

March 2015 REVISED DRAFT for Board Review



SACRAMENTO - SAN JOAQUIN

**DELTA CONSERVANCY**

*A California State Agency*

**DRAFT**

**GRANT APPLICATION PACKET**

Fiscal Year 2015-16

**PROPOSITION 1**

**Delta Conservancy Ecosystem Restoration and Water  
Quality Grant Program**

**FUNDED BY THE**

**Water Quality, Supply, and Infrastructure  
Improvement Act of 2014**

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## 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 Ecosystem Restoration and Water Quality grant from Proposition 1 (Prop.1). This GAP provides all forms necessary to complete a successful application. Before following the instructions in the GAP, it is necessary for applicants to read the Ecosystem and Restoration and Water Quality 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.**

## Proposal Solicitation

### A. Applying for a Grant

Prospective applicants are encouraged to attend a grant submission workshop before completing or submitting a concept proposal. Questions received at the grant submission workshop, or subsequently over the phone or via email, will be posted on the Conservancy's grant web page to assist others with similar questions. If potential applicants have questions that are not answered on the Conservancy's grant web page or via the grant submission workshop, potential applicants are encouraged to contact Conservancy staff BEFORE submitting a concept proposal. Once a concept proposal has been submitted, Conservancy staff will only be able to offer status updates.

### B. Grant Cycle and Important Dates

The Conservancy's grant cycle is 10 months. 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.

Important dates for this grant cycle are:

- Concept Proposal Solicitation – September 1, 2015 – October 15, 2015
- Board Approval of Concept Proposals – December 2, 2015
- Full Proposal Solicitation – December 4, 2015 to January 30, 2016
- Board Approval of Full Proposals – April 22, 2016

## C. Grant Categories and Funding Levels

There are two grant categories in this grant cycle. Category 1 grants are limited to pre-project activities (e.g., planning, permits, etc.) that are necessary for a specific future on-the-ground project that meets the Conservancy grant program criteria. Category 2 grants are on-the-ground implementation projects. A total of \$450,000 is available for Category 1 grants. Category 1 grant proposals may ~~not exceed~~ range from \$20,000 to \$100,000. Category 2 grant proposals may ~~not exceed~~ range from \$100,000 to \$2,000,000.

No more than 105 percent of the total bond funds received by the Conservancy may be used for the planning and monitoring necessary for the successful assessment of project performance. The Conservancy will strive to equally distribute these funds between planning and monitoring activities. ~~; additionally, no more than 5 percent may be used for the monitoring necessary for the successful assessment of project performances.~~

Category 1, planning grants, may use 100 percent of awarded funds for planning activities, however, these funds would apply to a future Category 2 proposal for the same project and may not exceed 10 percent of the total project funds (Category 1 and Category 2 combined) requested from the Conservancy. Category 2, implementation grants, may use up to 5 percent of awarded funds for planning and up to 5 percent for monitoring.

## Proposal Selection

Those interested in applying for Prop. 1 funds through the Conservancy are encouraged to attend a grant workshop. The applicant may submit a concept proposal, which must clearly demonstrate the value of the project and provide the Conservancy with adequate information to evaluate the project. The concept proposal will be scored by Conservancy staff based on the concept proposal evaluation criteria.

If the concept proposal meets the scoring threshold of 85 points, the applicant will be invited to submit a full proposal. 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 the Conservancy requests a full proposal.

Full proposals will be reviewed and scored by the Conservancy grant team and a professional (technical) review team to evaluate benefits, project design and readiness, and other factors (see full proposal evaluation criteria below). The technical review will review staff's evaluation of full proposals to ensure that staff's evaluation is consistent with grant guidelines and proposal requirements. A minimum of 85 points are required for a proposal to be considered for funding.

Funding recommendation(s) will be made by staff and scheduled for a Board meeting agenda as an action item at the direction of the Executive Officer and after all application requirements are completed.

If a grant proposal is approved, Conservancy staff will work with the applicant to complete a grant agreement that outlines reporting requirements, specific performance measures, invoice protocol, and grant funding disbursement.

#### A. Concept Proposal Evaluation Criteria

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 and Strategic Plan, and the Delta Plan (20).
2. The design and readiness of the project:
  - a. If a Category 1 project, this means an understanding of how the planning activities relate to the entire project, the permits and plans needed, and data gaps (10);
  - b. If a Category 2 project, this means the completeness of the design and the readiness of the project to begin (10).
3. The degree to which the project develops a cost share with private, federal, or local funding to maximize benefits and outcomes. If a project has a minimum of 25 percent cost share, it will score 5 points; if it has a minimum of 50 percent cost share, it will score 10 points (5-10).
4. The degree to which the project has multiple benefits and leverages other state funds (5).
5. The extent to which the scientific basis of the proposed project is clearly described and the degree to which best available science and adaptive management practices have been adopted and will be implemented. If scientific basis and adaptive management are not relevant for this project (e.g., a sustainable agriculture project), the extent to which best industry practices are used (10).
6. The extent which climate change considerations were taken into account in the purpose. If an agricultural sustainability project, the extent to which climate change is vetted and deemed relevant or applicable to the project-(10).
7. 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).
8. Category 2 projects (resulting in on-the-ground outcomes) will be given priority (5~~10~~).
9. The degree to which potentially affected parties, including local government and the Delta Protection Commission, have been informed and consulted, or good neighbor policies have been adopted and will inform the implementation of the project, and the Agricultural Land Stewardship Strategies (see Appendix B) have been applied (5).

10. 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 (105).
11. 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).

## B. Full Proposal Evaluation Criteria

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 a score of 85 points or better to be considered for funding.

1. How well does the applicant demonstrate consistency with Prop. 1 funding requirements and the Conservancy's mission and program goals (10).
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 Grant Guidelines for a list of relevant plans), and how well does the applicant demonstrate consistency with Delta Plan policies (10).
3. How well does the applicant demonstrate their ability to achieve expected project outputs and objectives, and articulates 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, and if applicable, 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 plan as required and defined in the Delta Plan regulations that considers threats to habitat including climate change (5).
6. The extent to which the scientific basis of the proposed project is clearly described and the degree to which best available science and adaptive management practices have been adopted and will be implemented. If scientific basis and adaptive management are not relevant for this project (e.g., a sustainable agriculture project), the extent to which best industry practices are used (10).
7. The extent which climate change considerations were taken into account in the purpose. If an Category 1 or agricultural sustainability project, the extent to which climate change is vetted and deemed relevant or applicable to the project (5).
8. The degree to which the project develops a cost share with private, federal, or local funding to maximize benefits and outcomes. If a project has a minimum of 25 percent cost share, it will score 5 points; if it has a minimum of 50 percent cost share, it will score 10 points (5-10).
9. The degree to which the project has multiple benefits and leverages other state funds (5).

10. How well does the project employ new or innovative technology or practices, including decision support tools. [If an agricultural sustainability proposal, how well does the project vet the relevancy and applicability of new or innovative technology or practices](#) (5).
11. How well does the project [avoid, reduce, or mitigate conflicts with existing and adjacent land uses](#), incorporate voluntary landowner participation that allows working agricultural landscapes to remain in production while also producing high quality habitat for species, [and apply the Agricultural Land Stewardship Strategies \(see Appendix B\)](#) (5).
12. How well can the applicant manage and complete the proposed project considering related experience, readiness, and staff qualifications and knowledge (5).
13. How well does the applicant demonstrate appropriate and necessary partnerships to help perform the project (5). How well does the proposal demonstrate the applicant's plan for active transfer of project results or methods to state or local government agencies within and beyond their own organization (5).
14. What is the applicant's performance on prior federal or state assistance agreements awarded to that organization in the past three years (2.5).
15. How well does the applicant provide a detailed budget, with reasonable costs and clear identification of grant funds and cost share contributions (2.5).

## Application Process

This section describes the information and documents that must be submitted for both a concept and a full 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 – see Appendix A).

#### 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 identify 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, and
- 5) How best available science and adaptive management practices have been adopted and will be implemented.

## **3. Cooperation and Support (1-page limit)**

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, as is applicable for the type of grant you are applying (Category 1 or Category 2):

- 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, the Conservancy's enabling legislation and Strategic 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. 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 contributions, including sources, must also be included. Category 2 grants may not exceed 5 percent for planning activities and 5 percent for monitoring activities.

## B. Full Proposal Instructions

As described in the preceding section, all prospective applicants are required to submit a concept proposal. An applicant will be invited to submit a full proposal if the concept proposal has met all of the criteria and receives the minimum score. Only applicants invited to submit a full proposal will be reviewed and considered.

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 or electronically to X.

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 22 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; and
- 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 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.
- j. Describe how the California Conservation Corps (CCC) or local conservation corps certified by the CCC will be used. If it is not feasible to use a conservation corps, explain why.

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

- a. **Budget Table** - Using the Budget Table Template (see Appendix C: Full Proposal Budget Template), 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. **Performance Measures (5-page limit)**

Applicants are required to identify performance measures for the project submitted for grant funding, using Appendix B as a guide. Performance measures must be project specific and consistent and related to performance measures identified in the Delta Plan and other relevant planning documents (See Appendix B of the Grant Guidelines).

#### 5. **Authorization or Resolution to Apply (2-page limit)**

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 (Does not count toward 22-page maximum.)**

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 (Does not count toward 22-page maximum.)**

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 (Does not count toward 22-page maximum.)**

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

**8. Documents Required of Mutual Water Company (Does not count toward 22-page maximum.)**

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).

**9. Supplemental Documents**

**a. Partner and Community Letters of Support**

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

**b. 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.

**c. 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.

**d. 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.

**e. 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, where applicable, 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; although required, these documents are considered supplemental and do not fall within the 15-page limit for the full proposal). 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, 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, 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.

- f.** 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.



## Concept Proposal Budget Template

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**		
<b>Planning</b>		
Other		
<b>TOTAL</b>		

\*Category 2 grants may not exceed 5 percent for planning costs and 5 percent for monitoring costs.

\*\* 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.

**NOTE: Category 1, planning grants, may use 100 percent of awarded funds for planning activities, however, these funds would apply to a future Category 2 proposal for the same project and may not exceed five percent of the total project funds (Category 1 and Category 2 combined) requested from the Conservancy.**



## 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: Full Proposal Budget Template

Tasks	Line Items	Conservancy	Cost Share	Total
Task 1:	Personnel			
	Benefits			
	Travel			
	Performance Measures			
	Planning			
	Others			
Task 2:				
Task 3:				
<b>TOTAL</b>				

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## Appendix D: CEQA/NEPA Compliance Form

To be developed.

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