



PROPONENT'S HANDBOOK:

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



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A GUIDE ON HOW TO ACCESS
THE PEOPLE'S SURVIVAL FUND**

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ACKNOWLEDGEMENT

The preparation of this handbook has been made possible with the inputs of the following:

National Government Agencies

Department of Finance
Climate Change Commission
Department of Budget and Management
National Economic and Development Authority
Department of Interior and Local Government
Philippine Commission on Women

Sectoral Representatives to the PSF Board, thru:

Dr. Rex Victor Cruz, Academe and Scientific Community
Mr. Renato Redentor Constantino, Civil Society Organization
Mr. Peter Angelo Perfecto, Business

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LIST OF ABBREVIATIONS

CCC	Climate Change Commission
CCO	Climate Change Office
CNC	Certificate of Non-Coverage
CO	Local/community organizations
COA	Commission on Audit
DBM	Department of Budget and Management
DOF	Department of Finance
DILG	Department of Interior and Local Government
DSWD	Department of Social Welfare and Development
ECC	Environmental Compliance Certificate
GAA	General Appropriations Act
KBA	Key Biodiversity Areas
LGU	Local Government Unit
MDFO	Municipal Development Fund Office
MOA	Memorandum of Agreement
NCA	Notice of Cash Allotment
NCCAP	National Climate Change Action Plan
NEDA	National Economic and Development Authority
NGO	Non-Government Organizations
NSFCC	National Strategic Framework on Climate Change
PCW	Philippine Commission on Women
PDP	Philippine Development Plan
PSF	People's Survival Fund
SARO	Special Allotment Release Order
SEC	Securities and Exchange Commission

OBJECTIVES AND GUIDING PRINCIPLES

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

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

- (a) 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;
- (b) Improvement of the monitoring of vector-borne diseases triggered by climate change, and in this context improving disease control and prevention;
- (c) Forecasting and early warning systems as part of preparedness for climate-related hazards;
- (d) 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;
- (e) Strengthening existing, and where needed, establish regional centers and information networks to support climate change adaptation initiatives and projects;
- (f) Serving as a guarantee for risk insurance needs for farmers, agricultural workers and other stakeholders; and
- (g) Community adaptation support programs by local organizations accredited by the Commission.

The Fund shall be supplementary to any annual appropriations allocated by relevant government agencies for climate change-related programs and projects and by Local Government Units (LGUs). The Fund shall encourage counterpart funding arrangements among local governments, local/community organizations, the private sector, and other entities.

GOVERNANCE AND INSTITUTIONAL ARRANGEMENT

A. COMPOSITION OF THE BOARD

A People's Survival Fund Board, hereinafter referred to as the 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.

B. 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.

C. SUPPORT MECHANISM

1. PSF Secretariat

The CCO, as Secretariat to the Board, shall be generally responsible for the following:

- i. Development of guidelines to accredit local organizations seeking to access the fund;
- ii. Evaluation and review of projects proposals in coordination with the Technical Evaluation Committee;
- iii. Recommendation of proposals to approve;
- iv. Formulation of mechanisms that ensure transparency and public access to information regarding funding deliberations and decisions; and
- v. Monitoring of the implementation of the PSF approved projects.

The PSF Secretariat shall provide administrative, coordinative and logistical support, as follows:

- i. Preparation of agenda, minutes and other documents requiring action by the Board;
- ii. Provision of logistical support to the activities of the Board;
- iii. Follow-up actions in relation to Board decisions and PSF Board agreements;
- iv. Serve as the liaison between the Board and the CCC;
- v. Lead the promotion of PSF to target beneficiaries;
- vi. Provide assistance to applicants/project proponents for the PSF;
- vii. Receive and pre-assess project proposals and applications in terms of completeness of documents;
- viii. Provide feedback information to proponents on the status of projects reviewed by the Board;
- ix. Coordinate with all agencies implementing PSF activities;
- x. Coordinate with the institution acting as conduit of the Fund in the monitoring and assessment of project implementations, and;
- xi. Facilitate Accreditation of Local/community organizations by the CCC to access the PSF

2. PSF Technical Evaluation Committee

The PSF Technical Evaluation Committee is tasked to assist the CCC in extensively reviewing and evaluating project proposals submitted based on the evaluation guidelines set by the Board. The project appraisal reports of this Committee shall be used as reference by the CCC in their deliberation of proposals to be endorsed to the Board for approval.

This Committee shall be responsible in ensuring that projects to be endorsed to the Board for approval are consistent with the development priorities and do not duplicate existing projects of other government agencies.

3. Fund Conduit

The Municipal Development Fund Office (MDFO) under the DOF shall be established as the conduit of the PSF through a Memorandum of Agreement (MOA) signed by the Board or its authorized representative, as stated in the Board Resolution no. 1, Series of 2015.

It shall carry out the following functions, as stipulated in the MOA:

- i. Establish, open and maintain a Special Account/Code for PSF where the Funds shall be held for disbursement to proponent LGUs as stipulated in the special provisions prescribed in the General Appropriations Act (GAA) under the PSF
- ii. Request Special Allotment Receipt Order (SARO) from DBM upon receipt of the list of pre-assessed projects by the PSF Secretariat/CCO and Notice of Cash Allotment (NCA) upon receipt of the list of approved projects by the Board
- iii. Facilitate the initial fund release to the proponent LGUs in accordance with the approved project proposal, MOA between the Board and the LGU, and Accession Undertaking executed by the LGU with the MDFO;
- iv. Facilitate subsequent releases to LGUs in accordance with the documentary requirements and liquidation report stipulated in the MOA
- v. Prepare the annual Consolidated Financial Reports for the issuance of Audit Certificate by the Commission on Audit (COA)
- vi. Conduct financial management training and assist the participating LGUs in the preparation of Financial Reports required for the Project; and
- vii. Participate in the monitoring and evaluation of the projects.

SOURCES OF FUND

*T*he Fund shall be appropriated under the General Appropriations Act (GAA) with an amount of One billion pesos (P1,000,000,000.00) as its opening balance. Thereafter, the balance of the Fund from all sources including the amount appropriated in the GAA for the current year shall not be less than One billion pesos (P1,000,000,000.00). The balance may be increased as the need arises, subject to review and evaluation by the Office of the President and the DBM of the accomplishments of the CCC and other concerned LGUs.

The Fund shall not be used to fund personal services and other operational expenses of the Commission. The balance of the Fund including the amount appropriated in the GAA which shall form part of the Fund shall not revert to the general fund.

For Donations, Endowments, Grants and Contributions Received for PSF

The treatment of the receipt of donations, endowments, grants and contributions for PSF is governed by the General Provisions of the General Appropriations Act (GAA).

OPERATIONAL MODALITY

The Fund will provide direct access to funding, basing its activities on a community-driven approach and will encourage the involvement of relevant stakeholders, including vulnerable groups and addressing gender aspects, which will be managed based on the PSF Institutional Operations chart as follows.

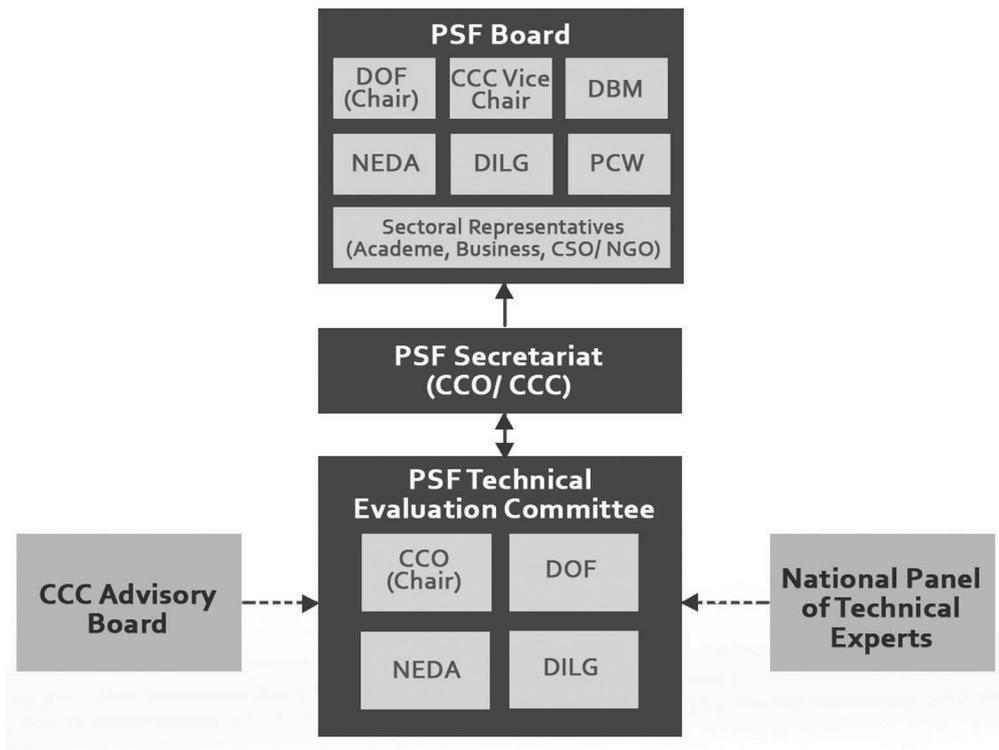


Figure 1. The PSF Institutional Operations Chart

A. CRITERIA OF ELIGIBILITY FOR PSF PROJECT PROPONENTS

All local government units and local/community organizations 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).

1. Local Government Units

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

- a. Poverty incidence (40%). The communities most vulnerable to the impacts of climate change are mostly located in the poorest local government units. The poverty 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);
- b. Exposure to climate risks (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, and;
- c. Presence of Key Biodiversity Areas (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 climate change adaptation. Key biodiversity areas 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.

2. 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, DSWD-DBM-COA Joint Resolution 2014-01 or the CCC Accreditation for Local/Community Organizations.

CCC Accreditation for Local/Community Organizations criterion is based on organisational 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
3. Approval of the Commission on the list of local/community organizations 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

B. APPROVAL PROCESS

The approval process for the PSF projects is illustrated hereunder:

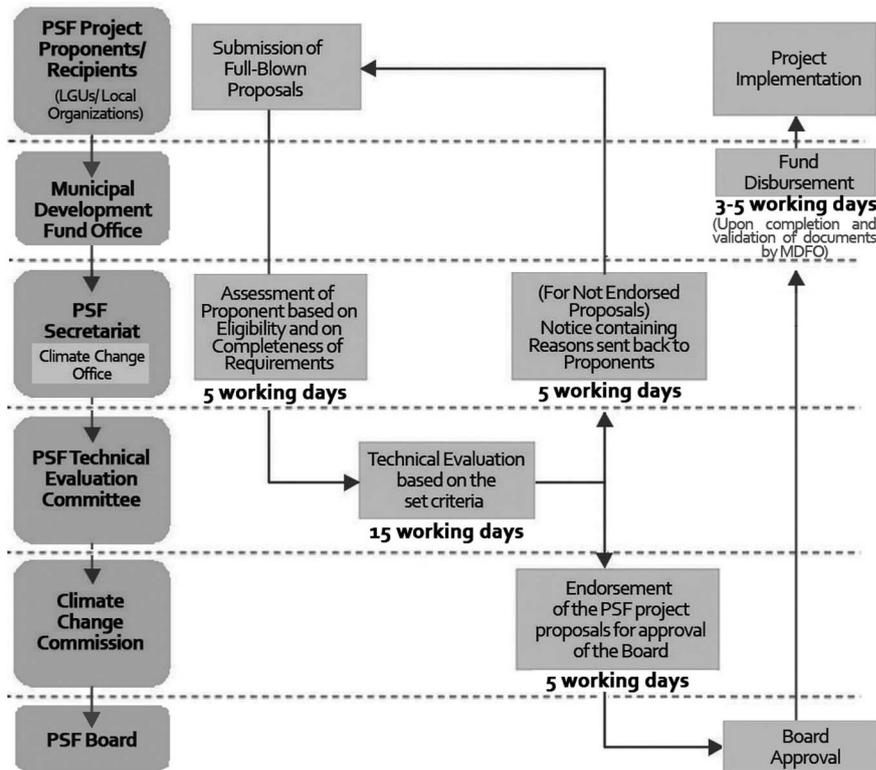


Figure 2. The PSF Process Flow

1. Process Flow

a) **Assessment of Documentary Requirements by the PSF Secretariat/CCO**

LGUs/ Local/ Community organizations shall submit their project proposals accompanied by the following documentary requirements:

- Sanggunian/ Board Resolution affirming the interest of LGU/ CO to apply and authorizing the head executive to enter into an agreement with Board for the implementation of the proposed project
- Certified true copies of Accreditation* and Securities and Exchange Commission (SEC) Registration/ Incorporation papers (Local/ community organizations Only)
- Organizational Structure (with Officials/ Board/ Members updated General Information Sheet)
- Audited Financial Statement for the last three (3) years
- Vulnerability/ Risk Assessment / Hazard Maps / Or any relevant document that explains climate risk exposure.
- Feasibility Study (if applicable)

- Administrative Order/Executive Order creating the LGU/ Local/ community organization
- Project Implementation Unit/Team (with the General Information Sheet of the members)
- Minutes and highlights of consultation with stakeholders for the project development.
- Database of stakeholders consulted (name, organization, contact number, affiliation)
- Sex-aggregated data in project consultation and project beneficiaries
- Program of Work
- Detailed Cost Estimates of the Project
- Environmental Compliance Certificate (ECC) and Certificate of Non-Coverage (CNC) (if applicable);
- Results Framework (milestones, targets and indicators)
- Certificate of No Derogatory Record of the officials/ board/ members
- And all other necessary documents as maybe required upon evaluation of the application

**Accreditation under DSWD- COA – DBM Joint Resolution 2014 – 01, DILG Memorandum Circular 2013 – 70 and CCO Accreditation.*

The PSF Secretariat shall check the completeness of all the submitted requirements.

Within five (5) working days from receipt of the project proposal, it shall notify LGUs/Local/community organizations with incomplete submitted documents, for their compliance. Otherwise, the proposal shall be transmitted to the PSF Technical Evaluation Committee for further review.

Evaluation/review of project proposals by the PSF Technical Evaluation Committee shall not proceed unless all required documents listed above are submitted.

b) Review and Evaluation of Project Proposal by the PSF Technical Evaluation Committee

Within 15 working days from receipt of the project proposal by the Technical Evaluation Committee, it shall review and evaluate of the same based on the evaluation guidelines set by the Board. It may call relevant implementing agencies mandated to oversee such type of project for their assistance and advice.

Before the lapse of 15 days, it shall prepare an evaluation report for each project proposal for reference of the CCC in endorsing proposals for the approval of the Board.

c) Deliberation of project proposal by the CCC

The CCC shall evaluate and review the project proposals, and, with the concurrence and endorsement of a majority of the Commissioners, recommend approval of project proposals to the PSF Board. The Commission shall be guided by the report of the PSF Technical Evaluation Committee in their evaluation, review and deliberation within five (5) working days upon receipt.

Proposals that were not endorsed by the CCC shall be returned to the respective project proponents indicating the areas for improvement and/or reasons for disapproval.

d) Approval of Proposals by the PSF Board

The Board shall approve project proposals endorsed by the CCC. The concurrence of at least a simple majority of the Members shall be required in order to approve a project proposal.

e) Disbursement of the Fund

The Fund conduit shall be furnished by the Board of a list of approved projects for appropriate actions related to release and disbursement of funds.

Below is the flowchart that illustrates the fund release process from MDFO to the LGUs:

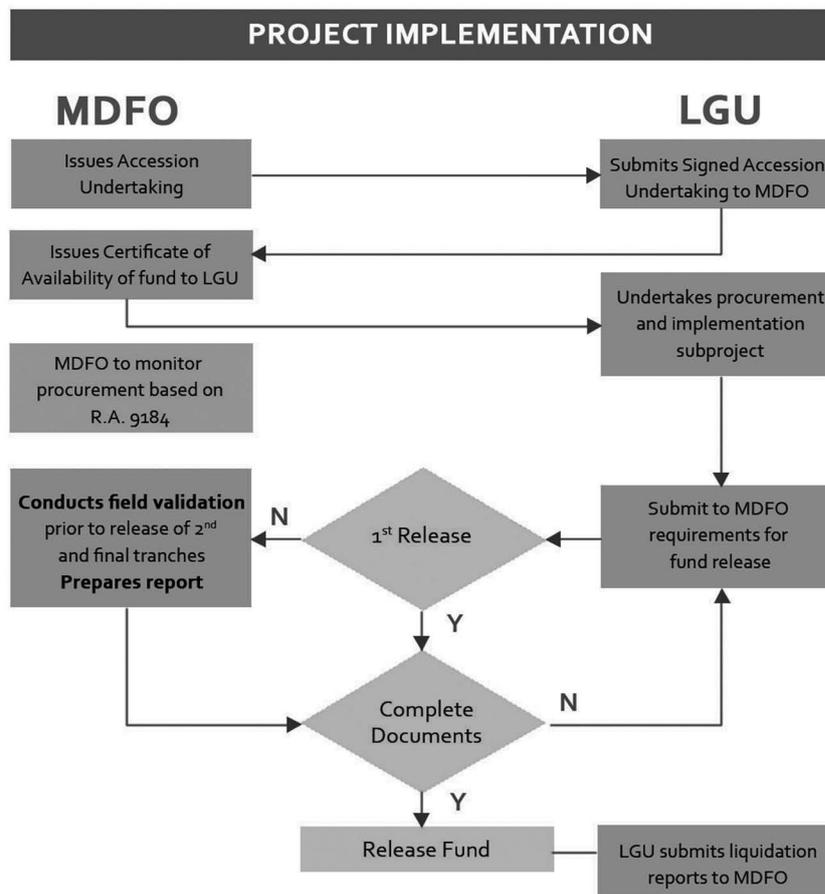


Figure 3. Fund release process to the LGUs.

3. Counterpart Contribution

To ensure commitment towards effective project implementation, project proponents are encouraged to provide counterpart contribution (financial or in-kind) equivalent to at least 10% of the total project cost for LGUs and local/community organizations.

MONITORING AND EVALUATION

Funded programs and projects, as well as other activities, will be regularly monitored for its impact, efficiency, effectiveness and sustainability consistent with the thematic areas of the NCCAP and the PDP through a results measurement framework with guidelines and appropriate performance indicators developed by the Secretariat and approved by the Board. The use of participatory monitoring involving stakeholders will be encouraged.

In compliance with the Act, the CCC through the CCO shall "submit to DBM and the Congress a semi-annual physical/narrative and financial report on the utilization of the PSF" comprising the results of the monitoring and evaluation conducted by Fund conduit, the PSF Secretariat and that of the employed third party, if applicable.

ACCOUNTABILITY MECHANISM

*T*he CCC shall ensure transparency and public access to information regarding Funding deliberations and decisions.

COMMUNITY PARTICIPATION

*T*o ensure transparency and participation of vulnerable and marginalized groups in the adaptation projects to be supported by the Fund, community representatives and/or NGO counterparts may participate as observers in the project identification, monitoring and evaluation process of the Commission.

ACCREDITATION OF LOCAL/ COMMUNITY ORGANIZATIONS

*T*he Board adopts the CCC Accreditation Guidelines for Local/community organizations. (See attached CCC Accreditation Guidelines for Local/community organizations).

ANNEX A

LGU / Community Organization Document Checklist

- Sanggunian/Board Resolution affirming the interest of LGU/CO to apply and authorizing the head executive to enter into an agreement with Board for the implementation of the proposed project
- Certified true copies of Accreditation* and SEC Registration/Incorporation papers (Community Organizations Only)
- Organizational Structure (with Officials/Board/Members updated General Information Sheet)
- Audited Financial Statement for the last three (3) years
- Project Proposal
- Vulnerability/Risk Assessment / Hazard Maps / Or any relevant document that explains climate risk exposure.
- Feasibility Study (if applicable)
- Administrative Order/Executive Order creating the LGU/ Community Organization Project Implementation Unit/Team (with the General Information Sheet of the members)
- Minutes and highlights of consultation with stakeholders for the project development.
- Database of stakeholders consulted (name, organisation, contact number, affiliation)
- Sex-aggregated data in project consultation and project beneficiaries
- Program of Work
- Detailed Cost Estimates of the Project
- ECC and CNC (if applicable);
- Results Framework (milestones, targets and indicators)
- Certificate of No Derogatory Record of the officials/board/members.
- And all other necessary documents as maybe required upon evaluation of the application

**Accreditation under DSWD- COA – DBM Joint Resolution 2014 – 01, DILG Memorandum Circular 2013 – 70 and CCO Accreditation.*

ANNEX B

Proposal Template

(Please submit completed form to _____)

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

SECTION B. INFORMATION ON THE PROJECT PROPOSAL	
1. General Information	
Project Title	
Project timeline/duration	
Project site / Project location	
Project Focus Area	<p>AGRICULTURE AND FISHERIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Risk insurance needs for farmers, agricultural workers and other stakeholders <input type="checkbox"/> Monitoring and forecasting system for pest and disease outbreaks triggered by climate change <input type="checkbox"/> Improving pest and disease control and prevention <input type="checkbox"/> Monitoring of vector borne diseases <p>INFRASTRUCTURE DEVELOPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Postharvest (storage, processing, other related facilities) <input type="checkbox"/> Irrigation system (SWIP, ponds, runoff diversion canals and other water harvesting systems; shallow tube wells, etc.) <input type="checkbox"/> Climate change adaptive transport systems (FMR, trams, etc.) <p>NATURAL ECOSYSTEMS INCLUDING MOUNTAINOUS AND COASTAL ECOSYSTEMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Watershed management (for watersheds supporting local domestic and irrigation water supply systems managed by LGUs, cooperatives, farmers' groups, water districts and national and

	<p><i>other irrigation systems under NIA)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Monitoring & risk assessment</i> <input type="checkbox"/> <i>Forest cover improvement</i> <input type="checkbox"/> <i>Land use management</i> <input type="checkbox"/> <i>Livelihood and capacity development for IPs and local communities (watershed management)</i> <input type="checkbox"/> <i>Resource inventory</i> <input type="checkbox"/> <i>Ecosystem management (particularly terrestrial and aquatic critical habitats, and protected areas in general)</i> <input type="checkbox"/> <i>Monitoring & risk assessment</i> <input type="checkbox"/> <i>Restoration of degraded areas</i>
	<p>INSTITUTIONAL/CAPACITY DEVELOPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Improvement in forecasting and early warning systems as part of preparedness for climate-related hazards at the local and community level</i> <input type="checkbox"/> <i>Establish/support/strengthen regional and local research/information centers and networks to support climate change adaptation initiatives and projects</i> <input type="checkbox"/> <i>Preventive measures, integrative and comprehensive local land use/development planning, preparedness and management of impacts relating to climate change</i> <input type="checkbox"/> <i>Contingency planning for droughts and floods in areas prone to extreme climate events.</i> <input type="checkbox"/> <i>Conduct of assessment of impacts, vulnerabilities and adaptation to climate change impacts and capability building</i> <input type="checkbox"/> <i>Advocacy, networking and communication activities in the conduct of climate change information campaign</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> OTHERS (please indicate)
<p>Implementing Partner (If any)</p>	
<p>Amount of Counterpart Contribution</p>	
<p>Amount of Financing Requested from PSF</p>	
<p>Amount of Other Sources of Fund (if applicable)</p>	

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

Provide brief introduction about your project location / area.

What are the challenges being faced that the project wants to address?

How are these challenges connected to climate change?

State relevant climate change scenarios in the local level.

How does the project contribute to climate resiliency?

State the reasons why the said challenges are important to address.

What is the present condition of the beneficiaries of the project?

Why is the project important to the beneficiaries? (Discuss the economic, social and environmental benefits.)

3. Project Goals and Objectives

State yours goals (*Describe the major output of the project*).

State your objectives (*Indicate the objectives of the project that will help to achieve the goal or major output*).

Objectives <i>(What is the change that takes place due to the direct impact of the project, for example: human behavior, environmental improvement, policy change or others) (Not more than 100 words)</i>	Expected output	Success Indicators	Executor (proponent/partner)
	<i>Output 1..... Activity 1.1... Activity 1.2...</i>		
	<i>Output 2..... Activity 1.1... Activity 1.2...</i>		

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?
 What are the local/national policies or climate change sensitive local/national development plans that the project supports?

5. Project Implementation

How can the project be implemented?
 What are the strategies you will use to attain the major output?
 Will there be an implementing partner? (e.g. organization)
 How can the implementing partner, if any, promote success to attain the major output?

6. Environmental Impacts

Does the project have direct/indirect environmental impact?
 If yes, identify the safeguards? (securing documents from DENR, etc.,)

7. Project Sustainability Plan

Are there follow-up plans after the proposed project? (Kindly indicate)



Is there an exit plan to ensure the continuation or maintenance of the project?
Is there a possibility that your project can also be done in other areas? (Please indicate how)

8. Project Monitoring and Evaluation Program

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

What is the proposed monitoring and evaluation plan for the project?

SECTION C. INFORMATION OF THE IMPLEMENTING PARTNER

Name of LGU/Organization :
Full Address : (Street, City, Postcode, Province, Telephone, Facsimile, e-mail)
Name and Contact Number of LGU/Organization:
Provide brief information about the agreement with the implementing partner on how the project will be implemented together. (If applicable)

SECTION C.1
FOR LGUs Only:
Role of the LGU in the project proposal:

SECTION C.2
FOR Organization 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

Proof of basic information of the Local Government Unit / Local Organization

Work plan (gant chart)

Financial plan

Other PSF required documents

SAMPLE FORMAT [FINANCIAL PLAN]

Project Title:			Project Proposal No.:	
Name of Project Proponent:				
Project Timeline/Duration:				
Brief Description of General Objective of Project:				
I. Personal Services		Quantity	Cost	
	Direct Cost Salaries Cost			
	Indirect Cost			
				Total for PS
II. Maintenance and Other Operating Expenses				
	Direct Cost Supplies and Materials Equipments			
				Total for MOOE
III. Equipment Outlay				
	Breakdown of Equipment			
				Total EO

ANNEX D

CCC Accreditation Guidelines for Local/ Community Organizations Accessing The People's Survival Fund (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 - where as 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 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 its past or present directors, trustees, officers, or key personnel has been blacklisted by any Government Agency; and
 - (e)** That neither the Local/Community organizations nor any of its 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 go 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 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.

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:	

ORGANIZATIONAL RESOLUTION

A special meeting of the Board of Directors of (NAME OF LO), 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 LO*] 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 LO*] shall apply for funding to finance the “[*Name of the Project*]” which shall benefit _____;

RESOLVED FURTHER, that [*Name of LO*] 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 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 LO) this _____.

ANNEX E
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 [*PANGLALAWIGAN/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 LODGED BEFORE THE CLIMATE CHANGE COMMISSION 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 and in the climate change adaptation programs 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 People's Survival Fund, 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 People's Survival Fund for the project's implementation;

WHEREAS, the PSF is lodged before the Climate Change Commission under the Office of the President;

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

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.

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 with the Local [Provincial/City/Municipal] Treasurer, to 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.

[UNANIMOUSLY] ADOPTED. [Day 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__.

ATTESTED AND CERTIFIED TO BE DULY ADOPTED:

HON. _____ Presiding Officer

_____ Secretary to the Sanggunian

APPROVED: [Day Month Year]

HON. _____ Mayor

ANNEX F
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 Climate Change Commission 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 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 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 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__.

PSF SECRETARIAT

Climate Change Office, Climate Change Commission

2U Little President's Learning Palace (LPLP) Bldg., J.P. Laurel cor. Matienza St.,
Malacañan Compound, San Miguel, Manila

(02) 735-3144/ 735-3069 local 8210

psf@climate.gov.ph

