



SACRAMENTO - SAN JOAQUIN

DELTA CONSERVANCY

A California State Agency

DRAFT

GRANT APPLICATION PACKET

Fiscal Year 2015-16

PROPOSITION 1 GRANT PROGRAM

FUNDED BY THE

**Water Quality, Supply, and Infrastructure
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I. Introduction

The Sacramento-San Joaquin Delta Conservancy (Conservancy) has prepared this Grant Application Packet (GAP) to provide instructions for completing the required concept proposal and full proposal for a Conservancy Proposition 1 (Prop. 1) grant. This GAP provides all forms necessary to complete a successful application for either a Category 1 or Category 2 grant. Before following the instructions in the GAP, it is necessary for applicants to read the Prop. 1 Grant Guidelines (Guidelines). In addition to providing information on the grant categories, the Guidelines contain critical instructions and requirements regarding qualifying criteria.

The information in the Guidelines and the GAP must be used together to construct an eligible and complete concept proposal and full proposal.

II. Grant Cycle Information

A. Applying for a Grant

Prospective applicants must discuss their projects with the appropriate Conservancy staff prior to completing or submitting a concept proposal. Conservancy staff will determine initial project eligibility and provide the applicant guidance throughout the application process. Please contact the appropriate Conservancy staff from the list below:

Restoration and Enhancement -

Water Quality -

Agricultural Analysis and Investment Strategy -

B. Submission Dates

Concept proposals and full proposals (if requested) will be due on a quarterly basis until funding is no longer available. There is approximately \$9 million available for this grant round. An applicant may submit only one proposal at a time.

If all funds during a fiscal year are expended but proposals have been submitted that otherwise would be approved for funding, these proposals may be held and re-considered during the next grant cycle.

Submission dates for this grant cycle are: to be developed.

C. Areas of Focus

For FY 2015-16, Conservancy grant funds will be allocated to projects with a focus on habitat restoration and enhancement, water quality, and agricultural analysis and investment. See the FY 2015-16 Guidelines for a detailed description of these focus areas.

D. Grant Categories

There are two grant categories in this grant cycle. Category 1 grants are limited to pre-project activities that are necessary for a specific future on-the-ground project that meets the Conservancy grant program criteria. Category 2 grants include on-the-ground implementation projects.

E. Project and Organizational Eligibility Criteria

To be eligible to receive a grant award from the Conservancy under this program, projects must meet all of the criteria identified in the 2015-16 Guidelines.

F. Evaluation Criteria for Concept Proposals

Concept proposals will be evaluated by Conservancy staff using the following criteria. If a project scores a minimum of 85 points (out of 100), applicants will be invited to submit a full proposal. The number in parentheses reflects the maximum number of points allocated to each category.

1. Tangible results from the project that further Prop. 1 and state priorities, including those found in the California Water Action Plan, the Conservancy's enabling legislation, the Delta Plan, and the Conservancy's Strategic Plan (25).
2. The design and readiness of the project, including data needs, permits, and funding sources (15).
3. The degree to which the project has local support, is consistent with similar efforts on nearby or surrounding lands and is part of larger plans or identified partnerships (10).
4. The degree to which the project develops a cost share and leverages private, federal, or local funding to maximize benefits and outcomes. If a project has a 25 percent cost share, it will score 5 points; if it has a 50 percent cost share, it will score 10 points (5-10).
5. The degree to which best available science and adaptive management practices have been adopted and will be implemented (10).
6. The extent to which the applicant demonstrates a clear and reasonable method for measuring and reporting the effectiveness of the project, including project outcomes and outputs (10).
7. Category 2 projects (resulting in on-the-ground outcomes) will be given priority (10).
8. The degree to which potentially affected parties have been informed and consulted and/or good neighbor policies have been adopted and will inform the implementation of the project (5).
9. A clear project description including project location, need for project, project goals and objectives, tasks, deliverables, and budget (requested funds and cost share contributions) (5).

G. Evaluation Criteria for Full Proposals

If a concept proposal scores a minimum of 85 points and a full proposal is invited, full proposals will be evaluated using the following criteria (for a maximum of 100 points). Projects will need to receive a score of 85 points or better to be recommended for funding.

1. How well does the applicant demonstrate consistency with Prop. 1 funding requirements and the Conservancy's mission and program goals (15).
2. How well does the applicant demonstrate the need for the project as it pertains to state-wide priorities (e.g. California Water Action Plan) or regional plans (see Appendix B of the Guidelines for a list of relevant plans) (10).
3. How well does the applicant demonstrate their ability to achieve expected project outputs and objectives, and a plan for measuring and tracking progress toward achieving these results. This also includes a clear description of project tasks and the project timeline. (10).
4. Category 2 projects (resulting in on-the-ground outcomes) will be given priority (10).
5. How well does the applicant explain plans for long-term management and sustainability beyond the term of the grant proposals, including (a) third party monitoring and verification of the pre-project conditions, post project habitat conditions, and the maintenance of habitat beyond the terms of the project; and (b) an adaptive management strategy that considers threats to habitat including climate change (10).
6. The degree to which the project develops a cost share and leverages private, federal, or local funding to maximize benefits and outcomes. If a project has a 25 percent cost share, it will score 5 points; if it has a 50 percent cost share, it will score 10 points (5-10).
7. How well does the project employ new or innovative technology or practices, including decision support tools (5).
8. How well does the project incorporate voluntary landowner participation that allows working agricultural landscapes to remain in production while also producing high quality habitat for species. (5).
9. How well can the applicant manage and complete the proposed project considering related experience, readiness, and staff qualifications and knowledge (5).
10. How well does the applicant demonstrate appropriate and necessary partnerships to help perform the project (5).
11. How well does the proposal demonstrate the applicant's plan for active transfer of project results and/or methods to state or local government agencies within and beyond their own organization (5).
12. What is the applicant's performance on prior federal or state assistance agreements awarded to that organization in the past three years (5).
13. How well does the applicant provide a detailed budget, with reasonable costs and clear identification of grant funds and cost share contributions. (5).

H. Public Information

All information submitted in a grant application becomes the property of the Conservancy and part of the public record. These materials may be viewed by the public. In the Conservancy's effort to conduct business in an open and transparent manner, application content may also be posted to the Conservancy web site. In some instances, however, applicants may request that certain information submitted in an application be considered confidential. Upon special

request of the applicant, Conservancy staff will determine if the information can legally be treated as confidential, and, if so, will not share that information publicly.

By submitting application materials, the applicant agrees to give the Conservancy permission to use them for not-for-profit governmental purposes including, but not limited to, education and outreach. Examples of materials that may be used by the Conservancy are photographs, maps, text, graphics, and forms. This permission to the Conservancy includes publication of printed material, television broadcasts, and web site postings. The applicant will not be compensated for such use. Please indicate if crediting is requested for any of the photos and/or maps.

I. Grant Provisions

For each awarded grant, the Conservancy will develop an individual grant agreement with detailed provisions and requirements specific to that project. It is the grantee's responsibility to fully understand all terms and conditions of a grant of public funds before entering into a grant agreement.

Note: Work on projects funded by grants authorized in FY 2015-16 must be completed and fully invoiced by no later than the date specified in the grant agreement.

III. Application Process Overview

A. Expected Sequence of Activities for Grant Funding

The Guidelines and GAP were released to the public on XXX. This opened the request for concept proposals period for this grant cycle. Those interested in applying for Prop. 1 funds through the Conservancy must contact the appropriate Conservancy staff assigned to the project type (see page 3). After initial discussion of the project, the applicant may be invited to complete a concept proposal. Invited applicants must work closely with the assigned Conservancy staff to develop a concept proposal that clearly demonstrates the value of the project and provides the Conservancy with adequate information to evaluate the project. The concept proposal will be scored based on the criteria identified in the Guidelines and sections IIF and IIG of the GAP.

If the concept proposal meets the scoring threshold of 85 points, the applicant may be invited to submit a full proposal. Completed concept proposal documents should be sent to the Conservancy's office at 1450 Halyard Way, Suite 6, West Sacramento, CA 95691. Please note that a project's full proposal documents will not be accepted unless a completed concept proposal has been submitted for review, scored and a request for a full proposal is offered.

Please see Appendix D for submission dates.

Once a full proposal is invited and submitted, the full proposal will be evaluated by a professional (technical) review committee. If the full proposal receives a score of 85 or higher it may be recommended for funding, go through a final legal review and, if Board timing allows and absent unforeseen circumstances, will be placed on the next Conservancy Board agenda for consideration. If authorized by the Conservancy Board, a grant agreement for the award amount will be prepared by Conservancy staff. Most grant agreements will be delivered to the Grantee via email. Conservancy staff will be assigned to help manage the grant award with the Grantee,

and will be making contact with the Grantee during the agreement development to confirm the schedule and budget details included in the agreement.

IV. Concept Proposal

A. Concept Proposal Instructions

Please read the instructions below to submit a complete, clear and responsive concept proposal. All files should be submitted electronically to **XXX**. The concept proposal should not exceed seven pages (including the application form and budget).

1. Concept Proposal Application Form

The form should be completed with additional pages for the items listed below. Please use at least 11-point standard font, single line spacing with one-inch page margins. The following information will be scored using the evaluation criteria included in the Guidelines and section IIF of this document. The total maximum number of points available is 100. Projects must score at least 85 points to be invited to submit a full proposal. The points available for each section are noted below.

a. Applicant Information

Applicant must list its organizational/agency name, address, the primary contact's name and contact information and the organization's federal tax ID number. Applicant must also select the type of organization it is.

b. Project Information

Applicant must provide specific information about the project. Name, location (county, city/community, and any information that is more specific to the project site), proposed start date and the estimated completion date.

2. Project Description (1-page limit)

Provide a clear, detailed description of the project proposed for Conservancy funding. Include:

- 1) Specific need for the project
- 2) The project's goals and objectives
- 3) Specific tasks that will be undertaken
- 4) Work products or other deliverables
- 5) How best available science and adaptive management practices have been adopted and will be implemented.

3. Cooperation and Support (1-page limit)

List who is supporting and participating in the proposed project. List individuals and organizations who will be participating in the project, cooperating (providing guidance, etc.), and supporting the project (not actively engaged, but aware of the project and supportive).

4. Readiness (1-page limit)

Describe the readiness to proceed with the project:

- Discuss the organization’s capacity and experience in planning and implementing similar projects.
- List any data needs or identified data gaps, and a process for addressing them.
- Describe any permits and landowner agreements that will be required, if applicable. This includes the status of CEQA compliance.
- Discuss the status of cost share efforts.
- Describe how you have informed and consulted with affected parties and/or incorporated good neighbor practices into the project.

5. Consistency with Funding Requirements, Project Selection, and Programmatic Criteria (1-page limit)

Provide a clear description of how the project proposed for Conservancy funding is consistent with Prop. 1, the California Water Action Plan, and key local, state, and federal plans. Projects selected to submit a full proposal will be required to substantiate this consistency. Also describe how the project will address general coordination with other related efforts.

6. Project Assessment (1-page limit)

Describe your approach to measuring and reporting your project’s effectiveness, including how you will quantify your successes. Identify outcomes, performance measures, measurement tools and methods, and measurable targets. A table may be used to present this information (please see Appendix B for an idea of how to present this information).

7. Funding Request and Budget

Applicant must provide information about the total project cost as well as the amount requested from the Conservancy. Information about cash and in-kind amounts, including sources must also be included.

V. Full Proposal

As described in the preceding section, all prospective applicants are required to submit a concept proposal. An invitation to submit a full proposal will be sent to the applicant when or if the concept proposal has met all of the criteria. Applicants should only complete and submit full proposals upon receiving an official invitation to do so.

Applicants who are invited to submit a full application will be required to submit documents to the Conservancy office at 1450 Halyard Way, Suite 6, West Sacramento, CA 95691.

A. Full Proposal Instructions

All hard copy materials submitted as part of an application must be single-sided, on letter sized paper (8 ½” x 11”) with maps and other supplemental submissions not to exceed 11” x 17”. Full proposals must be submitted in 11-point standard font, single line spacing with one-inch page margins. All files should be included on a CD or USB using the file formats provided by Conservancy staff. Full proposals should not exceed 15 pages not including supplemental documents. Files submitted electronically should not be password protected or locked.

The following information will provide applicants with specific instructions on what is expected in each section of the application.

1. Cover Page (1-page limit)

- a. Project Title
- b. Name of applicant and applicant’s federal tax I.D. number
- c. Key personnel and contact information (i.e., email address and phone number)
- d. Geographic location – general project location description including name of city and county of the project site
- e. Total project cost, Conservancy grant funds requested, and cost share
- f. Project start and end dates
- g. Abstract/project summary - the abstract should begin with one or two sentences describing the main objective of the proposal. It should also include a listing of the main tasks to be accomplished, and a description of the final product(s).

2. Detailed Project Description Narrative (10-page limit)

- a. Describe how the project is consistent with Prop. 1 funding requirements and the Conservancy’s mission and programmatic goals.
- b. Describe the need for the project and how it contributes to state-wide priorities (e.g. California Water Action Plan) or regional plans (e.g. Delta Plan; links to relevant plans can be found in the Guidelines, Appendix B).
- c. Describe the goals, outcomes, performance measures, measurement tools and methods, and targets. This will serve as the basis for the development of the Project Assessment and Evaluation Plan (see Appendix B for additional details).
- d. Describe the project tasks or components, the anticipated products associated with each task, and the anticipated timeline for each task. Include a description of the roles and responsibilities of the applicant. The narrative should be supplemented with a table displaying specific tasks, outcomes, and timeline (see Table 1 below). Include all six-month progress reports and the final report (indicating project completion in the schedule).

Table 1

Goal	Tasks	Timeline	Outcome(s)
Goal 1:	1.1		
	1.2		
	1.3		
	1.4		
Goal 2:	2.1		
	2.2		
	2.3		

- e. Provide an organizational capacity narrative that details the applicant's ability to complete the project as proposed. The narrative should identify the resources (staff, project partners or contractors) intended to complete the tasks described in the work plan and should explain the applicant's expertise or experience completing similar projects.
- f. Indicate the degree to which the project has community support, is consistent with similar efforts on nearby or surrounding lands and is a part of larger plans or identified partnerships. Also describe any known project opposition with an explanation of the nature of the concerns, and any efforts that have been taken to address the concerns.
- g. Provide a narrative describing plans and/or planning for the long-term management and sustainability of the project.
- h. Discuss how the results of the project will be transferred to (other) state or local government agencies.
- i. Describe the applicant's performance on prior federal or state assistance agreements awarded to that organization in the past three years.

3. Detailed Budget and Narrative (4-page limit)

- a. **Budget Table** - Using the Budget Table Template (see Appendix C: Budget Template for Full Proposal), identify all project costs for which Conservancy funds are being requested, and provide detail for each category identified in the detailed budget form by task. All information needed to determine the cost effectiveness of the project should be provided in this form. Include costs for task elements outlined in the Detailed Project Description. Performance measure reporting should be included as a task or task element. Applicants should also include cost share contributions toward project completion provided by others. Note that funding requests should not exceed limits noted in the Guidelines. Applicants must also identify cost share contributions if receiving funding for the project from a source other than the Conservancy. List the amount expected in the cost share column. Budget estimate details such as the status and source of other funding contributions or explanations of revenues should be included in the Budget Narrative.
- b. **Budget Narrative** - Provide a description of the proposed cost for each of the budget categories in the Budget Table. Explain if and how partners will contribute to the cost share. This section provides an opportunity for a narrative description of the budget or aspects of the budget such as other costs and contracts. Describe itemized costs in sufficient detail for the Conservancy to determine whether or not these costs are reasonable and allowed.
- c. **Cost Allocation Plan** – the plan should be tailored to fit the specific policies of each organization. If your organization's policies are different in any of the categories, please specifically identify the methodology used. Although there are different

methodologies available for allocating costs, the methodology used should result in an equitable distribution of costs to programs. Recipients must have a system in place to equitably charge costs. A sample Cost Allocation Plan has been provided on the Conservancy's web site.

4. Supplemental Documents

a. Performance Measures

Applicants are required to identify performance measures for the project submitted for grant funding, using Appendix B as a guide.

b. Partner and Community Letters of Support

Provide letters of support for the project, including support and commitment letters from partners providing a cost share.

c. Maps and Photos

Project Location Map

If applicable, provide a map identifying the project site. The map should provide sufficient detail to allow a person unfamiliar with the area to locate the project. Applicants are encouraged to provide a satellite image or aerial photograph as the background of the map, if available.

Parcel Map with County Assessor's Parcel Number(s)

If applicable, provide an Assessor's Parcel Map of the project area with the parcel(s) identified by parcel number.

Topographic Map

If applicable, submit a topographic map (preferred 1:24,000 scale) that is detailed enough to identify the project area and elements as described in the project description narrative.

Photos of the Project Site

If applicable, submit no more than 10 photos showing the area(s) to be restored, protected, or acquired. Photos should be appropriately captioned for greatest usefulness.

d. Land Tenure Documents

In order for the Conservancy to consider projects for funding, agreements must be in place allowing the applicant to access property to construct and maintain the proposed project. If appropriate, define what, if any, agreements are in place, or plans (including a timeline) to acquire those agreements. Please be aware that a grant agreement will not be executed without proof of land tenure.

e. Leases or Agreements

If appropriate, provide copies of all leases, agreements, memoranda of understanding, etc., not already addressed affecting project lands or the future operation and maintenance thereof.

f. Regulatory Requirements/Permits

Regulatory Requirements/Permits: Provide a list and descriptions of existing and additional required permits for the project. If not applicable, declare that permits are not applicable, and provide the reason(s) why.

The Conservancy must comply with the California Environmental Quality Act (CEQA) and the National Environmental Protection Action (NEPA) when it authorizes grants. At the time of application, the applicant must provide, at a minimum, either (1) a Notice of Exemption filed with the county clerk, or (2) an initial study with a description of how the applicant will comply with CEQA. The applicant has one year from the date of announcement of their grant award to complete the CEQA process. If the Grantee has made a full-faith effort to complete CEQA, but is unable to complete CEQA or otherwise proceed with the project due to issues related to the CEQA process, costs incurred by the Grantee that are directly related to the CEQA process can be applied to the non-construction costs limit.

All applicants, including federal agencies, must complete and submit the CEQA/NEPA compliance form (Appendix X to be developed). Please check the box that describes the CEQA status of the proposed project and complete the documentation component of the form. Applicants should also submit any permits, surveys, and/or reports that support the checked CEQA status.

If NEPA is applicable to the proposed project, the applicant must complete the NEPA section of the CEQA/NEPA compliance form. Please check the box that describes the NEPA status of the project and complete the documentation component of the form. Applicants should also submit any permits, surveys, and/or reports that support the NEPA status.

Attach copies of adopted Environmental Impact Reports (EIR)—Public Review Draft and Final versions—Negative Declarations or Mitigated Negative Declarations and Initial Studies, or Notices of Exemption, if a public agency has acted to provide CEQA compliance.

If applicable, attach copies of all adopted and relevant NEPA environmental compliance documents, such as a Record of Decision/Draft and Final Environmental Impact Statement, Finding of No Significant Impact/Environmental Assessment, or a Decision Notice/Categorical Exclusion. Applicants should ensure that all environmental documents are current enough to describe the current environmental conditions.

If NEPA has been completed, the opportunity may exist for the Conservancy to act as a Lead Agency to use the completed NEPA documents to create a Negative Declaration or Mitigated Negative Declaration for CEQA compliance.

NOTE: All applicants will consult with the Conservancy staff member assigned to their project during the concept proposal phase regarding the appropriate process and documents required in demonstrating NEPA compliance.

- g.** Site Plan: If applicable, provide a drawing or depiction indicating scale, project orientation (north-south), what work the grantee will accomplish, where the work will be done and the approximate square footage of any improvements that are part of the grant scope. The plan should also indicate access points to the site.

4. Authorization or Resolution to Apply

Applicants will be required to provide a copy of documentation authorizing them to submit an application for grant funding to the Conservancy. A project-specific governing board resolution is required for nonprofit organizations, tribes and local government agencies. However, if the organization's governing board has delegated authority to a specific officer to act on behalf of that organization, that officer may, in lieu of a resolution, submit a letter of authorization along with documentation of the delegated authority. The documentation of delegated authority must include the language granting such authority and the date of delegation. Sample resolutions for nonprofit organizations and local government agencies are provided on the Conservancy web site.

For both letters and resolutions, the authorized representative may be a particular person (or persons) or a position (or positions). The advantage of having a position named as the authorized representative is that a new letter or resolution would not be required should the person currently holding the position change. In lieu of a resolution, state and federal agencies may submit a letter authorizing the application. The letter must be on the agency's letterhead, and must identify the position (job title) of the authorized representative.

5. Documents Required of Nonprofit Applicants

Nonprofit applicants are required to submit Articles of Incorporation, IRS letters, and signed Bylaws. If a nonprofit organization has submitted these documents to the Conservancy in prior funding cycles and its status has not changed, the applicant should notify Conservancy staff.

Note: If these documents are not already on file at the Conservancy, they must be submitted to the Conservancy if invited to submit a full proposal.

A nonprofit must meet eligibility requirements at the time of concept proposal submittal. Nonprofits incorporated outside of California must submit documentation from the California Secretary of State at the time of the application showing that they are permitted to do business in the State of California.

As required by statute, an eligible nonprofit organization is one that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code and has charitable purposes that are consistent with the purposes of the Conservancy.

6. Documents Required of Public Utility

Public utilities regulated by the Public Utilities Commission must demonstrate that it has a clear and definite public purpose and that benefits the customers and not the investors.

7. Documents Required of Indian Tribe

Indian tribes must show proof of its inclusion on the National Heritage Commission's California Tribal List.

8. Documents Required of Mutual Water Company

Mutual water companies are required to submit a document that demonstrates a clear and definite public purpose and that it benefits the customers of the water system and not the investors.

Urban water suppliers must submit its urban water management plan in accordance with the Urban Water Management Planning Act (Part 2.6 (commenting with Section 10610) of Division 6).

Agricultural water suppliers must submit its agricultural water management plan in accordance with the Agricultural Water Management Planning Act (Part 2.8 (commencing with Section 10800) of Division 6).

Urban water suppliers and agricultural water suppliers must show proof of how it complies with the requirements of Part 2.55 (commencing with Section 10608) of Division 6).

Budget Template for Concept Proposal

Budget Category	Total Cost	
	Conservancy	Cost Share (Please note if in-kind)
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Monitoring Costs		
Performance Measure Reporting		
Administrative*		
Other		
TOTAL		

* Eligible administrative costs must be directly related to the project and may not exceed five (5) percent of the project implementation cost. To determine the amount of eligible administrative costs, the applicant must first determine the cost of implementing the project, not including any administrative costs. Once the project implementation cost has been determined, the applicant may calculate administrative costs and include them in the total grant request.

Appendix B: Project Assessment and Evaluation Plans

INTRODUCTION

Monitoring, assessment, and performance measures must be designed so the Conservancy can ensure that projects meet their intended goals, achieve measureable outcomes, and provide value to the State of California. The Conservancy requires that all grant funded projects monitor and report project performance with respect to the stated benefits or objectives identified in the grant proposal.

Applicants are required to prepare and submit Project Performance Measures Tables, specific to their proposed project, as part of the full proposal submittal. As part of the grant agreement, all grantees must prepare a Project Assessment and Evaluation Plan (PAEP), which will include the Performance Measures Table.

The goals of the PAEP are to:

- Provide a framework for assessment and evaluation of project performance.
- Identify measures that can be used to monitor progress towards achieving project goals and desired outcomes.
- Provide a tool for grantees and grant managers to monitor and measure project progress and guide final project performance reporting that will fulfill the grant agreement requirements.
- Provide information to help improve current and future projects.
- Quantify the value of public expenditures to achieve environmental results.

Many projects include multiple activities that will require measurement of several parameters to evaluate overall project performance. Successful applicants must be prepared to demonstrate the success of the project through the development and measurement of the appropriate metrics. These metrics may include acres of habitat restored, measurement-based estimates of pollution load reductions; feet of stream channel stabilized or restored; improved water supply reliability and flexibility; or other quantitative measures or indicators. These and other measures or indicators should be selected to fit the performance evaluation needs of the project.

PROJECT PERFORMANCE MEASURES TABLES

Project Performance Measures Tables must be submitted as part of the full proposal. Applicants may be required to complete multiple Performance Measures Tables depending on what types of activities are proposed. A Project Performance Measures Table should be submitted for each project included in the proposal. Use the following guidance when preparing tables for a project:

Project Goals:	Identify the project goals as they relate to activities or items outlined in the proposal and subsequent grant agreement.
Desired Project Outcomes:	Identify the measureable results that the project expects to achieve by implementing project activities consistent with the specified goals.
Project Performance Measures:	List appropriate project performance measures including output indicators representing measures to efficiently track outputs (activities, products, or deliverables); and outcome indicators, measures evaluating change that is a direct result of the work and can be linked through a weight-of-evidence approach to project activities or outputs (e.g., improvements in environmental conditions (restored habitat, proposed water quality) of community and landowner, or local government capacity).
Measurement Tools and Methods:	List methods of measurement or tools that will be used to document project performance (e.g., California Rapid Assessment Method, and Surface Water Ambient Monitoring Program.)
Targets:	Measurable targets that are feasible to meet during the project period, such as a ninety percent (90%) reduction in invasive species acreage, or fifty percent (50%) increased restored wetland.

The format provided above may be used as a template for completing this part of the full proposal. The example activities are provided for illustrative purposes only, however, and should be used to guide the identification of appropriate categories and performance measures for the project described in the full proposal.

Appendix C: Budget Template for Full Proposals

Tasks	Line Items	Conservancy	Cost Share	Total
Task 1:	Personnel			
	Benefits			
	Travel			
	Performance Measures			
	Others			
Task 2:				
Task 3:				
TOTAL				

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Appendix D: Submission Dates

To be developed.

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