People's Survival Fund

PROPONENT'S HANDBOOK

A Guide on How to Access the People's Survival Fund

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HANDBOOK.indd 3 20/11/2017 4:59:14 PM

TABLE OF CONTENTS

Acknowledgment *iii*
List of Abbreviations *iv*
Table of Contents *v*
Glossary of Terms *vii*

The Need to Survive 1
The People's Survival Fund 2
Target Proponents 3
Source of Funds 3
Composition of the Board 4
Powers and Function of the Board 5
Roles of the CCC on the utilization of the PSF 5
Who can access PSF? 6
Local Government Units 6
Local/ Community Organizations 7
What makes a project adaptation? 8
Basic Consideration for adaptation 8
Project Development Grant (PDG) 9
Areas To Consider For Proposal Development 10
How to access the fund? 11
Application Process For Lgus 11
Application Process For Local/ Community Organizations (L/Cos): 12
Application Process For Risk Transfer 15

HANDBOOK.indd 4 20/11/2017 4:59:14 PM

What are the necessary financial arrangements? 16
How will the fund be disbursed? 16
Arrangements for Pre-signing and Negotiation for MOA 16
Fund Disbursement Process 17
Reference Materials 19

Annex A
CCC Accreditation Guidelines for Local/ Community Organization Accessing the PSF 19
Application Form 23

Annex B
Proposal Template 25

Annex C
Work and Financial Plan 33

Annex D
Resolution template (for LGUs) 34

Annex E
Resolution Template (for L/COs) 35

Annex F
Frequently Ased Questions 37

HANDBOOK.indd 5 20/11/2017 4:59:14 PM

LIST OF ABBREVIATIONS

AIP	Annual Investment Plan
BMB	Biodiversity Management Bureau
CCA	Climate Change Adaptation
CCC	Climate Change Commission
CCO	Climate Change Office
CDP	Comprehensive Development Plan
CLUP	Comprehensive Land Use Plan
CNC	Certificate of Non-Coverage
COA	Commission on Audit
CSO	Civil Society Organizations
DBM	Department of Budget and Management
DBP	Development Bank of the Philippines
DENR	Department of Environment and Natural Resources
DILG	Department of Interior and Local Government
DOF	Department of Finance
DOST	Department of Science and Technology
DRR	Disaster Risk Reduction
DSWD	Department of Social Welfare and Development
ECC	Environmental Compliance Certificate
GAA	General Appropriations Act
GHG	Greenhouse Gases
ICCs	Indigenous Cultural Communities
IPs	Indigenous Peoples
KBA	Key Biodiversity Areas
LCCAP	Local Climate Change Action Plan
L/COs	Local/Community Organizations
LGUs	Local Government Units
MDFO	Municipal Development Fund Office
MGB	Mines and Geosciences Bureau
MOA	Memorandum of Agreement
NAMRIA	National Mapping and Resource Information Authority
NCCAP	National Climate Change Action Plan
NEDA	National Economic and Development Authority
NGOs	Non-Government Organizations
NSFCC	National Strategic Framework on Climate Change
PAGASA	Philippine Atmospheric, Geophysical and Astronomical Services Administration
PCW	Philippine Commission on Women
PDG	Project Development Grant
PDP	Philippine Development Plan
PSA	Philippine Statistics Authority
PSF	People's Survival Fund
PWDs	Persons With Disabilities
RA	Republic Act
RVAs	Risk or Vulnerability Assessments
WFP	Work and Financial plan

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GLOSSARY OF TERMS

Accreditation - refers to the process by which the CCO recognizes the local/community organization's eligibility to apply for PSF though assessment of their capacity whether the fund may be entrusted to them for successful accomplishment of climate change adaptation projects

Adaptation- refers to the ability of a community to cope with the consequences of climate change. It aims to moderate potential damages of climate change, develop the opportunities present in the area and strengthen its adaptive capacity.

Adaptive Capacity – the ability of systems, institutions, humans, and other organisms to adjust to potential damage, to take advantage of opportunities, or to respond to consequences.

AIP –document annually-complied by LGUs containing specific programs, projects and activities with corresponding project costs and necessary fund flows to approximate the reasonable timing in the release of funds.

Climate change – refers to a change in climate that can be identified by changes in the mean and/or variability of its properties and that persists for an extended period (decades or longer), whether due to natural process or as a result of human activities

Climate Variability – refers to the variations in the average state and in other statistics of the climate on all temporal and spatial scales beyond that of individual weather events.

CDP – an action plan and implementing instrument of the CLUP.

CLUP – an integral document/instrument for LGUs to effectively address risks, and avoid creation of new risks to people, assets and economic activities by rationalizing distribution and development of settlements, and the utilization and management of natural resources.

Exposure - the presence of people, livelihoods, species or ecosystems, environmental functions, services, and resources, infrastructure, or economic, social, or cultural assets in places and settings that could be adversely affected.

General Appropriations Act (GAA) - refers to the national budget of the Philippines in which government projects are generally funded out.

LCCAP – a science and risk-based planning document for LGUs that considers assessment of climate change impacts on most vulnerable communities, areas, ecosystems and other resources within their territories and identification of priority adaptation measures.

NCCAP – refers to the document describing current situation of the country with regard to CC risk and which outlines the strategic direction for 2011-2028. The said is composed of 7 thematic priorities.

NFSCC – refers to the national framework where climate change planning, research and development and other initiatives should be based on

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Project - activity undertaken by the beneficiaries which may include soft and hard projects in order to support climate change adaptation activities of the local governments and communities.

Program - a planned and coordinated set of activities, procedures, and actions intended and implemented for climate change adaptation purpose.

Resilience – refers to the ability of a system and its components to anticipate, absorb, accommodate, or recover from the effects of a potentially hazardous event in a timely and efficient manner, including through ensuring the preservation, restoration, or improvement of its essential basic structures and functions.

Risk Transfer - the process of formally or informally shifting the financial consequences of particular risks from one party to another whereby a household, community, enterprise, or state authority will obtain resources from the other party after a disaster occurs, in exchange for ongoing or compensatory social or financial benefits provided to that other party.

Risk/Vulnerability Assessment – refers to the process of determining the nature and extent of such risk by analyzing hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment. this serves as an integral basis for planning and decision-making processes.

Sea-level rise- refers to an increased in sea level caused by global warming. The increase in temperature causes glaciers and ice caps to melt which can lead to disasters such as flooding, storm surge, and erosion of coastal and low lying areas.

Sensitivity – refers to the degree to which a system or species is affected, either adversely or beneficially, by climate variability or change, or directly or indirectly.

Sex-Disaggregated Data - a data that shows the existing differences and gaps among men and women and analyze these differences so policies, programs and projects can identify and meet the different needs of men and women.

Vector-borne diseases- are illness caused by organisms that transmit infectious disease between humans and animals which is triggered by climate change.

Vulnerability - the propensity or predisposition to be adversely affected. Vulnerability encompasses a variety of concepts and elements including sensitivity or susceptibility to harm and lack of capacity to cope and adapt.

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Philippines ranked as number 1 most affected country by climate change

(Global Climate Risk Index 2015).

THE NEED TO SURVIVE

Over the past decades, our world is continuously experiencing a warming state. The Philippines in particular, being an archipelago composed of different land and water masses, is exposed to a wide range of atmospheric conditions brought about by monsoons, weather currents, and other natural phenomena such as El Niño and La Niña. As climate change—in the form of increasing temperature, intense and frequent rains and typhoons, sea level rise—threatens the economic and social development of vulnerable communities, the costs of reducing the populations' exposure to climate risks and of protecting them from its impacts are increasing.

Furthermore, fluctuations in the environmental conditions, foreseen by climate change scenarios, will also have drastic effects on natural resources that would affect crops, fisheries, and key biodiversity areas, all of which are critical to the livelihood of the immediate community.

Adaptation, especially for the small rural communities who live in areas prone to climate hazards, should be able to meet the people's needs for survival. This may be in forms of preparedness from abrupt weather changes, food security, sustainability of land and water resources, prevention and control of disease outbreaks, and resiliency of our mountainous and coastal ecosystems. Therefore, ensuring a sustainable, climate-resilient future for communities will require commitment and significant investment.

As we commit ourselves in the post-2015 international frameworks and agreements, the Philippines has advanced its measures in order to address impacts of climate change. The development of National Strategic Framework on Climate Change (NSFCC) and the National Climate Change Action Plan (NCCAP) serve as a guidance for the country's actions and initiatives concerning the changing climate. This is further strengthened through allocating finance means to fully implement these plans, thus directly helping our communities and ecosystem to survive climate change.

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THE PEOPLE'S SURVIVAL FUND
REPUBLIC ACT 10174 of 2012

The People's Survival Fund (PSF) was created pursuant to Section 18 of Republic Act (RA) No. 9729 known as the Climate Change Act of 2009, as amended by RA No. 10174. It is a special Fund in the National Treasury for the financing of **climate change adaptation programs** and projects based on the NSFCC.

> "*Adaptation is the adjustment in natural or human systems in response to expected climatic stimuli or their effects, which moderates harm or exploit beneficial opportunities*" (IPCC, 2007b).

Such adaptation programs and projects are identified through risk or vulnerability assessments (RVAs) done in the locality. These assessments are component of the Enhanced-Comprehensive Land Use Plan (CLUP)/ Comprehensive Development Plan (CDP) and the Local Climate Change Action Plan (LCCAP). As a fund solely dedicated to help adapt to climate change, it aims to ensure that programs and projects are aligned with the climate sensitive development plans of the local units.

The Fund shall be used to support adaptation programs and projects of local governments and communities such as, but not limited to, the following:

1. Adaptation activities, where sufficient information is available to warrant such activities, in the areas of water resources management, land management, agriculture and fisheries, health, infrastructure development, natural ecosystems including mountainous and coastal ecosystems;
2. Improvement of the monitoring of vector-borne diseases triggered by climate change, and in this context improving disease control and prevention;
3. Forecasting and early warning systems as part of preparedness for climate-related hazards;
4. Supporting institutional development, for local governments, in partnership with local communities and civil society groups, for preventive measures, planning, preparedness and management of impacts relating to climate change, including contingency planning, in particular, for droughts and floods in areas prone to extreme climate events;

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5. Strengthening existing, and where needed, establish regional centers and information networks to support climate change adaptation initiatives and projects;
6. Serving as a guarantee for risk insurance needs for farmers, agricultural workers and other stakeholders; and
7. Community adaptation support programs by local organizations accredited by the Commission.

TARGET PROPONENTS

The PSF is an annual allocation intended for the following;

1 LOCAL GOVERNMENT UNITS

Provinces, cities, municipalities and barangays

2 ACCREDITED LOCAL/ COMMUNITY ORGANIZATIONS

Organizational independence, track record in the community and/or field of expertise, financial management and participatory practices, local scope of work and has established presence in the locality

LGUs and accredited LCOs may implement climate change adaptation projects that will better equip vulnerable communities in dealing with the impacts of climate change.

SOURCES OF FUND

As a step towards the implementation of its mandate, the government annually programmed at least Php 1 billion into the PSF which will be sourced from the national budget. The allocation may be augmented by mobilizing external funding sources such as counterpart LGUs, the private sector, and individual who support adaptation initiatives. The balance may be increased as the need arises, subject to review and evaluation by the Office of the President and the Department of Budget and Management (DBM) of the accomplishments of PSF and other concerned LGUs. It should also be noted that funding of personal services and other operational expenses of the Commission should not be subsidized by the Fund.

It can also be sourced from donations, endowments, grants, and contributions that remains governed by the General Provisions of the General Appropriations Act (GAA).

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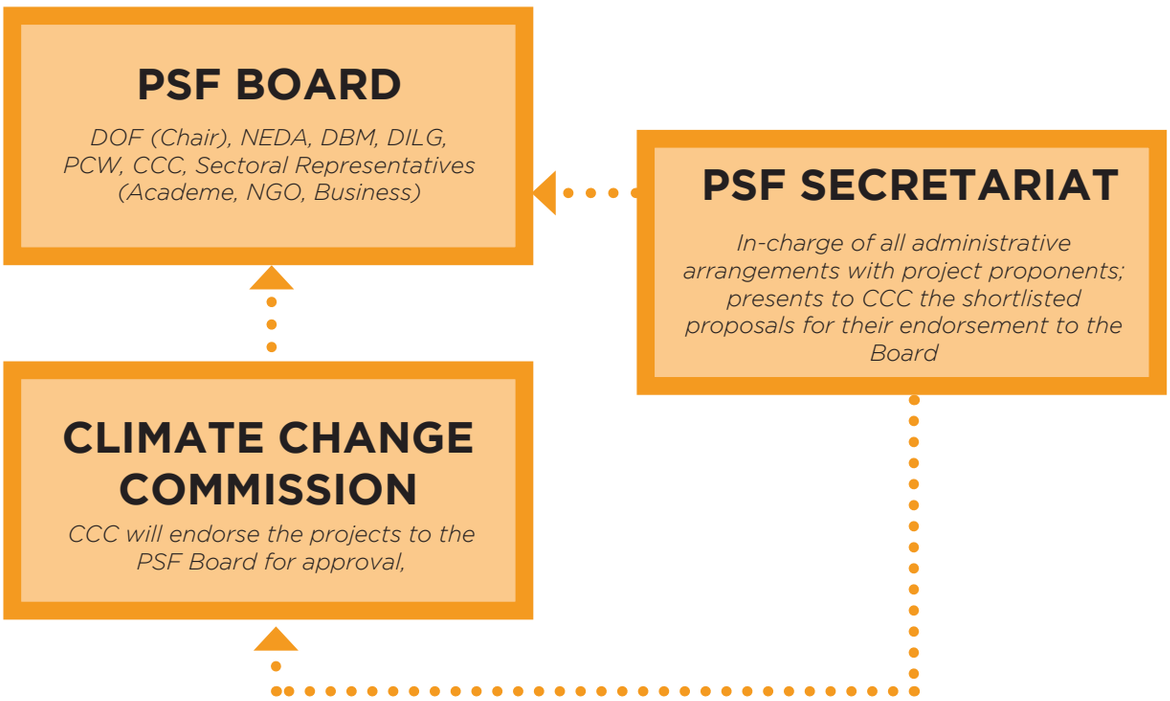

***Figure 1**. PSF Institutional Chart.*

COMPOSITION OF THE BOARD

A PSF Board shall be lodged under the Climate Change Commission (CCC) and shall be composed of the following:

a. Secretary of the Department of Finance (DOF), as Chair;
b. Vice-Chairperson of the CCC;
c. Secretary of the Department of Budget and Management (DBM);
d. Director-General of the National Economic and Development Authority (NEDA);
e. Secretary of the Department of the Interior and Local Government (DILG);
f. Chairperson of the Philippine Commission on Women (PCW);
g. A representative from the academe and scientific community;
h. A representative from the business sector; and
i. A representative from the NGOs.

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POWERS AND FUNCTIONS OF THE BOARD

The PSF Board shall have the following powers and functions:

(a) Promulgate policies that will maintain the fiduciary character of the Board;

(b) Provide overall strategic guidance in the management and use of the Fund including, but not limited to, the development of Funding windows for various adaptation activities, including counterpart Funding arrangements, and guidelines for project assessment, approval and evaluation;

(c) Develop social, financial and environmental safeguards to be used in project implementation;

(d) Identify additional sources for the Fund;

(e) Issue final approval of projects for the use of the Fund;

(f) Adopt a conflict of interest policy to ensure that board members will not vote on projects if they have a direct stake therein; and

(g) Ensure an independent third party evaluation and auditing of activities supported by the Fund, taking into consideration the principles of transparency and accountability, and government accounting and auditing rules and regulations.

ROLES OF THE CCC ON THE UTILIZATION OF THE PSF

1. Evaluate and review the project proposals, utilizing the expertise of the National Panel of Technical Experts (NPTE) and its Advisory Board
2. With the concurrence of the majority of the Commissioners appointed by the President, recommend approval of project proposals to the PSF Board
3. Formulate mechanisms that ensure transparency and public access to information regarding funding deliberations and decisions
4. Develop guidelines to accredit local organizations seeking to access the PSF
5. Monitor and evaluate Fund performance to ensure transparency and participation of vulnerable and marginalized groups in the adaptation projects supported by the Fund

HANDBOOK.indd 5 20/11/2017 4:59:15 PM

WHO CAN ACCESS PSF?

All LGUs and L/COs are eligible to receive resources from the Fund. The Fund will finance agreed costs for activities to enable implementation of proposed climate change adaptation projects.

The Fund will support communities in pursuing project-based and programmatic approaches in accordance with the National Climate Change Action Plan (NCCAP), NFSCC and Philippine Development Plan (PDP).

LOCAL GOVERNMENT UNITS

The criteria that will be used in the prioritization of LGUs seeking to access the Fund are as follows:

Poverty incidence (40%). The communities most vulnerable to the impacts of climate change are mostly located in the poorest LGUs. The indicator used is poverty incidence which refers to the proportion of families (or population) with per capita income less than the per capita poverty threshold to the total number of families (population).

Data on poverty incidence may readily be accessed in the website of Philippine Statistics Authority (PSA)[1] . You may also refer to your socio-economic profiles and/or existing plans;

Presence of Multiple Hazards (30%). Risks criterion pertains to the potential climate change risks of the province in relation to projected mean temperature, rainfall change, and extreme weather events,

You may refer to your RVAs, E-CLUP or LCCAP or hazard maps to know existing climate-related hazards in your area. You may also check the website of DOST (thru PAGASA or Project NOAH) or DENR (thru Mines and Geosciences Bureau or National Mapping and Resource Information Authority)

Presence of Key Biodiversity Areas (KBAs) (30%). Biodiversity areas provide goods and services that have significant economic value to the local communities who are directly dependent on them. KBAs also provide services that have important contribution to CCA. KBAs are networks of areas, of any size, that can be delimited and actually or potentially managed for conservation, that are critical for the conservation of globally important biodiversity.

You may refer to the DENR report on KBAs or the List of Protected Areas under National Integrated Protected Areas System (NIPAS), which can be found on the website of Biodiversity Management Bureau (BMB).

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LOCAL/COMMUNITY ORGANIZATIONS

Local/Community Organizations are eligible to access the Fund upon validation of their Certificate of Accreditation under DILG Memorandum Circular 2013-70 or DSWD-DBM-COA Joint Resolution 2014-01. If the organization is not qualified under the two, you may apply to get a Certificate of Accreditation through the CCC Accreditation for Local/Community Organizations.

CCC Accreditation for Local/Community Organizations criterion is based on organizational independence, track record in the community and/or field of expertise, financial management and participatory practices.

Local/Community Organizations covered by the CCC Accreditation will undergo the following process:

1. Submission of the required documents
2. Verification by the CCO of the submitted documents (and site validation, if necessary)
3. Approval of the Commission on the list of L/COs eligible to access the PSF based on the verified submitted documents
4. Issuance of accreditation certificate to local/community organizations approved by the Commission to submit proposal to access the PSF

More information can be found on the CCC Accreditation guidelines (see Annex A, page 17).

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WHAT MAKES A PROJECT ADAPTATION?

*Adaptation deals with the impacts of a changing climate. It involves **anticipating adverse effects** of climate change and **rendering appropriate actions** to minimize or prevent possible damage and threats faced by the communities and ecosystem.*

BASIC CONSIDERATION FOR ADAPTATION

Adapting to climate change requires a long-term perspective, which is why an important consideration for the project should include the presence of the following;

1. data on climate-related stimuli, hazards and effects/impacts;
(i.e. Flooding, drought, rain – induced landslide, etc.)
2. climate baseline information and observations;
(i.e. best available information and traditional knowledge,etc.)
3. projections/scenarios and corresponding vulnerability of the locality; and
(i.e. rainfall amount in 2020 and its expected damages)
4. people, areas and sectors exposed
(i.e. coastal area, no. of affected people, etc.)

Climate and Disaster Risk Assessments (CDRA), Climate and Disaster Risk and Vulnerability Assessments (CDRVA) or RVAs documents the locality's exposure to hazards, sensitivity, and adaptive capacity to the changing climate. These assessments fine-tune and provide the climate change lens of the CCA-DRR Enhanced CLUPs or CDPs, or Local Climate Change Action Plans (LCCAP).

If these assessments, studies or plans are already available in your LGU/ community organization, you may consider proposing projects that were recommended as priority adaptation activities.

These risk and vulnerability assessments matches the needs of the community to the effects of climate change in a specific sectoral concerns.

NOTE: CDRA/CDRVA/RVA would not suffice if climate projections by PAGASA were not incorporated in the analysis of these assessments. From this, you will be able to cull out and provide in the proposal template (under the Project Background and Rationale part) how the climate projections intensify the climate-related hazards that will be experienced in your area that will eventually increase your vulnerability.

After the identification of priority areas for action through the CDRA/CDRVA/RVA, you may refer to the following documents to be guided on menu for adaptation projects:

- *Joint Memorandum Circular 2015-01 – Local Climate Change Expenditure Tagging*
- *Technologies to Support Climate Change Adaptation. Asian Development Bank. (2014)*

HANDBOOK.indd 8 20/11/2017 4:59:15 PM

ADAPTIVE FARMING TECHNIQUES

For instance, given that effects of climate change will bring extreme weather events such as droughts/ dry spells or prolonged wet season, an agricultural community may need to learn new farming techniques, adjustment of cropping patterns, intercropping and develop drought or flood-tolerant crop varieties and enhance their irrigation system (by incorporating water harvesting technology).

PROJECT DEVELOPMENT GRANT (PDG)

The PSF Board established the Project Development Grant in recognition of the importance of having a sound climate change adaptation (CCA) project based from comprehensive, science-based risk and vulnerability assessments or climate-proofed action plans. The PDG is another funding window, with an allocation of 60 million pesos from the 1 billion for PSF, which aims to provide funding for activities that are essential in CCA project identification and development.

- Preparation of climate and disaster risk & vulnerability assessments
- Pre-Feasibility or Feasibility studies including initial engineering studies BUT based on projects prioritized in already approved local climate change action plans or in the CDRVA/CDRA/RVA.
- Full feasibility studies including detailed engineering and structural studies especially for infrastructure projects, and other highly technical studies
- Cost-Benefit analysis of priority adaptation proposals based on the assessments of local climate change action plan or other climate-proofed plans.
- Studies, surveys, consultations leading to the preparation of an Environmental Impact statements (EIA) or statements (EIA).
- Technical advisory services and/or other professional services to structure/prepare a proposal (provided that such services are not available at the level of the proponent)

Proponents accessing the PDG directly will still be required to submit a Letter of Intent to the PSF Secretariat. The following are minimum data/information that shall be included in the letter:

- Project Title
- Project Description (e.g. background, objectives, significance, components, scope and limitation, main activities, stakeholders and, target beneficiaries of the proposed project)
- Reason(s) for Request
- Location
- Contact Details (e.g. contact person, telephone/mobile number, email address)

HANDBOOK.indd 9 20/11/2017 4:59:15 PM

AREAS TO CONSIDER FOR PROPOSAL DEVELOPMENT

Climate change adaptation involves a holistic approach in responding to the impending impacts of climate change. Thus, the following should be considered upon proposal development:

1. Strong Basis or Reference for Climate Change Adaptation
2. Responsiveness and/or consistency with the development/sectoral plans and the accompanying investment programs (e.g., NCCAP, LCCAP, CDP, and CLUP)
3. Potential benefits for the immediate local communities—this can be through employment generation and/or creation of livelihood opportunities);
4. Potential co-benefits, having either extended benefits to other LGUs and groups, multi-sectoral or cross-sectoral, or mitigation benefits/GHG-reduction potential;
5. Effectiveness and efficiency of project implementation;
6. Institutional mechanisms/arrangements that facilitate multi-stakeholder consultation and participation, which can be shown through the involvement of local communities and other key stakeholders in the project design, planning and implementation, and/or the collaboration formed with NGO/CSOs, business sector, NGAs, other LGUs, local community, SUCs/academe or IPs/ICCs;
7. Gender and PWD-sensitivity, especially the involvement of women, children and PWDs in project development;
8. Risk/Mitigating measures for potential environmental consequences posed by the project;
9. Sustainability that enables the continuation of the adaptation process beyond the project duration;
10. Potential for replication and upscaling in other areas;
11. Effective monitoring and evaluation strategy;

To mainstream gender into climate change adaptation, we need the following types of information:

- *Women's and men's resource use patterns, access, and responsibilities—this should include a discussion on how might these factors change with climate change, and how women and men would adapt*
- *Women's and men's roles in decision-making*
- *Women's and men's vulnerability—this includes the gender dimensions of different climate change impacts (e.g. droughts and floods) and how they would affect women and men*
- *Discussion on how men's and women's roles change and may complement each other when coping with climate change*

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HOW TO ACCESS THE FUND?

The PSF Board, through the PSF Secretariat will issue a notice of Call for Proposals twice a year on official websites (www.psf.climate.gov.ph and www.climate.gov.ph). Acceptance of applications will commence in the months of April-May and October-November (unless the PSF Board calls for other schedule), which will last for two months.

NOTE: *Once you failed to submit within the specified cycle, the proposal will be incurred and processed in the succeeding cycle.*

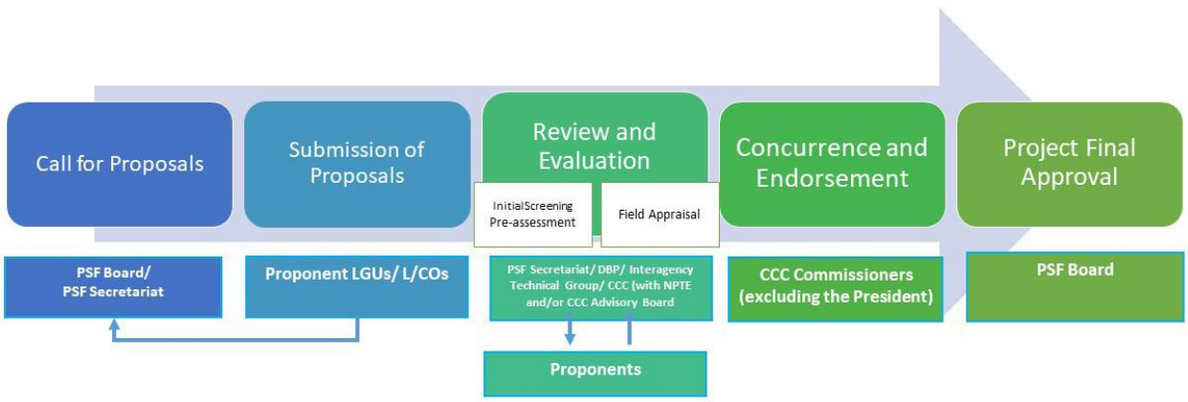

Figure 2. *Application Process Flowchart for LGUs.*

APPLICATION PROCESS FOR LGUS:

To start accessing the Fund, your LGU should submit the following:

1. Letter of Intent (addressed to the Chair of the PSF Board, the Secretary of the DOF, with the PSF Secretariat copy-furnished)
2. Project Proposal (accomplish the template as shown in Annex B, page 23)
3. Adaptation references, which may include any of the following:
    - Vulnerability and/or risk assessments
    - CCA-DRR-enhanced Comprehensive Land Use/ Development plans (CLUPs or CDPs)
    - Local Climate Change Action Plans (LCCAP)
4. Annual Investment Plan

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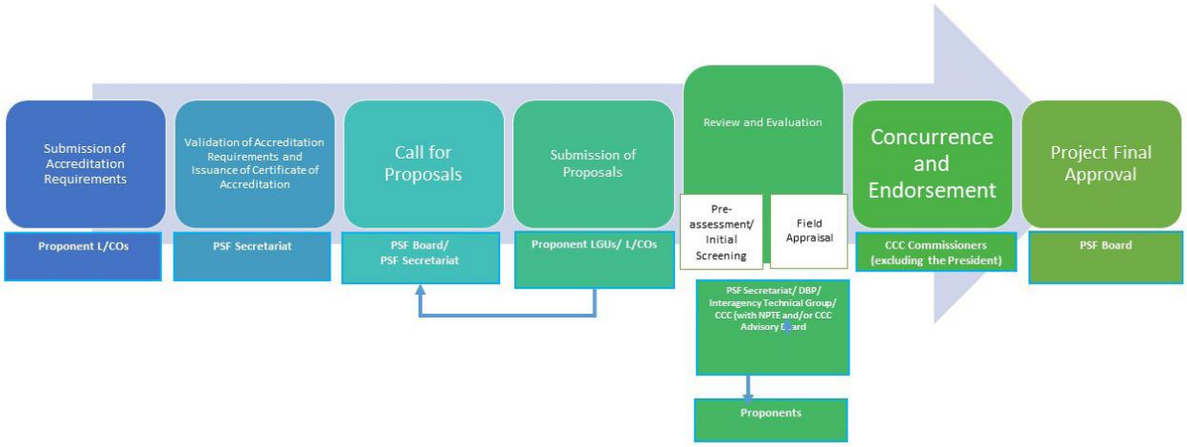

Figure 3. *Application Process Flowchart for L/COs.*

APPLICATION PROCESS FOR LOCAL/COMMUNITY ORGANIZATIONS (L/COS):

To start accessing the Fund, your organization should submit the following:

1. Certificate of Accreditation under any of the following:
   - DILG Memo Circular 2013-070 (insert footnote);
   - DSWD-COA-DBM Joint Reso 2014-01 (insert footnote)
   - CCC Accreditation Guidelines (see Annex A, page 17)
2. Letter of Intent (addressed to the Chair of the PSF Board, the Secretary of the DOF, with the PSF Secretariat copy-furnished)
3. Accomplished Project Proposal forms (see Annex B, page 23)
4. Organizational/Board Resolution
5. Proof of Communication with the LGU covering their proposed beneficiaries

Proponents are required to duly accomplish the **PSF Project Proposal Template**. The Proposal Template includes the rationale for the project, cost, duration, results framework, implementation, sustainability, and monitoring and evaluation plans/strategy, and the work and financial plan.

An initial set of documents are needed to be submitted along with the accomplished Proposal Template in order to facilitate the processing of the application. These are summarized in Table 4. These documents are important in order to gauge whether the adaptation project being proposed has a sound basis based on the available climate information/data, and whether the project is in line with the development thrusts and priorities of the local government. For this reason, only proposals with complete submissions will be subject to the Pre-assessment and Review.

Table 2. *Non-negotiable Initial Documentary Requirements.*

HANDBOOK.indd 12 20/11/2017 4:59:15 PM

Initial Documentary Requirements	Why is it required?
Accomplished Project Proposal Template with the Work and Financial Plan	This elaborates the rationale for the project and the activities planned to meet the project goals. This also contains the cost of the activities and resources needed for the whole project. A monitoring and evaluation framework is also available.
Letter of Intent addressed to PSF Chair, the Secretary of DOF, signed by the local chief executive or president of the organization, for LGUs and LCOs respectively.	Transmit through this address: **PSF Secretariat** Department of Finance-International Finance Group (DOF-IFG) 5/F DOF Bldg. Roxas Blvd. Cor. Pablo Ocampo Street, Manila 1004, Metro Manila, Philippines
Reference document for the basis of adaptation project proposed to the PSF	This could be any of the following: • Risk and Vulnerability Study/Assessment (RVA) or Climate and Disaster Risk and Vulnerability Assessment (CDRVA); • Climate Change Studies specific to the locality; • Enhanced CLUP/CDP; • LCCAP. These documents provide the identified risks and vulnerabilities of the area. With this, the evaluators will be able to have a view of how the proposed project responds to the vulnerabilities and identified climate change impacts in their area. Further, the plans will indicate how the proposed project is aligned to the development goals, as well as how the project is prioritized in the plan. If none of the following is available, the LGU can propose the formulation of these studies and/or assessments through the Project Development Grant (PDG).
[For LGU proponents] Annual Investment Plan (AIP)	This ensures that the proposed project was embedded in the plans, and is considered a priority by the LGU. In cases however that the proposed project has not been programmed yet in the AIP, this has to be elaborated in the proposal template, under the Project Application Effectiveness section. This has to be further considered in the succeeding year's AIP.

You should provide both hard and electronic (CD) copies of the aforementioned requirements, then transmit them to the PSF Secretariat in this address:

PSF Secretariat
Department of Finance – International Finance Group (DOF-IFG)
5/F DOF Bldg., Roxas Blvd. Cor. Pablo Ocampo Street,
Manila 1004, Metro Manila, Philippines

Within five to ten working days, the PSF Secretariat will send you an acknowledgement letter.

HANDBOOK.indd 13 20/11/2017 4:59:15 PM

If your proposal passed the initial screening and assessment based on the documentary requirements and substance in terms of adaptation, you shall receive another letter from the PSF secretariat within 10 working days. The letter will contain information on whether your proposal is ready for field appraisal and technical evaluation, is endorsed for PDG, or is still needing major reformulation or enhancement.

TIP: *You may frequently visit the website to check the status of your proposal or email the PSF Secretariat to follow-up.*

During the course of the project evaluation, proponents may be requested to submit additional documents depending on the nature of the project and the results of Initial Review and Evaluation. The PSF Secretariat formally communicates the consolidated comments and/or recommendations by relevant agencies and institutions on the project proposal and schedules Clarification/ Validation meetings/Field Appraisal with proponents. The objective is to clarify and resolve some of the unclear components of the projects, and negotiate as well the project implementation and fund disbursement schedules.

If your proposal has been notified to undergo field appraisal, the PSF Secretariat will inform you of the other documentary requirements to be submitted, which include the following:

***Table 2**. Documentary Requirements during Evaluation/prior to Board Approval.*

Period of Compliance within the Process Flow	Documentary Requirements
During Evaluation/ Prior to Board's Approval	• Audited Financial Statement covering the last three years; • Certificate of No Derogatory Record of the officials/ board/members or other documents that reflect the same purpose; • Proof of consultation with stakeholders for the project development (i.e., previous resolutions discussing the project, photos, minutes of meeting, and other documents can provide the said, with proper labels); • Engineering design, where appropriate; • Sex-disaggregated data of the beneficiaries; • Organizational Structure (with Officials/Board/Members updated General Information Sheet); • Sanggunian Resolution affirming the interest of the LGU to apply, and authorizing the chief executive to enter into an agreement with the Board for implementation; • Administrative Order/Executive Order creating the LGU/ Community Organization Project Implementation and Monitoring Unit and; • Other documents that may be required by the PSF Secretariat upon evaluation of the proposal.
After PSF Board Approval/ Prior MOA Signing/ Prior Disbursement/ Implementation	• Memorandum of Agreement or other legal documents executed with Implementing Partners • Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable • Other documents that may be required by the PSF Secretariat and the Fund conduit

HANDBOOK.indd 14 20/11/2017 4:59:16 PM

APPLICATION PROCESS FOR RISK TRANSFER:

You are entitled to submit project proposals with risk-transfer nature (i.e. insurance), however, doing such will additionally require the following:

***Table 3**. Documentary requirements for Risk Transfer Applications.*

Period of Compliance within the Process Flow	Documentary Requirements

After Call for Proposal	• Endorsement Letter by the Proponent
	• Sangguniang Bayan Resolution (i.e. SB resolution that prove commitment to allocate budget for CC/ DRR projects during the coverage of the insurance)
	• Copy of multiple hazards experienced in the locality, which can be any of the following:
	  • Vulnerability/Risk Assessments
	  • Hazard Maps
	  • Disaster and Threats History
	• Copy of Enhanced Comprehensive Development Plan or Local Climate Change Action Plan
	• Suggested co-financing scheme for insurance
	• List of existing and present CCA projects/activities
	• Insurance Payout Coverage that should include:
	  a. Critical areas (ridge to reef approach);
	  b. Vulnerable groups;
	  c. Physical Assets ; and
	  d. Beneficiaries (recipient of the payout)
	• Counterpart Sustainability Plan
	  a. Policies/ordinances/legislation to be undertaken/ created
	  b. Sustainability plan with results framework

During Evaluation/ Prior to Board's Approval	• Audited Financial Statement covering the last three years; • Certificate of No Derogatory Record of the officials/ board/members or other documents that reflect the same purpose; • Proof of consultation with stakeholders for the project development (i.e. photos, minutes of meeting, and other related documents); • Sex/Gender-disaggregated data of the insurance pay-out beneficiaries; • Organizational Structure (with Officials/Board/ Members updated General Information Sheet); and • Other necessary documents that may be required upon evaluation of the application
After Approval/ Prior Disbursement/ Implementation	• Administrative Order/Executive Order creating the LGU Project Implementation and Monitoring • Documents as required by the fund conduit

HANDBOOK.indd 15 20/11/2017 4:59:16 PM

During the field appraisal, certain requirements will be agreed upon between you and the PSF Appraisal Team, which will be indicated in the Aide Memoire (or Project Preparatory Agreement). The details would include the documents and deadlines for compliance. You will be given a maximum of 10 working days to fulfill the requirements.

Once approved, the PSF Secretariat will send you another letter regarding the next steps on project implementation.

WHAT ARE THE NECESSARY FINANCIAL ARRANGEMENTS FROM THE PROPONENT?

LGUs and LCOs are required to provide counterpart funding for your proposal which should **at least** be **10% of the total project cost**. This can be provided in financial terms or in-kind. “In-kind” can be in the form of manpower or personnel services; equipment, such as those for construction; and/or office space and facilities or monthly utilities.

Specific details on the counterpart is provided in Annex C - Work and Financial Plan, page 30.

HANDBOOK.indd 16 20/11/2017 4:59:16 PM

HOW WILL THE FUNDS BE DISBURSED?

ARRANGEMENTS FOR PRE-SIGNING AND NEGOTIATION FOR MOA

Once the PSF Board approves the project, the PSF Secretariat closely coordinates with the LGU or LCO recipient for the finalization of the Memorandum of Agreement (MOA). The MOA elaborates the project implementation, financial management, and monitoring, reporting and evaluation arrangements, including provisions on property rights, proposal modifications and risk management. The proponent will still need to submit additional documents prior to signing within a maximum of 20 working days.

The PSF Secretariat and the Fund conduit (in this case, the Development Bank of the Philippines) will review the documents submitted. After full compliance by the proponent and satisfactory evaluation by the PSF Secretariat and the Fund conduit, the PSF Secretariat will facilitate signing of the Memorandum of Agreement (MOA).

FUND DISBURSEMENT PROCESS

The Fund conduit (DBP) will facilitate the disbursement of fund to the LGUs. The diagram below summarizes the fund disbursement process.

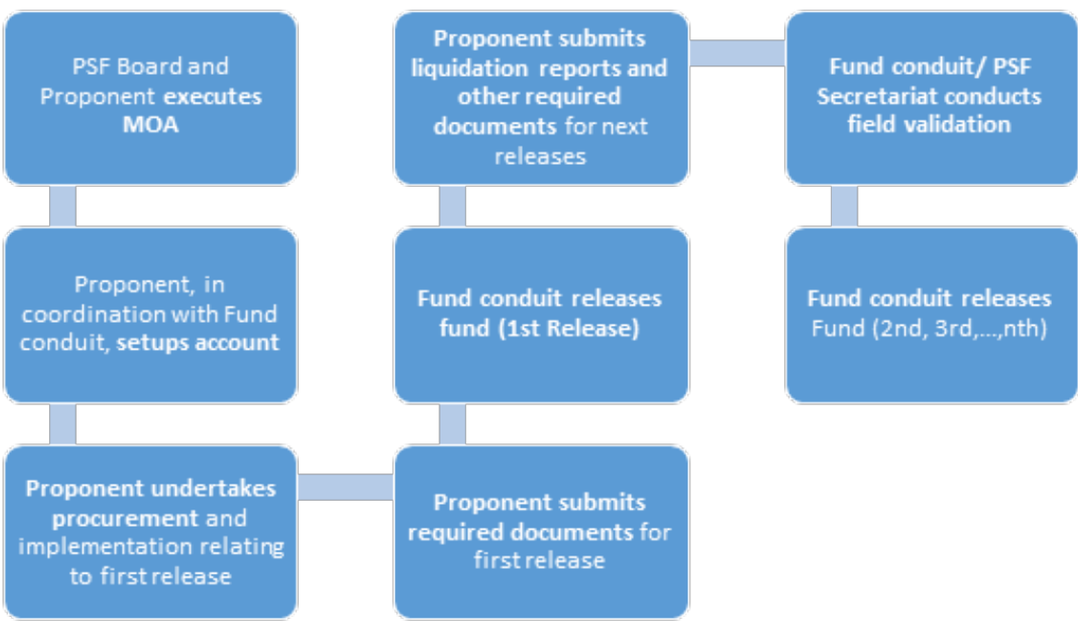

Figure 4. *Process Flowchart for Disbursement to LGUs.*

HANDBOOK.indd 17 20/11/2017 4:59:16 PM

Likewise, funds will be released according to the compliance with performance/ milestone report and liquidation requirements of the PSF Board.

You shall submit progress reports to the PSF Secretariat quarterly, which include narrative and physical accomplishment reports. Monthly/Quarterly progress accomplishment reports shall be submitted to the PSF Secretariat, which shall include the following details at the minimum:

- Updates on the Approved Work and Financial Plan with separate column on status of implementation (with dates)
- Cost of items procured
- Pictures during implementation/documentation of activity implementation

The PSF Secretariat, with the Fund conduit, will further conduct periodic missions as part of their own monitoring and evaluation system.

The PSF Secretariat will also conduct impact evaluation that will be undertaken beyond the project completion (3-5 years after project completion).

HANDBOOK.indd 18 20/11/2017 4:59:16 PM

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HANDBOOK.indd 19 20/11/2017 4:59:16 PM

HANDBOOK.indd 20 20/11/2017 4:59:16 PM

ANNEX A

CCC ACCREDITATION GUIDELINES FOR LOCAL/ COMMUNITY ORGANIZATIONSACCESSING THE PSF

I. PURPOSE

The People's Survival Fund (PSF) is an Act that streams financing assistance to the local government units and Local/community organizations anchored in providing climate change adaptation activities.

Stated below is the excerpt from the PSF Law, which serves as the basis of the Climate Change Commission (CCC) in developing the guidelines for the accreditation of Local/Community organization in order to access the People Survival Fund:

"Section 23, Role of the Commission in the Utilization of the People's Survival Fund - whereas the Commission shall develop guidelines to accredit local organizations seeking to access the fund. Organizations will be accredited based on criteria such as organizational independence, track record in the community and/or field of expertise, financial management and participatory practices."

II. COVERAGE

Local/community organizations (COs) in all the provinces, cities and municipalities that are accredited under DILG Memorandum Circular 2013 - 70 and DSWD - DBM - COA Joint Resolution 2014 -01 which intends to access PSF may readily submit proposals to access PSF, provided that their Certificates of Accreditation is validated by the CCO.

The rest shall be covered by this guideline.

III. DEFINITION OF TERMS

For purposes of Accreditation under this guideline the following terms shall be construed to mean as follows:

Accreditation - refers to the process by which the CCO shall recognize the Local/community organization's eligibility to apply for PSF though assessment of their capacity whether the fund may be entrusted to them to successfully accomplish climate change adaptation projects in a timely, cost-efficient and transparent manner.

Adaptation - refers to adjustments in ecological, social, or economic systems in response to actual or expected climatic stimuli and their effects or impacts. It refers to changes in processes, practices, and structures to moderate potential damages or to benefit from opportunities associated with climate change. Adaptation measures aim to reduce sensitivities and exposure to hazards, and enhance adaptive capacity.

Beneficiary - refers to the local community or any of its sectors and members, which is the intended recipient of the results of the developmental efforts of the Local/community organizations.

Climate Change Office (CCO) - refers to the office created under the Republic Act 9729 that assists the Commission and serves as Secretariat of the Board.

Commission - refers to the Climate Change Commission

Local/Community organizations - include non-government organizations (NGOs), People's Organizations (POs), basic sector organizations, cooperatives, trade unions, professional associations, faith based organizations, media groups, indigenous peoples

HANDBOOK.indd 21 20/11/2017 4:59:16 PM

movements, foundations, and other citizen's groups, that has maintained a local scope of work and has established a provincial or municipal operational presence, non-profit and are formed primarily for social and economic development to plan and monitor government programs and projects, engage in policy discussions, and intends to participate in climate change adaptation efforts, and are accredited by the government agencies identified by the board or has undergone the accreditation of the Commission.

Project - activity undertaken by the beneficiaries which may include soft and hard projects in order to support climate change adaptation activities of the local governments and communities.

Program - a planned and coordinated set of activities, procedures, and actions intended and implemented for climate change adaptation purpose.

IV. CALL FOR ACCREDITATION

The processes and procedures stated herein cover local/community organizations who are not accredited under the accreditation referred above. It shall be operationalized by the Climate Change Office (CCO) as approved by the PSF Board.

The Climate Change Office shall ensure the implementation of the following:

1. Release of the Notice of Call for accreditation by the CCO, as ordered by the PSF board. It shall reach all local/community organizations listed in the directory of local/community organizations of the different National Government Agencies (NGAs), which include, but not limited to, the suggested names by the Local Government Units, academe and communities;
2. Ensure the utilization of the different means of communications and publicity (such as mail, email, website, social media, etc.) by the CCO to invite and encourage Local/community organizations to apply for the PSF; and
3. Upon the release of the Notice of Call for accreditation, local/community organizations who are not accredited under the identified government agency submit their certification from Securities and Exchange Commission and one (1) copy of each of the following requirements to the CCO:
    A. Duly signed letter of application for Accreditation to access PSF;
    B. Duly accomplished Application Form for Accreditation with Certification under oath that all documents submitted in support of the application are authentic and genuine, and that all statements in the application form and in supporting documents are true and correct, and the local/community organizations is aware of, understands, and agrees to abide by, the Accreditation Guidelines of Local/Community organizations;
    C. Duly notarized Organizational Resolution signifying intention to accredit for the purpose of accessing funds from the PSF signed by the officers and members and the individual actually filling the application in behalf of the Local/community organizations;
    D. Proof of active coordination with the beneficiaries of the location of the proposed project (i.e. Signature of any official of the LGUs);
    E. Sworn Certification, issued by the chief executive officer or equivalent officer of the Local/community organizations, stating;
        a. Other related businesses, if any of the directors, trustees, officers or key personnel of the Local/Community organizations, and the extent of owner-ship therein;
        b. That the Local/Community organizations is not in default or delay in liquidating any funds received from any Government Agency;
        c. That none of the incorporators, organizers, trustees, officers or key personnel of the Local/Community organizations is an agent of, or is related within the fourth civil degree of consanguinity or affinity to any CCO official involved in the processing of its accreditation;
        d. That neither the Local/Community organizations nor any of it past or present directors, trustees, officers, or key personnel has been

HANDBOOK.indd 22 20/11/2017 4:59:16 PM

blacklisted by any Government Agency; and

e. That neither the Local/Community organizations nor any of it past or present directors, trustees, officers, or key personnel has been is a defendant, respondent or accused in any civil, administrative, or criminal case arising from or involving the use of public funds received by the Local/community organizations.

F. Proof of Communication with the LGU that signifies the Local/Community organization's effort/actions of coordination with the LGU (i.e. official letters,);

G. Certification of No Derogatory Record or its equivalent, of the officials of the Local/community organizations, issued not more than three (3) months before the date of application by the SEC (i.e. through submitted NBI clearance by the officials;

H. List of Projects and Programs similar/related/supportive to climate change adaptation frameworks (i.e. following NCCAP, LCCAP, PDP or other climate adaptation programs) recently implemented and currently being implemented by the Local/community organizations both funded by any Government Agency and not, certified under oath by the responsible officer of the Local/community organizations, particularly indicating:

- Title of the Project or Program, its commencement and status and List of Beneficiaries, if any;
- The Government Agency from which the CSO received public funds and its total amount for the said project;
- The remaining unliquidated portion of said amount, if any;
- The date of commencement of the project or program; and

I. Organizational Chart including an area-based structure, (i.e., presence in the area where the project will be implemented); brief description of management and staff in effective project planning and implementation supported by an organized working Board; and

J. Audited Financial Statements for past two (2) years.

K. General Information Sheet of the officers, board and members including their name, contact details, position etc.,

V. ACCREDITATION PROPER

1. The CCO shall review and assess the requirements listed above and conduct of on-site visits within but not later than ten (10) working days. Upon assessment of the requirements submitted, it shall present it to the Commission for attestation;
2. Upon attestation of the Commission that the Local/community organizations underwent the accreditation Guidelines herein set forth, the CCO shall issue a Certificate of accreditation to access PSF.
3. Local/community organizations who are provided with Certificate of Accreditation may proceed to submit Project Proposals to access PSF.

VI. COVERAGE AND VALIDITY

1. Coverage

   The CCO issued Certificate of Accreditation shall only be for accessing the PSF.

2. Validity

   The CCO issued Certificate of Accreditation shall be valid unless revoked in accordance with the provisions below.

VII. REVOCATION OF ACCREDITATION

A Certificate of Accreditation may be revoked on any of the following grounds:

1. Misrepresenting in, or falsification of, any document submitted in support of the

HANDBOOK.indd 23 20/11/2017 4:59:16 PM

application for accreditation of the CSO;

2. Failure by the CSO, during the validity period of the Certificate of Accreditation, to submit a project proposal within one (1) after its issuance;
3. Violation by the Local/community organizations, during the validity period of the Certificate of Accreditation of any law, rule or regulation involving the use of PSF;
4. Bankruptcy or insolvency of the Local/community organizations; or
5. Revocation, cancellation or expiration of the principal or any secondary registration of the CSO, or of any material license or permit required by the CSO to operate.

The above-mentioned process is in accordance with the guiding principles of the PSF Board to recognize participation and involvement of Local/community organizations exhibiting exemplary performance in internal housekeeping, particularly in areas of planning, fiscal management, transparency, and accountability and valuing performance monitoring.
Nevertheless, the provisions in this guideline are subject to revision as deemed necessary by the PSF Board in accordance with prevailing laws.

HANDBOOK.indd 24 20/11/2017 4:59:16 PM

APPLICATION FORM

People's Survival Fund
Application for Accreditation of Local/Community organizations

Application Accreditation No: (filled by PSF personnel)
Date Received: (filled by PSF personnel)

LOCAL/COMMUNITY ORGANIZATION'S FULL NAME:	
NAME OF HEAD:	
ADDRESS:	
ORGANIZATION'S OFFICIALS (NAME, DESIGNATION AND CONTACT DETAILS)	
REGISTRATION NO:	REGISTRATION BODY:
PLACE OF REGISTRATION:	
GEOGRAPHIC SCOPE: (WHERE THE ORGANIZATION IS CURRENTLY ACTIVELY OPERATING)	
BUSINESS ADDRESS:	
TELEPHONE:	
Email:	
Website:	
Name of Treasurer:	
Mission, Vision and Organization Description:	
projects/programs Related to Climate Change Adaptaion:	
Total Expenditures in the past three years:	
Focal Point contacts for the application:	

HANDBOOK.indd 25 20/11/2017 4:59:16 PM

TEMPLATE: ORGANIZATIONAL RESOLUTION

ORGANIZATIONAL RESOLUTION NO. __, SERIES OF _____

A special meeting of the Board of Directors of (NAME OF L/CO), a non-stock, non-profit and non-government entity duly established and registered with the Philippine Securities and Exchange Commission, with address at _____;

When this meeting was called to Order on _____, it was found that a quorum of the Board of Directors was present and the following resolutions were adopted:

RESOLVED, that [*Name of L/CO*] would access the PSF offered by the Climate Change Commission of which policy guidelines were properly conveyed and understood by this body;

RESOLVED, that [*Name of L/CO*] shall apply for funding to finance the "[*Name of the Project*]", *[insert brief description of the project]* which shall benefit _____;

RESOLVED FURTHER, that [*Name of L/CO*] hereby commits to undertake the necessary acts for the implementation of the Project as provided for in the policy guidelines.

RESOLVED FURTHERMORE, to:
a. Authorize and empower the President to:
   i. Apply with the CCC and when necessary, execute deeds and to do all acts necessary and proper under the premises for the effective and efficient implementation of the Project;
   ii. Enter into agreements with qualified private individuals or corporations, after public bidding, to execute the Project; and
   iii. Together the with the Treasurer, to open a separate bank account to facilitate the transfer of funds and audit of the PSF utilization;

RESOLVED FINALLY, within the period required, to furnish the CCC with a copy of this Resolution.

WITNESS, THE SIGNATURES of the undersigned officers and members of (Name of L/CO) this _____.

HANDBOOK.indd 26 20/11/2017 4:59:16 PM

ANNEX B

SECTION A. BASIC INFORMATION OF THE PROPONENT	
Province/City/Municipality	
Name of Organization	
Income Class	
Authorized Signatory	
Contact Person	
Email	
Telephone	
Proposal Number	*Filled by PSF Secretariat*
Date of Submission	*Filled by PSF Secretariat*
Date of Receipt	*Filled by PSF Secretariat*

SECTION B: INFORMATION ON THE PROJECT PROPOSAL 1. General Information on the Project	
Project Title	
Project Timeline/Duration	
Project Site/ Project location	
Project Focus Area (Please check)	

	AGRICULTURE AND FISHERIES
	Introduction of climate-adaptive technologies in farming and fishing practices
	Monitoring and forecasting system for pest and disease outbreaks triggered by climate change
	Improving pest and disease control and prevention and health
	Monitoring of vector-borne diseases
	Risk insurance needs for farmers, agricultural workers and other stakeholders
	Others (Please specify)
	INFRASTRUCTURE DEVELOPMENT
	Establishment/Improvement of forecasting and early warning systems as part of preparedness for climate-related hazards
	Postharvest (storage, processing, other related facilities)
	Irrigation system (SWIP, ponds, runoff diversion canals and other) using climate-adaptive technologies
	Water harvesting systems; shallow tube wells, etc.)
	Climate change adaptive transport systems
	Others (Please specify)

HANDBOOK.indd 27 20/11/2017 4:59:16 PM

	NATURAL ECOSYSTEMS (INCLUDING MOUNTAINOUS AND COASTAL ECOSYSTEMS)
	Watershed management
	Monitoring & Risk assessment
	Resource inventory
	Forest cover improvement
	Land use management
	Livelihood and capacity development for IPs and local communities (watershed management)
	Ecosystem management (particularly terrestrial and aquatic critical habitats, and protected areas in general)
	Restoration of Degraded Areas
	Others (Please specify)
	INSTITUTIONAL/CAPACITY DEVELOPMENT
	Establishment/Support/Strengthening of regional and local research/information centers and networks
	Preventive measures, integrative and comprehensive local land use/development planning, preparedness and management of impacts relating to climate change
	Contingency planning for droughts and floods in areas prone to extreme climate events.
	Conduct of assessment of impacts, vulnerabilities and adaptation to climate change impacts and capability
	Advocacy, networking and communication activities in the conduct of climate change information campaigns
	OTHERS (Please specify)

Project Beneficiaries	
Implementing Partner/s (If any)	
Amount of Financing Requested from PSF	
Amount of Counterpart Contribution	
Amount of Other Sources of Fund (If applicable)	

2. Project Background and Rationale (maximum of 750 words)

State relevant climate change scenarios in the local level and describe the challenges.
What is the present impact of climate variability (Describe the impact on the biophysical and social dimensions)?
Describe how the project will address climate variability and increase resilience.

HANDBOOK.indd 28 20/11/2017 4:59:16 PM

3. Project Goals and Objectives

State your goals. (Describe the major outcome of the project, emphasizing the adaptation goal as it relate to the risks and vulnerability.)

State your objectives. (Indicate the objectives of the project that will help to achieve the major output in increasing resiliency.)

RESULTS FRAMEWORK			
Goal *(Long-term objective that reflects changes in the risk and vulnerability. Not more than 50 words and not more than 2 goals)*	**Outcome Indicator** *(Measurable indicators that address identified vulnerabilities)*	**Outputs** *(Defined based on the problems and challenges identified in #2)*	**Key Output/s Indicators/ Activities** *(Measurable indicators which can measure results of activities and progress towards outcomes)*
1.	1.1.		
	1.2.		
2.	2.1.		
	2.2.		

4. Project Application Effectiveness

What are the inputs of your beneficiaries in the development and success of the project?
What are the inputs of other stakeholders in the development and success of the project?
How does the project contribute to local development plans/national development plans in relation to addressing the impact of climate change?
What enabling policies will the project contribute, if any and at which level (local or national)?

5. Project Implementation

What are the strategies you will use to attain the major output?
Are there implementing partners? What are their roles and contribution?

6. Safeguards

Will the project involve Indigenous Peoples (IPs)? Describe their roles and the impact of the project to their group, if any.
Will the project involve land issues? Describe the relevant land issue.
Will the project have direct/indirect environmental impacts? Describe the relevant environmental impact and the relevant regulatory requirements (ECC, EIA or CNC, for example).

7. Project Sustainability Plan

Are there follow- up plans after the proposed project? (Please indicate)
Is there an operations and maintenance plan? Describe the O&M plan and indicate responsible agency or organization.
Is there a possibility that your project can also be done in other areas? (Please indicate how)

HANDBOOK.indd 29 20/11/2017 4:59:16 PM

8. Project Monitoring and Evaluation Program

What is the existing mechanism / system / arrangement of monitoring and evaluation of projects being implemented in the proponent's organization?

What is the proposed monitoring and evaluation plan for the project? (Refer to your Results Framework)

Project Component Goal/Objective:				
Project Baseline	Available data/Existing conditions related to your goal/objective (e.g. number of households-at-risk to flooding/climate-related hazards)			
Midterm	Establish targets/figures that the project wants to achieve halfway of project implementation (based on the project baseline)			
Terminal	Establish targets/figures that the project wants to achieve upon completion of project (based on the project baseline)			
Activity	**Objectively Verifiable Indicators/ Means of Verification** *What to monitor?*	**M&E Methodology** *How to monitor?*	**Responsible Person/ Unit** *Who will monitor?*	**Frequency/ Target Date** *When to monitor?*
1.1.				
1.2.				

(Source: Small Grants Program, DENR-BMB, 2015)

SECTION C: INFORMATION OF THE IMPLEMENTING PARTNER/S

Name of LGU/ Office/ Organization/ Group	**Contact Details** (Postal Address, Contact Numbers – Telephone, Facsimile, Email)	**Indicative Roles/ Commitment**

HANDBOOK.indd 30 20/11/2017 4:59:16 PM

FOR Partner Organizations Only:
Status of Organization:
Accreditation #:
Accrediting National Government Agency:
Date of establishment: (Date, Month, Year)
List of Board of Director: (Name/Position)
Director/Chairperson:
Purpose of Organization:
Amount of fund that was managed in the previous year:
Source and amount of fund in the implementation of the last three projects:
Role of the organization in the project proposal:

Reference (Institution or individual that can give more information about your institution)

Reference	Name	Institution	Telephone	Email
1				
2				

SECTION D: ATTACHMENTS

- Letter of Intent
- Work and Financial Plan (See next Annex)
- Risk or Vulnerability Assessment; Local Climate Change Action Plan; Enhanced Comprehensive Land Use Plan/Comprehensive Development Plan; Climate-related/Hydrometeorological Hazard Maps
- Annual Investment Plan

HANDBOOK.indd 31 20/11/2017 4:59:16 PM

ANNEX C

WORK AND FINANCIAL PLAN

Work and Financial Plan (add rows as needed)

Project Title:	
Project Proponent:	
Implementing Partners:	
Project Duration:	

	Activities	Key Output/s Measure/ Indicator	Budget Items	Amount in Php: Unit Amount	Amount in Php: No. Units	Amount in Php: Requested from the PSF	Amount in Php: Local Counterpart (estimated)	Timeframe	Responsible	Remarks	Gantt Chart (add columns as needed) YEAR 1: 1	2	3	4	YEAR 2: 1	2	3	4
1	**Major Project Goal:**																	
	Outcome Indicator:																	
1.1			Ex. Consultancy	-	-	-	-											
			Ex. Workshop	-	-	-	-											
			Ex. Equipment	-	-	-	-											
			Ex. Supplies	-	-	-	-											
1.2				-	-	-	-											
				-	-	-	-											
				-	-	-	-											
				-	-	-	-											

HANDBOOK.indd 32 20/11/2017 4:59:16 PM

2	**Major Project Goal:**																		
	Outcome Indicator:																		
2.1				-	-	-	-												
				-	-	-	-												
				-	-	-	-												
				-	-	-	-												
2.2				-	-	-	-												
				-	-	-	-												
				-	-	-	-												
				-	-	-	-												
	MOOE																		
	CO																		
	TOTAL					-	-												

HANDBOOK.indd 33 20/11/2017 4:59:17 PM

ANNEX D

Resolution (LGU) Template

Republic of the Philippines

Province of [*Name of Province*] / [Municipality/City] of [*Name of LGU*]

OFFICE OF THE SANGGUNIANG [*PANLALAWIGAN/PANGLUNGSOD/BAYAN*]

EXCERPTS FROM THE MINUTES OF THE [*REGULAR*] SESSION OF THE SANGGUNIANG [*PANLALAWIGAN/PANGLUNGSOD/BAYAN*] HELD AT [*VENUE OF THE SESSION*] ON [*MONTH/ DAY*], 201__.

PRESENT :

Hon. _____ Hon. _____ Hon. _____

Hon. _____ Hon. _____ Hon. _____

Hon. _____

ABSENT :

RESOLUTION NO. [_____-20___]

RESOLUTION AFFIRMING THE INTEREST OF THE PROVINCIAL/CITY/MUNICIPALITY TO AVAIL OF THE PEOPLE'S SURVIVAL FUND (PSF) FOR THE IMPLEMENTATION OF THE "[*NAME OF THE PROJECT*]."

WHEREAS, [*to cite the title, nature and rationale of the proposed project*];

WHEREAS, the [*Name of the Project*] (the "Project") is included in the Local Climate Change Action Plan/ Enhanced CCA-DRR Comprehensive Land Use/Development Plans and in the climate change adaptation programs included in the Annual Investment Program of (Name of LGU);

RESOLVED, that a public consultation was duly conducted among affected and would be affected areas and people to determine social acceptability of the aforementioned project, a copy of the pertinent Consultation/Committee Report is hereto attached as Annex A as proof of acceptability of the project;

WHEREAS, the Republic Act No. 10174, otherwise, known as the PSF, provides that the said fund shall be used to support adaptation activities of local governments and communities;

WHEREAS, due to financial constraint to finance the [*Name of the Project*], the [*Province/City/Municipality*] of *[Name of LGU*] needs to avail of the PSF for the project's implementation;

WHEREAS, the [*Province/City/Municipality*] of [*Name of LGU*] would like to access the PSF offered by the Government of which policy guidelines were properly conveyed and understood by this body.

HANDBOOK.indd 34 20/11/2017 4:59:17 PM

NOW THEREFORE, on motion of Hon. [*Name of Proponent*] duly seconded by Hon. [*SB member who seconded the motion*] it was RESOLVED, that the [*Province/City/Municipality*] of [*Name of LGU*] shall apply for funding to finance the "[*Name of the Project*]."

RESOLVED FURTHER, that the [*Name of LGU*] hereby commits to undertake the necessary acts for the implementation of the Project as provided for in the policy guidelines, as follows:

a. Create a Project Implementation Unit (through an administrative/executive order) by providing adequate number of technical and support staff, office space and all necessary facilities and assistance for the effective and efficient management of the Project;
b. Provide the LGU equity for the Project, when necessary;
c. Conduct of public hearings and consultations, enact relevant ordinances, and carry out necessary measures in support of the viability and sustainability of the Project.

RESOLVED FURTHERMORE, to:

a. Authorize and empower the incumbent local chief executive, Hon. [*Governor/Mayor*] [*Name of LCE*], and his successor, for and behalf of the [*Name of LGU*] to:
    i. Apply to the PSF Board and when necessary, execute deeds and to do all acts necessary and proper under the premises for the effective and efficient implementation of the Project;
    ii. Enter into agreements with qualified private individuals or corporations, after public bidding, to execute the Project; and
    iii. Together the with the Local [Provincial/City/Municipal] Treasurer, open a separate bank account to facilitate the transfer of funds and audit of its utilization;

RESOLVED FINALLY, within the period required, to furnish the PSF Board with a copy of this Resolution.

[UNANIMOUSLY] ADOPTED. [D*ay Month Year]*.

I HEREBY CERTIFY to the correctness of the foregoing resolution which was duly adopted by the *Sangguniang [Panlalawigan/Panglungsod/Bayan*] during its [regular] session held on [*Month day*], 201__.

_____
Secretary to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY ADOPTED:

APPROVED: [D*ay Month Year]*

HON. _____ Presiding Officer

HON. _____ Mayor

HANDBOOK.indd 35 20/11/2017 4:59:17 PM

ANNEX E

Resolution (NGO) Template

A special meeting of the Board of Directors of (NAME OF NGO), a non-stock, non-profit and non-government entity duly established and registered with the Philippine Securities and Exchange Commission, with address at _____;

When this meeting was called to Order on _____, it was found that a quorum of the Board of Directors was present and the following resolutions were adopted:

RESOLVED, that [*Name of NGO*] would access the PSF offered by the Government of the Philippines of which policy guidelines were properly conveyed and understood by this body;

RESOLVED, that [*Name of NGO*] shall apply for funding to finance the "[*Name of the Project*]" which shall benefit _____;

RESOLVED FURTHER, that [*Name of NGO*] hereby commits to undertake the necessary acts for the implementation of the Project as provided for in the policy guidelines including a public consultation to be duly conducted among affected and would be affected areas and people to determine social acceptability of the aforementioned project, a copy of the pertinent Consultation Report shall be attached in the application as proof of acceptability of the project;

RESOLVED FURTHERMORE, to:

a. Authorize and empower the incumbent local chief executive, Hon. [*Governor/Mayor*] [*Name of LCE*], and his successor, for and behalf of the [*Name of LGU*] to:
   i. Apply with the CCC and when necessary, execute deeds and to do all acts necessary and proper under the premises for the effective and efficient implementation of the Project;
   ii. Enter into agreements with qualified private individuals or corporations, after public bidding, to execute the Project; and
   iii. Together the with the Local [Provincial/City/Municipal] Treasurer, open a separate bank account to facilitate the transfer of funds and audit of its utilization;

RESOLVED FINALLY, within the period required, to furnish the CCC with a copy of this Resolution.

WITNESS, THE SIGNATURES of the undersigned directors of (Name of NGO) this

_____ day of _____ 20____.

Republic of the Philippines)
_____, Metro Manila) S.S.

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in the City of _____, this _____ day of _____ personally appeared:

NAME	I.D. NO.	DATE	PLACE
_____	_____	_____	_____
_____	_____	_____	_____

Known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL.
Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.

HANDBOOK.indd 36 20/11/2017 4:59:17 PM

ANNEX F

FREQUENTLY ASKED QUESTIONS

WHO MANAGES THE FUND?

The PSF is managed by a People's Survival Fund Board (PSFB), which is composed of five national government agencies chaired by the Department of Finance (DOF), Department of Budget and Management (DBM), National Economic and Development Authority (NEDA), Department of Interior and Local Government (DILG), Climate Change Commission (CCC) and Philippine Commission on Women (PCW), and three non-government representatives from the civil society, the academe, and the business sector.

CAN IT BE USED FOR DRR PROJECTS?

The fund can be used for DRR initiatives that addresses hazards (directly or indirectly) brought by climate change (i.e. extreme weather events, long droughts, flooding, sea-level rise, rain-induced landslides, etc.). Interface with DRR's 4 thematic priorities will be on disaster prevention and mitigation and disaster recovery and rehabilitation, usually those with longer planning period/horizon. It should be noted though that before determining projects relating to this, a science-based risk assessment has supported and recommended these adaptation options.

CAN IT BE USED FOR RESEARCHES OR STUDIES?

Yes, as long as applications can demonstrate that the primary goal is to provide more science-based, evidence-driven climate change adaptation plans for the locality. It can be submitted as a proposal to Project Development Grant (PDG).

CAN RISK AND VULNERABILITY ASSESSMENTS BE FUNDED?

Yes, the proponent can propose it through the PDG.

CAN THE FORMULATION OF LCCAP AND OTHER MANDATED PLANS BE FUNDED?

This depends on the target goal of the plans, which should incorporate climate change risks and vulnerabilities. With this, it is also vital that CDRVAs be included as a component.

It should also be noted that there are mandated agencies who can provide technical and financial assistance in the formulation of the plan.

CAN THE PROPONENTS PARTNER WITH AN IMPLEMENTING ENTITY IN THE IMPLEMENTATION OF THE PROJECT?

Yes, the PSF encourages multi-sectoral partnerships among other government institutions academe, business, and non-government organizations.

CAN STATE COLLEGES AND UNIVERSITIES (SUCs) ACCESS THE FUND?

The Board has been particular that SUCs cannot access the Fund. The organizations within them can, but should qualify under the accreditation guidelines for Local/ Community Organizations (LCOs).

HANDBOOK.indd 37 20/11/2017 4:59:17 PM

CAN BARANGAY LGUS ACCESS THE FUND?

Technically, they are defined as LGUs. but it is encouraged that they coordinate with their municipal LGU to ensure that the planned actions will have larger scale in terms of the benefits.

WHY CAN'T LOCAL ORGANIZATIONS PROPOSE HARD TYPES OF PROJECTS?

Local organizations are seen to support their communities, their local government unit. Initiatives also should be synchronized to ensure effectiveness. Local government units are also more permanent institutions to implement hard types of projects (infrastructure).

IS THERE A CEILING AMOUNT FOR THE COST OF A PROJECT?

None. Each application, however, will be subjected to the evaluation and approval of the Board. It is therefore vital that the amounts and cost items of the project are justifiable.

IS THERE A REQUIRED PROJECT DURATION?

None, but it is suggested that a manageable project duration of at most 2-3 years will be proposed.

IS THERE A COUNTERPART CONTRIBUTION?

In order to ensure commitment towards effective project implementation, project proponents are encouraged to provide counterpart contributions (financial and/or in-kind) equivalent to at least 10% of the total project cost. In kind may be in the form of personnel services, equipment, office space and utilities. The higher the counterpart, the greater the weight the Board may give to the proposal.

HOW WILL THE PROJECT PROPOSALS BE EVALUATED?

Submitted proposals will be appraised according to the following (in accordance with Section 24 of RA 10174:

- Level of risk and vulnerability to climate change;
- Participation of affected communities in the design of the project;
- Poverty reduction potential;
- Cost effectiveness and attainability of the proposal;
- Identification of potential co-benefits extending beyond LGU territory;
- Maximization of multi-sectoral or cross-sectoral benefits;
- Responsiveness to gender-differentiated vulnerabilities; and
- Availability of climate change adaptation action plan

HOW MANY DAYS WILL IT TAKE BEFORE A PROJECT GETS APPROVED?

According to the Manual of Operations, it will take about 2-3 months before the projects get approved. However, this also depends on the responsiveness of the proponent to the comments of the technical reviewers.

HOW WILL THE FUNDS BE DISBURSED TO LOCAL GOVERNMENT UNITS?

Fund disbursement will be according to existing government rules and regulations. It will be facilitated on a per tranche basis, depending on the agreed terms and conditions, and milestones under the Memorandum of Agreement between the proponent and the PSF Board.

HANDBOOK.indd 38 20/11/2017 4:59:17 PM

SHOULD THE PROPONENT SET UP A NEW BANK ACCOUNT TO RECEIVE FUNDS FROM THE PSF?

Yes, the local government unit should open a separate bank account for the PSF.
HOW MANY DAYS WILL IT TAKE BEFORE THE FUNDS WILL BE DISBURSED?
It will take 1-3 months before a peso reaches the accounts of the recipients. This is because after approval, negotiations with the proponents will be done to craft the terms and conditions in the MOA.

SUPPOSE A PROJECT HAS BEEN APPROVED, AND UPON IMPLEMENTATION OF THE PROJECT, SOME OF THE COSTINGS CHANGED. HOW WILL THIS BE RESOLVED?

The risks and other contingencies are stipulated in the MOA for the project. These will be duly noted by the PSF Secretariat and will be raised for decision by the PSF Board.

WHAT IF THE PROJECT BEING PROPOSED IS NOT COVERED UNDER THE ANNUAL INVESTMENT PLAN?

Indicate in the Project Proposal that should the project be approved; it will be programmed in the supplemental AIP or in the succeeding AIP.

HANDBOOK.indd 39 20/11/2017 4:59:17 PM

HANDBOOK.indd 40 20/11/2017 4:59:17 PM

HANDBOOK.indd 41 20/11/2017 4:59:17 PM

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HANDBOOK.indd 42 20/11/2017 4:59:17 PM