

# Concept Proposal Instructions and Review

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*(Copied from pages 18-21 of Final FY17-18 Grant Guidelines)*

## **A. Concept Proposal Instructions**

Please read the instructions below to submit a complete, clear, and responsive concept proposal. All files should be submitted electronically one of two ways:

- (1) via email to [prop1grants@deltaconservancy.ca.gov](mailto:prop1grants@deltaconservancy.ca.gov); or
- (2) via a removable storage device (such as a flash drive) or CD and mailed or hand delivered to 1450 Halyard Drive, Suite 6, West Sacramento, CA 95691. In person delivery should occur on normal business days between the hours of 8:00 am and 4:30 pm, with the exception of August 31, 2017 when drop-offs until 5:00 pm will be accepted.

The concept proposal narrative should not exceed six pages (not including the required supplementary materials, listed below). Applicants must use at least 11-point standard font, single line spacing with one-inch page margins.

### **Concept Proposal Narrative**

The following concept proposal requirements align with the required components of the full proposal. The Conservancy expects concept proposals to provide a concise overview of the requested information; full details are required in the full proposal.

#### *Project Description and Organizational Capacity*

Provide a clear description of the project proposed for Conservancy funding. The project description must include:

- The need for the project.
- The project's goals and objectives.
- General tasks that will be undertaken and work products or deliverables.
- Experience and qualifications of parties working on the project.
- For acquisition projects only, address the status of meeting the specific requirements for acquisitions (see the Land Acquisitions section for more information).

#### *Funding Request and Budget*

In addition to the Budget Table (part of the supplementary materials), provide a description that explains how budget items in the Budget Table align with project tasks described in the project description. Along with other expenses, the description should explain how grant management and reporting costs will be funded, either by the Conservancy's Grant Program or using cost share or State leveraged funds. Applicants are encouraged to review other Grant Program requirements that may be eligible for Conservancy grant funding (e.g., Delta Plan consistency, developing a landowner access agreement, etc.; see Appendix C: Proposal Requirements

Checklist for more information) and include these in their budgets where applicable. Describe the status of cost share efforts, including the leveraging of State funds.

#### *State Priorities/Project Benefits*

Demonstrate that the project will yield multiple benefits aligned with State priorities as described in:

- Proposition 1
- California Water Action Plan
- The Conservancy's [enabling legislation](#)
- The Conservancy's 2017-2022 Strategic Plan
- The Delta Plan
- Applicable species recovery plans and other related efforts, including the Sustainable Groundwater Management Act (SGMA)

Category 1 projects should describe alignment with the above for the specific, on-the-ground project for which planning is being conducted.

#### *Readiness*

Describe the readiness to proceed with the project, indicating any work that has already been done and any additional work to be completed before beginning the work being proposed for Conservancy funding. Describe permits and landowner agreements that will be required, if applicable. Discuss the status of CEQA compliance, identify the CEQA lead agency, and specify whether or not the Delta Conservancy is the expected lead agency at this stage. For Category 1 planning projects, describe how the proposed planning activities will advance the project toward implementation.

#### *Local Support*

Describe support for the project, including individuals who and organizations that will be participating in the project, cooperating on the project (providing guidance, etc.), and supporting the project (not actively engaged, but aware of the project and supportive). Describe the project's approach to informing and consulting affected parties. At the full proposal stage, applicants should be prepared to submit letters of support.

#### *Scientific Merit*

Describe the scientific basis of the proposed project and how best available science has been or will be integrated into the project. In addition, describe how the project is applying the Delta Plan's adaptive management framework, as appropriate to the scope of the project. Describe how climate change considerations are being taken into account. For Category 2 projects, include a general description of the project's approach to performance monitoring and assessment, and include a Performance Measures Table using the Performance Measures Table template provided on the Grant Program web page.

#### **Concept Proposal Supplementary Materials**

In addition to the six-page narrative, applicants must include:

1. Cover page listing the following information (one page maximum):
  - Project name

- Project location (county, city/community, and any information that is more specific to the project site)
  - Project category (Category 1 or Category 2)
  - Programmatic focal area (ecosystem protection, restoration, and enhancement, water quality, and/or water-related agricultural sustainability)
  - Proposed start/end date for the Grant Funding Term (note: start date may be no earlier than six months after Board approval of the full proposal and end date may be no later than three years after the start date)
  - Organization/agency name and type (California public agency, nonprofit, tribe, public utility, or mutual water company) and mailing address
  - Primary contact's name and contact information (mailing address, telephone number, and email)
  - Organization's federal tax ID number
2. Map of project site. The map should provide detail sufficient to allow a person unfamiliar with the area to locate the project, and must include a legend, scale, and polygon indicating the footprint(s) of the project, and appropriately-labeled identifying factors such roads, waterways, towns, and county boundaries.
  3. Budget Table (template will be provided on the Grant Program web page).
  4. Performance Measures Table (category 2 projects only; template will be provided on the Grant Program web page).

## **B. Concept Proposal Review**

### **Eligibility Review**

Conservancy staff will review your proposal for eligibility and provide feedback based on the following eligibility questions. Eligibility will be reassessed during the full proposal review process.

#### *Eligibility Questions*

1. Will the project result in the construction, acquisition or long-term improvement of a capital asset or is the project a planning effort that will lead to such project? A capital asset is tangible physical property that has a useful life of at least fifteen years.
2. Is the project a multibenefit ecosystem or watershed protection or restoration project?
3. Is the project an ecosystem protection, restoration, or enhancement project; a water quality project; or a water-related agricultural sustainability project that has ecosystem or watershed benefits?
4. Is the project aligned with State priorities as described in Proposition 1, the California Water Action Plan, the Conservancy's enabling legislation and 2017-2022 Strategic Plan, and the Delta Plan?

### **Evaluation**

Staff will review proposals and provide feedback based on the evaluation questions below. All concept proposal applicants will be provided with feedback regarding the soundness of the concept and the readiness of a project to submit a full proposal, and to indicate what additional information is recommended for inclusion in a proposal.

#### *Project Description and Organizational Capacity*

1. Does the project description explain the need, goals and objectives, tasks and deliverables, and the related experience and qualifications of all parties working on the project? For acquisition projects, what is the status of the project in addressing requirements specific to acquisition projects? Is the budget reasonable?

*Funding: Cost Share and Leveraging*

2. Are cost share and leveraging addressed?

*State Priorities*

3. Does the project further Proposition 1 and State priorities, including implementation of the California Water Action Plan, the Conservancy's enabling legislation and 2017-2022 Strategic Plan, the Delta Plan, and applicable species recovery plans?

*Readiness*

4. For a Category 1 project, does the proposal demonstrate how the proposed planning activities will advance the project toward implementation in a timely manner? For a Category 2 project, what is the status of planning and permitting, and is the project ready to begin?

*Local Support*

5. Does the project have local support and does it demonstrate an approach to informing and consulting potentially affected parties?

*Scientific Merit and Performance Measures*

6. Is the scientific basis of the proposed project described, and does it demonstrate the use of best available science? Is the applicant applying the Delta Plan's adaptive management framework, as appropriate to the scope of the project? Are climate change considerations being taken into account? For Category 2 projects, how well is performance monitoring and assessment described?