaptation strategies or concepts.	<ul style="list-style-type: none"> <li>• Update and/or adopt planning processes that include sea level rise impacts into policy and plans, such as Hazard Mitigation Plans, General Plans, Local Coastal Programs, floodplain ordinances, building codes, zoning ordinances, and/or Capital Improvement Plans.</li> <li>• Engage stakeholders in a neighborhood-level adaptation planning effort.</li> <li>• Assess the feasibility of nature-based adaptation solutions at the local level.</li> <li>• Develop adaptation strategies and project concepts for at-risk areas and/or at the neighborhood level.</li> </ul>
Implement	Design and/or implement sea level rise adaptation projects that address vulnerabilities identified in the County’s Vulnerability Assessment or a local/regional assessment or plan.	<ul style="list-style-type: none"> <li>• Complete or contribute to a portion of an existing sea level rise project, such as tasks related to permitting, design, etc.</li> <li>• Develop a training program for local businesses or contractors.</li> </ul>

**Application Resources**

Prior to submitting a proposal, please review the following to ensure the proposed project builds from the County’s sea level rise initiatives. These include:

- County of San Mateo’s [Sea Level Rise Vulnerability Assessment](#).
  - Chapter 3D: City and County specific findings for your project area.
  - Chapter 5: Asset Vulnerability Profiles for 30 facilities across the county.
  - Chapter 3C: Considerations of vulnerable communities and high-level impacts to these communities.
- County of San Mateo’s [Climate Change Preparedness Action Plan](#)

**Application Submittal**

Applicants should complete the [brief application form](#) by September 17, 2018 by 5 PM PST. The proposal and supporting documents can be sent to Marcus Griswold at [mgriswold@smcgov.org](mailto:mgriswold@smcgov.org). Proposals will be evaluated in September. In-person interviews with selected applicants will

occur in late September or early October. Following interviews, the County will work with the highest-ranking proposals on an agreement and project timeline.

**Project Timeline and Workplan**

Applicants should plan to begin work on projects as early as November 2018 and finish by December 31, 2019. Project end dates should reflect the conclusion of all activities, including program evaluation and reporting. For the proposal, please include a brief description of project goals and tasks, key deliverables, and expected outcomes. A final workplan detailing project deliverables will be developed collaboratively during the contracting process.

For more information, visit the funding website (<http://seachangesmc.com/funding-opportunities/>). Register [here](#) for an informational webinar being held August 8<sup>th</sup> from 12:30-1:30 PM.

**Review Process**

A review committee made up of staff from the County of San Mateo will review and score all proposals. Applicants may be contacted by staff as part of the proposal review process to answer questions. After review, staff will invite top scoring applicants for a final screening round through in-person interviews about the project. County of San Mateo staff may ask applicants to work collaboratively on regional projects, where applicable. Staff will work with selected candidates to complete the final scope of work for the project and discuss timing needs to ensure project outcomes are met on time.

***Tentative Schedule for Coastal Resiliency Grants Program Application Process***

<b>Event</b>	<b>Date</b>
RFP issued	July 30, 2018
Application Webinar (register <a href="#">here</a> )	August 8, 2018 at 12:30 PM
Applications Due	September 17, 2018 by 5:00 PM
Evaluation Panel Review	Mid-September 2018
In-person Interviews with Selected Applicants	Early October 2018
Execute Funding Agreements with Project Sponsors for Awarded Projects	November 2018
Final Report and Reimbursement Requests Due	December 31, 2019

## Evaluation Criteria

The County of San Mateo is looking for project proposals that have a high likelihood of helping localities prepare for the impacts of sea level rise, erosion, and storms, and complement County initiatives. Projects should be ready to begin upon agreement finalization. We highly encourage the use of matching funds, especially the inclusion of in-kind staff time to increase the likelihood of long-term success.

### *Specific evaluation criteria include:*

Evaluation Criteria	Description	Weighting (percent)
Project feasibility and approach	<ul style="list-style-type: none"> <li>• Appropriateness of proposed tasks, timeline, and budget.</li> <li>• Appropriateness of approach to address or solve identified and/or anticipated problem or challenges.</li> <li>• Extent to which the project clearly demonstrates how outcomes will be achieved throughout the work.</li> <li>• Extent to which the applicant is ready and has the capacity and resources to ensure project success.</li> </ul>	40
Commitment to stakeholder and community engagement	<ul style="list-style-type: none"> <li>• Extent to which the project shows a commitment to working with socioeconomically and racially diverse community partners who are affected by or who reach those affected by sea level rise.</li> <li>• Extent to which the applicant meaningfully seeks out and builds partnerships with key stakeholders and community partners, which includes inclusion of regular feedback into the planning process and project outcomes.</li> </ul>	20
Project impact	<ul style="list-style-type: none"> <li>• Extent to which the project builds on next steps in the County’s Sea Level Rise Vulnerability Assessment and/or Action Plan.</li> <li>• Likelihood that proposed project will lead to long-term system change or community resiliency.</li> </ul>	20

Evaluation Criteria	Description	Weighting (percent)
	<ul style="list-style-type: none"> <li>• Extent to which the project shows innovation and could be replicated in other parts of the County.</li> <li>• Extent to which the project proposes to use a multi-benefit approach, that could include nature-based solutions, recreation, the local economy, water quality, and community benefits.</li> </ul>	
Organization’s commitment to proposed project	<ul style="list-style-type: none"> <li>• Extent to which the applicant demonstrates appropriate partnerships, organizational support, and/or coordination of efforts to support the advancement and success of the project. Examples include a support letters from partners, an existing level of support from partners, and/or level of matching funds.</li> </ul>	20
		100

**Expectations and Requirements of Selected Applicants**

Grant awardees will be expected to:

- Participate in an in-person interview to discuss the proposed project in more depth prior to developing an agreement.
- Participate in a funding contract orientation event – in person meeting or webinar – where contract management guidelines and expectations will be reviewed.
- Submit brief written reports describing progress on deliverables at six months and at the end of the funding period. The final report includes a more robust description of project impacts, challenges, and lessons learned.
- Participate in (and/or send a representative to) the quarterly San Mateo County [Climate Collaborative](#) meetings and be available to share lessons learned through discussions, mentorship, and/or presentations. These meetings are an opportunity to deepen knowledge on local sea level rise adaptation and share lessons learned.
- Develop a process to keep city leadership informed as the project unfolds.

## Technical Assistance from the County of San Mateo

County of San Mateo staff will host a webinar on August 8<sup>th</sup> from 12:30-1:30 pm to answer questions about the RFP and application process. Please register [here](#). For questions or assistance contact: Marcus Griswold at [mgriswold@smcgov.org](mailto:mgriswold@smcgov.org) or (650) 363-1902.

County of San Mateo staff are available to provide technical assistance in the form of strategic thinking, presentations, trainings, and sharing of resources. This includes:

- Assistance to project partners in interpreting data and information in the County's Vulnerability Assessment;
- Presentations to staff and project partners on the County's sea level rise efforts;
- Help in building and implementing community engagement efforts, including development of community engagement templates; and
- Connections to other stakeholders and projects funded through this effort and the County's Climate Collaborative to assist with troubleshooting.



Under the leadership of Supervisor Dave Pine, the Office of Sustainability launched the “Sea Change SMC” initiative in 2015 and, in 2018, finalized the Sea Level Rise Vulnerability Assessment. The County of San Mateo is soliciting project proposals that will help address the impacts of sea level rise through the Community Resilience Grants Program.

Please submit the completed application below, signed by your City Manager or Executive Director, and submit to Marcus Griswold at the address below by 5 PM PST September 17, 2018. For questions about the RFP or process contact: Marcus Griswold at [mgriswold@smcgov.org](mailto:mgriswold@smcgov.org) or (650) 363-1902. For more information, please visit [seachangesmc.com/funding-opportunities/](http://seachangesmc.com/funding-opportunities/)



## Section I: General Project and Applicant Information

### 1. Project Title

### 2. Project Type (Check all that apply)

Assessment

Planning

Implementation

### 3. Project Contact Information

Name

Title

Organization

Address

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

### 4. Grant amount being requested from the County of San Mateo?

### 5. Amount of matching funds available (include cash and staff time match as separate items).

## Section II: Proposed Project

**6. Briefly describe the proposed project and goals, including the impact, climate risks, and need. Is this proposal part of a larger project? If so, please describe or provide a website link. (Max 250 words)**

**7. Please describe how the proposed project builds on the County's Sea Level Rise Vulnerability Assessment and Action Plan. (Max 200 words)**

**8. Please list the tasks, key deliverables, and expected outcomes. For each task specify the costs and the portion of budget that will support staff time or consultant time. (Max 400 words)**

**9. List the composition and roles of the project team and partners. (Max 100 words)**

**10. Briefly describe the types of technical assistance requirements you might need from the County of San Mateo to carry out your proposed project (e.g. understanding sea level rise projections and guidance, connection to stakeholders, outreach techniques, staff training, funding expertise)? (Max 100 words)**

**11. Please describe the role stakeholder and community engagement will play in achieving your outcomes for this project? (Max 200 words)**

**12. To what degree will your proposed project engage or protect socially vulnerable communities (e.g. low-income communities, communities of color, people with disabilities, older adults and young children)? (Max 100 words)**

**13. Signature of Chief Administrator (City Manager or Executive Director)**