### **Form Template Instructions:**

These template instructions, as well as any instructions provided below in purple font, should be deleted prior to the submission of the Contractor’s proposal for reading clarity and to meet page limits as indicated. Any yellow highlighted text is to be updated with the appropriate content indicated and then unhighlighted. Template page format (font type, font size, spacing, margins) are not to be changed.

### ***Abstract***

### [Page Limit: 1 page]

The abstract shall include a problem statement and a brief project description of the proposed research scope, including research question(s), main methods, and expected results. It should clearly and concisely describe the technological, scientific, or knowledge advancement and/or innovation that will fill research and knowledge gaps for the state of California regarding current and future climate change impacts, effects, and trends and/or actions to adapt and bolster resilience to climate change.

### ***Required Questions***

### [Page Limit: 2 pages]

### The following questions must all be addressed:

1. How does the proposed research address the selected Fifth Assessment climate research topic(s) (see section C)? If CRT-27 is selected, please provide information demonstrating how the proposed topic fills a gap in research needed to better understand climate change impacts, trends, and events in California and/or potential actions to adaptively respond to these changes and to build resilience throughout the State.
2. Does this proposed research leverage and/or build upon existing or ongoing research? If so, how?
3. How does the proposed research align with the State’s climate agenda, including, but not limited to the [2021 California Climate Adaptation Strategy](https://climateresilience.ca.gov/) and/or any of the State strategies or plans referenced in this Strategy; the [2022 California Climate Change Scoping Plan](https://ww2.arb.ca.gov/our-work/programs/ab-32-climate-change-scoping-plan/2022-scoping-plan-documents); and/or the [California Climate Commitment](https://www.gov.ca.gov/wp-content/uploads/2022/06/California-Climate-Commitment-.pdf), California’s historic multi-year climate budget?
4. How does the proposed research and/or research process/methodologies address priorities identified in the Newsom Administration’s commitment for a California for All, including but not limited to the California Strategic Growth Council’s [Racial Equity Resolution](https://sgc.ca.gov/news/2020/docs/20200826-Racial_Equity_Resolution.pdf) and Equity Executive Order, [EO N-16-22](https://www.gov.ca.gov/wp-content/uploads/2022/09/9.13.22-EO-N-16-22-Equity.pdf?emrc=c11513)?

### ***Methodology***

[Page Limit: 2 pages]

Provide a detailed description of the proposed research technique, approach, and methods to be used to fulfill the proposed Work Plan, including any background information informing the approach, a justification for choosing specific methodologies, and an explanation of how the methodology will be inclusive.

The following resources contain information on embedding equity into research and may be helpful in developing inclusive research processes for proposals under this RFP:

* [Making Racial Equity Real in Research](https://greenlining.org/wp-content/uploads/2020/10/Greenlining-Making-Racial-Equity-Real-2020.pdf) (Greenlining Institute)
* [How to Embed a Racial and Ethnic Equity Perspective in Research](https://www.childtrends.org/wp-content/uploads/2019/09/RacialEthnicEquityPerspective_ChildTrends_October2019.pdf) (Child Trends)

### ***Work Plan - Tasks***

### [Page limit: 5 pages, including required Tasks 1 and 2]

### ***Task 1: Project Management, Administration, Reporting, Review, and Presentation***

Subtask 1.1 – Project Startup, Planning, and Project Closeout

*The Contractor shall:*

* Attend an initial project meeting with the Fifth Assessment Project Team Representative(s) which may include representatives from CNRA, OPR, CEC, and SGC or other partner agencies.
* Work with the State’s Technical Project Manager to review, discuss, refine, and amend the Work Plan/Schedule/Budget as needed throughout the project timeline.
* Attend a closeout meeting with Fifth Assessment Project Team Representative(s) which may include representatives from CNRA, OPR, CEC, and SGC or other partner agencies during the final quarter of the subaward to evaluate final steps for completing Work Plan tasks and deliverables.

*Milestone(s): Initial Project Meeting; Closeout Meeting*

*Deliverable(s): Revised Work Plan/Schedule/Budget as needed.*

Subtask 1.2 -- Meetings and Communications

*The Contractor shall:*

* Facilitate a status update and coordination meeting with the Technical Project Manager and CNRA quarterly, or more/less frequently as determined and agreed upon by CNRA and the Contractor. CNRA may invite other relevant State staff to attend, as needed.
* Coordinate with Contracts Administrator, Technical Project Manager, and CNRA as needed via email, phone, or other means to ensure timely completion of all tasks.

*Milestone(s): Status Update and Coordination Meetings*

Subtask 1.3 -- Progress Reports

*The Contractor shall:*

* Submit a quarterly progress report to Contracts Administrator, Technical Project Manager, and CNRA describing all work completed on each task during the performance period. Among other items, this will include a summary of hours/effort and funds expended on each task, a discussion of any issues encountered that affect the status or progress of the project, and where applicable, proposed steps to remediate such issues. A progress report template will be provided in subawards to the selected project teams.

*Deliverable(s): Quarterly progress reports delivered by the last day of each quarter.*

Subtask 1.4 – Research Report Review

*The Contractor shall:*

* Submit draft report materials, data, and tools to the Contracts Administrator, Technical Project Manager, and CNRA. OPR will provide design and formatting guidance for the preparation of draft materials.
* Participate in the Fifth Assessment research report review process. Draft reports will be submitted to one or more subject matter experts for review. Projects will be expected to respond to comments and revise reports as appropriate. The research report review process may vary for authors providing tribal expertise, Indigenous knowledge(s), lived experience, and community science and expertise. Details and guidelines shall be provided by CNRA and OPR prior to the completion of draft materials.

Research teams are encouraged to submit the work conducted toward the Fifth Assessment to peer-reviewed journals after the Fifth Assessment is released.

*Deliverable(s): Draft Research Report and Materials and any necessary revisions.*

Subtask 1.5 – Research Report Submission and Design

*The Contractor shall:*

* Submit final report materials, data, and tools to the Contracts Administrator, Technical Project Manager, and CNRA.
* Ensure that all final reports, data sets, analytics, and other materials adhere to design and formatting requirements.

*Deliverable(s): Final Research Report and Materials.*

Subtask 1.6 – Final Presentation

*The Contractor shall:*

* Submit a slide presentation to the Contracts Administrator, Technical Project Manager, and CNRA at the culmination of the subaward timeline and completion of research.
* Participate in at least one in-person/virtual/hybrid presentation of materials after the completion of the research report.

*Deliverable(s): Final Presentation Slides.*

### ***Task 2: Climate Change Data, Scenarios, and Analytics (if applicable)***

Where relevant and appropriate to the project, the goal of this task is to incorporate California-specific dynamically downscaled climate projections and LOCA and WRF modeling scenarios, including corresponding hydrological modeling and wildfire scenario outputs into the Contractor’s core climate change research.

*The Contractor shall:*

* Receive datasets relevant to the approved Scope of Work. OPR will provide detailed instructions once these data are available.
* Access, analyze, and apply the California-specific dynamically downscaled climate projections and LOCA and WRF modeling scenarios, including corresponding hydrological modeling and wildfire scenario outputs into core climate change research.
* Work with OPR, CEC, and the Cal-Adapt team to foster integration of deliverables and data into the Cal-Adapt visualization tool where relevant.

*Deliverable(s): Memo Report (brief summary of efforts and results of integrating research deliverables and data into Cal-Adapt). (if applicable)*

### ***Task 3-TBD:* *Core Climate Change Research***

[Page Limit: 3 pages]

<Insert brief task/subtask background as needed. Optional>

Indicate all tasks, milestones, and deliverables necessary to conduct original climate change research on proposed research topic(s), including the development of reports, graphics, and tools, where relevant.

* Capitalize the title of each technical task indicated.
* Each technical task shall be given a brief, descriptive title.
* Subtasks may be included under each Task where appropriate but are optional.
* Begin with Task 3 and continue with additional task numbers (i.e., Task 4, Task 5, etc.) as needed.
* Update the Work Schedule for any technical tasks and its corresponding deliverables.

The Contractor shall:

* *List each activity the Contractor shall perform to satisfy meeting the technical Task goal/objective/deliverable(s). Activities are not the deliverable(s) themselves.*
* *List activities in sequential order.*
* *Each activity should begin with an active verb to describe what action the Contractor shall perform (e.g., “Develop model to predict X”).*

*Milestone(s):*

* *Technical tasks may, but are not required to, include milestone(s) if appropriate.*
* *Milestones are any significant or substantive points, times or events of the project that must occur in the project cycle to show progress towards achieving the project objective(s). A milestone may mark the start, an interim step, or the completion of one or more activities.*
* *Capitalize the name of each milestone indicated.*
* *Each milestone shall be given a brief, descriptive name.*

*Deliverable(s):* *Interim Research Reports, Tools, and/or Materials as applicable and agreed upon.*

* *Technical tasks typically include deliverable(s).*
* *Deliverables are the tangible products resulting from the technical task activities indicated above. Deliverables must be indicated and submitted in a form that can be readily attached in support of invoicing. Examples are written technical reports, memo reports, summary of activity reports, presentation slides, etc.*
* *Capitalize the name of each deliverable indicated.*
* *Each deliverable shall be given a brief, descriptive name. For written deliverables, also provide a brief description of the content.*