

CLIMATE RESILIENCE CAPACITY BUILDING PROGRAM

GUIDEBOOK

April 2022

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Climate Resilience Capacity Building Program.



**Municipal
Climate Change
Action Centre**

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1. PROGRAM DESCRIPTION

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|---------------------------------|---|-------------------|
| Program Name: | Climate Resilience Capacity Building Program | |
| Term of Program: | Applications open, accepted on a rolling basis | February 15, 2022 |
| | Deadline for application approvals | March 31, 2023 |
| | Deadline for project completions | March 31, 2024 |
| Program Incentive Value: | Individual communities participating in the Planning, Strategies and Initiatives, or Indigenous Climate Resilience Streams are eligible to receive up to \$80,000 per project and up to \$160,000 per community. | |
| Program Description: | Program offers funding for municipalities and Indigenous communities to better understand the impacts of climate change, learn how those impacts present in their locale, plan to reduce the negative impacts and leverage opportunities, and make progress on specific resiliency actions. | |

1.1 Background

The Climate Resilience Capacity Building Program helps Alberta municipalities and Indigenous communities better understand, manage, and adjust to changing climatic conditions.

In this program, the term Climate Resilience refers to the capability to anticipate, prepare for, respond to, and recover from significant threats from climate change. Increasing climate resilience aims to minimize damage to social well-being, the economy, and the environment.

This Program is delivered by the Municipal Climate Change Action Centre (the Action Centre), an initiative led by Alberta Municipalities, in collaboration with the Rural Municipalities of Alberta and the Government of Alberta.

This Guidebook provides an overview of the eligibility requirements, available funding, and process for communities to participate in the Climate Resilience Capacity Building Program.

1.2 Program Overview

This Program offers three funding streams, each with specific objectives and participation criteria. The purpose of each stream is outlined below:

- **Planning Stream:** Funding will be provided to communities in Alberta for the assessment of climate risks and vulnerabilities, and the creation of a climate adaptation and resilience plan.
- **Strategies and Initiatives Stream:** Funding will be provided to communities in Alberta for research and assessment of the feasibility of adaptation measures in community plans and preparing actions for implementation.
- **Indigenous Climate Resilience Stream:** Funding will be provided to Indigenous communities in Alberta for projects that increase community capacity on climate resilience, recognizing the unique impacts, needs, and perspectives of Indigenous Peoples, including the use of Indigenous and/or Traditional Ecological Knowledge.

Communities may participate in any aspect of the program that suits their needs. Communities will be subject to a maximum overall funding cap of \$160,000.

Please contact the Action Centre for advice on clarifying capacity and internal needs in preparation for an application.

2. ELIGIBILITY

2.1 Eligible Participants

The following communities are eligible to participate in the Climate Resilience Capacity Building Program:

1. designated Municipalities within the province of Alberta). As per Section 1(s) of the *Municipal Government Act*, a "Municipality" is defined as:
 - a) a city, town, village, summer village, municipal district or specialized Municipality;
 - b) repealed 1995 c24 s2;
 - c) a town under the *Parks Towns Act*; or
 - d) a Municipality formed by a special Act; or, if the context requires, the geographical area within the boundaries of a Municipality described in sub-clauses (i) to (iii).
2. First Nations outlined in *Treaty 8, Treaty 7, Treaty 6* located within the Province of Alberta.
3. Aseniwuche Winewak Nation.
4. Tribal Councils, Regional Councils, Confederacies, or Treaty Organizations representing affiliations of First Nations as outlined in *Treaty 8, Treaty 7, or Treaty 6* located within the province of Alberta.
5. Métis Settlements as established by the *Metis Settlements Act* located within the Province of Alberta.
6. Métis Settlements General Council, representing an affiliation of Métis Settlements of Alberta.
7. Métis Nation of Alberta, including Regions and Locals.
8. Self governing Métis Nations / Communities.
9. Non-Status Indigenous Nations / Communities.

All community types (as defined in sub-clauses (1) to (9)) can apply for funding opportunities in the Planning Stream and the Strategies and Initiative Streams.

Only Indigenous communities (as defined in sub-clauses (2) to (9)) can apply the Indigenous Climate Resilience Stream.

2.2 Ineligible Participants

The following are considered ineligible to participate:

1. Non-profit organizations.
2. Co-operative organizations.
3. For-profit businesses.
4. Institutions such as schools, hospitals, universities, or colleges.
5. Other organizations deemed ineligible by the Action Centre.

3. FUNDING STREAMS

3.1 Incentive Rate

The Action Centre will provide funding covering up to 100 per cent of pre-GST capacity building services, to a maximum funding cap of \$80,000, per project, per community. Payments will be issued by either cheque or electronic funds transfer (EFT). All project types are subject to the same maximum funding cap.

To enable broad participation by Alberta communities, the total Program funding distributed to a single community is capped at \$160,000, across all Streams.

The approval and allocation of eligible funds will occur on a first-come, first-served basis. Funding is not allocated to project, until an application is approved, and a Funding Agreement is signed.

All offers, rebate rates, maximums, requirements, and payment schedules are subject to change at the discretion of the Action Centre.

3.1.1 Community Partnerships and Collaboration

Climate impacts and related climate adaptation measures are not constrained by geographical boundaries. Communities are encouraged to partner with one or more communities on their project applications. Partnerships and collaborations offer the added benefits of peer learning, knowledge sharing, creation of holistic solutions, and development of formal resilience strategies that create cost efficiencies.

Communities may form partnerships or work with an umbrella organization (Councils, Confederacies, or other organizations, as defined in Section 3.2) to receive funding. Community partnerships may be regional, cultural, governance, or organizational. These partnerships on an eligible project are subject to a partnership project funding maximum of \$160,000.

The partnering communities are responsible for determining their own financial and operational arrangements as partners in the Program. Partnering communities should have an agreement in place that clearly defines the regional and individual needs for which services are sought. One community should be identified to serve as the lead community on applications involving a regional collaboration.

3.2 Eligible and Ineligible Costs

The Climate Resilience Capacity Building Program supports climate resilience activities directly controlled or influenced by a community. The impacts of climate change can be looked at for the community as a whole, or for specific topics or sectors, which may include but are not limited to water quality and quantity, natural assets, built infrastructure, agriculture, forestry, economy, human health, food security, and knowledge transfer / capacity building.

The Climate Resilience Capacity Building Program does not support climate mitigation actions. This includes any greenhouse gas emission reduction projects including clean energy generation, energy efficiency, and carbon sequestration or offsetting.

Ineligible costs for all funding streams include:

- Infrastructure or capital projects
- Equipment and facility costs
- Travel, accommodation, and meal costs
- Land restoration or reclamation projects
- Studies on the impacts from industrial development
- Lobbying or advocacy activities

- Emission reduction projects
- Energy management or community energy plans
- Other costs deemed ineligible by the Action Centre

Planning Stream

Eligible costs for the Planning Stream include:

- Contracted services performed by an external qualified service provider, that produces a climate risk assessment and community plan.
- Costs related to the development of internal capacity that produces a climate risk assessment and community plan. These internal costs could include but is not limited to knowledge transfer, workshops, training, contractors, and wage subsidies.

Communities that have previously completed climate adaptation planning or strategic documents may apply for funding but must indicate how the previously completed documentation is no longer relevant, how much time has elapsed since the creation of the documentation, and how the new plan would address the inaction on the previous documentation. A community's need for climate adaptation and resiliency support will impact the approval of a project application.

Strategies and Initiatives Stream

Projects in the Strategies and Initiatives Stream should focus on the advancement of specific actions in an existing planning or strategic documents. Proof of these documents should be detailed in the application stage.

Eligible costs for the Strategies and Initiatives Stream include:

- Contracted services performed by an external qualified service provider that produces a feasibility assessment, engineering study, or research reports that advances community plans on climate adaptation and resilience.
- Costs related to the development of internal capacity that produces a feasibility assessment, engineering study, or research reports that advances community plans on climate adaptation and resilience. These internal costs could include but is not limited to, knowledge transfer, workshops, training, contractors, and wage subsidies.

Indigenous Climate Resilience Stream

The Action Centre recognizes the significant importance of generational and traditional Indigenous knowledges in relation to climate change and community resiliency. Community projects that focus on the unique impacts, needs, and perspectives of Indigenous Peoples, including the use of Indigenous and/or Traditional Ecological Knowledge, which may not be captured in the other streams in the Climate Resilience Capacity Building Program, may receive funding in the Indigenous Climate Resilience Stream.

The project should investigate climate risk, resilience, and adaptation at the community level. Eligible costs for the Indigenous Climate Resilience Stream include:

- Contracted services performed by an external qualified service provider, but not capital acquisition or regular operating costs.
- Costs related to the development of internal capacity, including, but not limited to, knowledge transfer, workshops, training, contractor fees, wage subsidies and honorariums.
- Administrative costs incurred through the delivery of the project, up to a maximum of 15% of the value of the non-administrative costs of the project (up to a maximum of \$12,000).

3.3 Payment Schedule

The payment schedule will be determined during in a successful project's Funding Agreement.

Upon approval of the project and signing of the Funding Agreement, up to 75 per cent of the total eligible funding will be provided as an advance to the community. Upon submission and approval of the final project documents and deliverables, the Action Centre will pay the remaining 25 per cent of the funding.

All project work, including the submission of all relevant project documents must be complete within the project timeline outlined in the Funding Agreement. All projects must be completed by March 31, 2024.

3.4 Allocation of Funds

Alberta Municipalities will act as the legal signatory for Funding Agreements issued through the Program. Once the Funding Agreement is executed by both the community and Alberta Municipalities, funding for that project is considered allocated and reserved in the first-come, first-served queue.

A Funding Agreement is issued once an application is approved.

3.5 Stacking of Funding

The community must disclose participation in other funding programs that contribute towards the cost of the Project being pursued. Communities are permitted to access other funding to contribute towards the cost of the Project, however, the maximum amount of combined funding from all sources cannot exceed the total eligible costs of the Project.

Communities undergoing other planning efforts (i.e., Municipal Development Plan, Intermunicipal Development Plan, or Asset Management) may apply for funding to complement this work, however they must articulate a separate scope for climate adaptation work and its respective budget. The project deliverables produced to fulfil the final reporting requirements for Agreements, may be submitted as a subset of a higher-level report (e.g., chapter).

3.6 Pre-Qualified Contractors

If a community decides to solicit the services of a contractor, the Action Centre recommends soliciting quotes from two or more service providers. Contractors should work with the community to share information about their supports and services, and to define a scope of work that best supports the needs of the community.

Communities may use a pre-qualified contractor or select their own contractor.

Pre-Qualified Contractor. The Action Centre recognizes that procuring services of a contractor can be time-consuming. The Action Centre conducted a request for qualification procurement process to identify pre-qualified contractors with the skills and experience to provide Program services. Communities that use a pre-qualified contractor may leverage this procurement process; this will expedite their application and allow applicants to move quickly into project implementation.

The pre -qualified contractors are listed here in alphabetical order:

- AECOM Canada
- All One Sky Foundation in partnership with ClimateWest, Associated Engineering, ESSA Technologies
- ICLEI Canada
- Kerr Wood Leidal in partnership with Diamond Head Consulting, RDH Building Science
- Morrison Hershfield in partnership with Nodelcorp, Shared Value Solutions
- QUEST in partnership with the Centre for Indigenous Environmental Resources (CIER)

- Stantec
- Urban Systems
- WSP

A list, with contact information, organizational abstracts, and services offered is available on the [program webpage for communities to access](#).

Other Contractor. Communities may select other contractors. Information describing their procurement process (e.g., request for proposal or request for qualification) should be included in the project application along with the qualifications of the selected contractor, and examples of relevant experience.

4. HOW TO PARTICIPATE

Step 1: Review the Program Materials

The Action Centre recommends that communities review all Program materials in detail. Action Centre staff are available to answer any questions.

Step 2: Submit an Expression of Interest

Eligible communities must submit an online Expression of Interest (EOI) to share high-level information about the community and its need for support. Eligible communities must outline the challenges they are facing, how their participation in Program will help them overcome challenges, and the stream(s) of activity they are interested in.

Within 10 days, Action Centre staff will review the EOI submission and connect with the community contact for a follow-up meeting. The Action Centre will confirm eligibility, discuss adaptation needs, answer questions, and prepare the community for the formal application stage, in the follow-up email.

Note: Submitting an EOI does not secure funding or a place in the first-come, first-served queue.

Step 3: Submit an Application

After the EOI submission and follow-up conversation with Action Centre staff, eligible communities will complete a Program application. Communities are encouraged to discuss their application with the Action Centre in advance of finalizing their submission.

Note: Completion of an application does not secure funding or a place in the first-come, first-served queue.

Planning Stream, or Strategies and Initiatives Stream

Communities should prepare a project plan related to the funding stream being accessed. Communities may work with their contractor to develop a project plan. All community applications must be submitted by an approved representative of the community, and include:

- **Contact Information:** from their designated project leader in the community.
- **Project Objectives:** detailed description of the project highlighting how the work supports the community in understanding the risks associated with climate change, how these risks impact their community, community planning, and/or the advancements of community plans.
- **Project Plan:** project activities, deliverables, key milestones, timelines and/or schedules.
- **Project Budget:** detailed project costs including any matching funding.
- **Contract (if using a contractor):** A copy of the final contract between the Community and the Contractor for the Project, including details of a payment schedule between the Community and Contractor. In the situation where a contract is planned to be signed upon receiving the first payment from the Climate Resilience Capacity Building program, a clause contingent on full funding approval should be written in. A draft contract or a detailed quote may be provided, in lieu of a final contract.
- **Qualifications of the Project Contractor** (not needed for projects completed by the Program's pre-qualified contractors): Information describing the procurement process (e.g., request for proposal or request for qualification), qualifications of the selected contractor, and examples of relevant contractor experience.
- **Authorized Signature:** Signoff from the approved representative. This may include, but is not limited to:
 - Administration or Council approval,
 - Band Council Resolution (BCR) for applications from a First Nation,
 - Council Resolution for applications from a Metis Settlement, or

- Board Resolutions or other equivalent demonstration of support for applications as discussed with the Action Centre.

Indigenous Climate Resilience Stream:

Indigenous Communities may develop a project plan that meets their community's needs with or without a contractor. All community applications must be submitted by an approved representative of the community, and include:

- **Contact Information:** from their designated project leader in the community.
- **Project Objectives:** detailed description of the project highlighting how the work supports the community in understanding the risks associated with climate change, how these risks impact their community, community planning, and/or the advancements of community plans.
- **Project Plan:** project activities, deliverables, key milestones, timelines and/or schedules.
- **Project Budget:** matching funding and detailed project costs, including administrative costs incurred by the community. Administration costs can be up to a maximum of 15% of the value of the total grant value.
- **Contract (if using a contractor):** A copy of the final contract between the Community and the Contractor for the Project, including details of a payment schedule between the Community and Contractor. In the situation where a contract is planned to be signed upon receiving the first payment from the Climate Resilience Capacity Building program, a clause contingent on full funding approval should be written in. A draft contract or a detailed quote may be provided, in lieu of a final contract.
- **Qualifications of the Project Contractor** (not needed for projects completed by the Program's pre-qualified contractors): Information describing the procurement process (e.g., request for proposal or request for qualification), qualifications of the selected contractor, and examples of relevant contractor experience.
- **Authorized Signature.** Signoff from the approved representative. This may include, but is not limited to:
 - Administration approval,
 - Band Council Resolution (BCR) for applications from a First Nation,
 - Council Resolution for applications from a Metis Settlement, or
 - Board Resolutions or other equivalent demonstration of support for applications as discussed with the Action Centre.

All applications will be reviewed for completeness and alignment to Program criteria. After reviewing the Program application, Action Centre staff will connect with the community contact within 10 business days. The Action Centre will work with the applicant community to collect any additional information required before approval.

Applications involving regional collaboration should highlight the value of the partnership, and how cost savings are being realized by working in partnership. Partnerships may produce a single risk assessment and climate adaptation plan, or individual assessments and plans. This must be outlined in the project application.

Step 4: Project Approval

Applications will be received, reviewed, and approved until March 31, 2023 or until all funding is allocated, whichever occurs first.

All projects must be completed by March 31, 2024.

The Action Centre reserves the right to approve applications based on an assessment of the community's need for climate adaptation support, and preparation of a complete application package.

Step 5: Funding Agreement and First Payment

Upon approval of an application, the Action Centre will issue a Funding Agreement. Alberta Municipalities will be the signing body for all Funding Agreements.

The Action Centre will provide funding covering up to 100% of pre-GST capacity building services, to a maximum funding cap of \$80,000 per project, per community. Communities with more complex needs may elect to conduct a project valuing greater than \$80,000, however the Action Centre's contribution will be no more than \$80,000.

All project work, including the submission of all relevant project completion documents must be completed within the project timeline outlined in the Funding Agreement. Once the Funding Agreement is executed by both the community and Alberta Municipalities, funding for that project is considered allocated and reserved in the first come, first serve queue.

The first payment will be released to the community when the Funding Agreement is signed. The final payment will be delivered after project completion requirements are fulfilled. There is no commitment or obligation on Alberta Municipalities or Action Centre's part to make any contribution, financial or otherwise, to any project expenditures incurred or paid prior to the signing of a Funding Agreement.

Upon signing of the Funding Agreement, 75 per cent of the total funding will be released to the community.

Step 6: Project Completion

To achieve project completion, communities must provide:

- a signed Project Completion Statement (provided by the Municipal Climate Change Action Centre), with a short project description and one or more quotes from community leaders;
- a financial report, reconciled with the project budget submitted in the program application;
- a copy of the final risk assessment, climate resilience plan, feasibility study, and/or other deliverables relevant to the project;
- evidence of a media release, outreach event, public announcement or a brief explanation of how the participants shared their involvement in the Climate Resilience Capacity Building Program and /or shared the completion of the project and key findings with the community. Participants must indicate the project was funded in whole (or in part) by the Municipal Climate Change Action Centre. All communications should indicate the Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, Rural Municipalities of Alberta, and the Government of Alberta;
- 3-5 high quality images of workshops, engagement events, or other activities showing the project in action;
- completion of a Program evaluation survey (provided by the Municipal Climate Change Action Centre);

Quotes, media releases, announcements, images may be used by the Municipal Climate Change Action Centre to profile this program, future programs and our program impact, in print and online publications in perpetuity.

Communities that wish to keep portions of their deliverables confidential may arrange for alternative deliverables to be supplied during the application phase (e.g., a non-confidential version of a final report may be provided).

Communities may request an extension of up to 4-months to their project completion deadline, provided there is appropriate rationale, written notice provided 45 days ahead of the deadline, and the project is on track to be completed prior to the Program closure date. All projects must be completed on or before March 31, 2024.

Step 7: Second Payment

Upon verification of project completion, the Action Centre will release the remaining balance of the funding.

5. REMEDIES AND WARRANTIES

5.1 Refunds

Communities shall immediately refund to Action Centre any payment received under the program not in accordance with this program Guidebook and related Funding Agreement upon notice being provided to the community by the Action Centre. Failure to make repayment as required by Action Centre creates a debt owing to the Government of Alberta that can be offset against any money the Government of Alberta owes to the municipality.

5.2 False or misleading information

If the community provides any false, misleading, or incomplete information under the program, the community shall forgo all rights to benefit from the program.

5.3 Limitation of liability

The Action Centre's sole liability is limited to paying the properly qualified payments specified herein. The community acknowledges that any consultant or service provider selected by the community is not an agent, consultant or subconsultant of the Action Centre. The Action Centre shall have no obligation to maintain, remove or perform any work whatsoever on the equipment installed. Neither the Action Centre nor any of its affiliates shall be liable to the community or to any other party for a prequalified consultant, service provider and/or consultant failure to perform, for failure in service delivery, for any damage to the community's premises caused by the prequalified consultant, service provider and/or installation consultant, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with this program.

6. PROGRAM CHECKLIST

Step 1: Review the Program Materials

- Review the Guidebook and online information.

Step 2: Submit an Expression of Interest

- Complete and submit an online Expression of Interest.

Step 3: Submit an Application

- Submit a project application with all support documentation.

Step 4: Project Approval

- Receive project application results.

Step 5: Funding agreement and First Payment

- Receive, review and sign the Funding Agreement.
- Receive first payment.

Step 6: Project Completion

- Complete project, as submitted in the application.
- Fulfill project completion requirements.

Step 7: Second Payment

- Receive second payment.

7. CONTACT US

Questions about the Climate Resilience Capacity Building Program may be directed to:

Municipal Climate Change Action Centre
300-8616 51 Avenue
Edmonton, AB T6E 6E6
780-433-4431
contact@mccac.ca

Founding partners of the Municipal Climate Change Action Centre



**Municipal
Climate Change
Action Centre**

780.433.4431

300-8616 51 Ave. NW
Edmonton, AB T6E 6E6

mccac.ca

