



March 27, 2020

Climate Change Research Program  
Round 1 and Round 2 Grant Awardees  
Principal Investigators and Project Managers

Dear Climate Change Research Program Grantees:

The California Strategic Growth Council and the Climate Change Research Program staff continue our work to serve California's communities during the COVID-19 (Coronavirus) pandemic. As you know, the situation changes daily. However, the State government remains open and SGC continues to provide assistance to its grant programs. We will do our best to keep you updated and ensure that business proceeds as usual.

Attached, you will find [Climate Change Research Program \(CCR\) COVID-19 Grantee Guidance](#) to support you as you adjust grant implementation to the impacts of COVID-19. This guidance document is current as of March 27, 2020 and may change as circumstances unfold.

### **Grant Timelines and Activities Affected by COVID-19**

We understand that public health requirements and other effects of the COVID-19 pandemic may affect timelines and activities. In order to best support grantees during this time, we request that you complete the following steps so that we can understand the potential impacts on grant activities, and work with you to develop any necessary modifications. **Please review and respond to the attached COVID-19 Impacts and Adjustments to Research Grants Form** to assist us in supporting your work.

Leah, Cristina, and I will continue to carry out our duties and program activities; we will also process invoices as usual. We estimate that we are working remotely at least through the next three weeks, but can be reached by email or telephone.

We understand that these are unprecedented times. Please know that SGC is committed to the success of your work and will take all steps within our power to help you achieve grant outcomes. Thank you for your dedication and resilience during this time. Stay healthy and safe.

With kind regards,

A handwritten signature in blue ink that reads "Elizabeth Grassi".

Elizabeth Grassi, Program Manager  
Climate Change Research Program

Attachments:

- ◆ CCR COVID-19 Grantee Guidance
- ◆ COVID-19 Impacts and Adjustments to Research Grants Form



## Climate Change Research Program COVID-19 Grantee Guidance

### Status of Funding

Funding for the first two rounds of the Climate Change Research Program was appropriated by the Legislature as part of the 2018-19 and 2019-20 budgets. At this time, funds remain available to spend through June 2021 (Round 1 awards) and June 2022 (Round 2 awards). Should circumstances continue to affect the progress of awarded research projects, SGC will work with the California Air Resources Board, the Governor's Office, and the Legislature to consider extending the availability of funds beyond current liquidation dates.

### Reporting and Reimbursements

Quarterly reports are still due 30 days after the end of the quarter, or 14 days after the submission of the quarterly invoice, whichever falls later. Annual reports are due each year within 45 days of the grant agreement's execution date (the date that the agreement was signed by SGC's Executive Director). Deliverables should be submitted to the Program Manager on the date noted on the grant agreement's schedule of deliverables. Please contact the Program Manager if extensions are needed for any of these due dates.

Continue to submit project invoices via email ([accountspayable@opr.ca.gov](mailto:accountspayable@opr.ca.gov)). We will work to process payments in a timely fashion after receiving the quarterly invoice with required back up documentation and the progress report for the same quarter.

### Grant Activities and Timelines

Using the attached **COVID-19 Impacts and Adjustments to Research Grants Form**, we request that you provide CCR staff with a summary of the potential impacts that the COVID-19 outbreak could have on research projects and activities over a 30-, 60-, and 90-day time period. This assessment should include:

CCR Grant Modification Options: Identify options to either postpone or adapt the grant activities to comply with all relevant federal, state, and local public health and safety guidelines. The State of California issues daily updates and publishes guidance documents regarding COVID-19 at <https://covid19.ca.gov>. Please submit proposed adaptation plans by email for review. Approval is required prior to implementing any changes to the grant's scope the work or budget. CCR staff will help determine whether these changes will be considered modifications or amendments and will work to develop a timeline for approval.

Meaningful Engagement Activities: Identify necessary modifications to the grant's meaningful engagement activities as a result of COVID-19. This should include moving any upcoming activities, for at least the next thirty (30) days, to phone and virtual platforms. We also recommend making contingency plans for events through the next 90 days. These time periods will need to be reassessed over the coming weeks and months. You may also consider moving some future activities to be performed earlier. If you are unable to modify an event for remote participation, the event must be postponed to comply with state public health guidance.

Climate Change Research Program

COVID-19 Grantee Guidance

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Impacts on Grant-Funded Staff: We encourage you to develop alternate work plans for staff whose ongoing work activities may be affected by COVID-19 so that they can continue to work towards CCR grant goals and objectives during this time. We will work with grantees to minimize the impact of COVID-19 events on staff funded by the CCR Program.

Please submit the attached form to Liz Grassi via email, [Elizabeth.Grassi@sgc.ca.gov](mailto:Elizabeth.Grassi@sgc.ca.gov). CCR staff will work with you to adjust your work plans and budgets through the regular modification and amendment processes.

### Contact Information

Please reach out anytime with specific questions.

**Leah Fisher**

CCR Science Advisor:

[Leah.Fisher@sgc.ca.gov](mailto:Leah.Fisher@sgc.ca.gov)

(916) 322-6137

**Liz Grassi**

CCR Program Manager

[Elizabeth.Grassi@sgc.ca.gov](mailto:Elizabeth.Grassi@sgc.ca.gov)

(916) 327-5362

**Please note:** *Guidance in this letter is current as of March 27,2020. Since conditions may change rapidly, please reach out to staff with any questions or necessary clarifications after this date*



## Climate Change Research Program COVID-19 Impacts and Adjustments to Research Grants Form

Award Number: \_\_\_\_\_ Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Principal Investigator \_\_\_\_\_

At this point in time:

Do you anticipate completing this research project on time and on budget?

Yes                       No

Do you expect that you will need to make any changes to the grant award's:

Scope of Work?       Yes       No

Budget?               Yes       No

Describe key factors that you expect to address as you continue conducting research (or are unable to conduct research) in light of the COVID-19 pandemic.

Describe changes that are needed for you to continue to work closely with your project partners throughout all stages of research to ensure relevance and utility of research process, projects, and results.

If applicable, discuss any support or resources that SGC staff or our member agencies can provide to assist you to progress with the research.

Additional comments:

Summarize the potential impacts that the COVID-19 outbreak could have on your research over the next 30-, 60-, and 90-days (see guidance document for additional direction).

<b>SUMMARY OF RESEARCH IMPACTS/ADJUSTMENTS</b>		
<b>30 DAYS</b>	<b>Scope Modifications</b>	
	<b>Meaningful Engagement</b>	
	<b>Staff Impacts</b>	
<b>60 DAYS</b>	<b>Scope Modifications</b>	
	<b>Meaningful Engagement</b>	
	<b>Staff Impacts</b>	
<b>90 DAYS</b>	<b>Scope Modifications</b>	
	<b>Meaningful Engagement</b>	
	<b>Staff Impacts</b>	