

Final FY17-18 Grant Guidelines - Appendix C: Program Requirements Checklist

The checklist below is included to assist applicants in identifying and planning for the numerous requirements necessary for a successful proposal.

	Requirement	Required of	Expectation for Concept Proposal	Expectation for Full Proposal	Additional Expectation for Grant Agreement
SUMMARY INFORMATION					
<input type="checkbox"/>	Organizational Documents	Non-profits, tribes, or mutual water companies	None	Submit supplementary material required by organization type	None
<input type="checkbox"/>	Authorization to Apply	All applicants	None	Submit documentation (resolution or letter)	None
<input type="checkbox"/>	Verification of project's public benefit	Public utilities and mutual water companies	None	Verify project's clear and definite public purpose and benefits to customers (not the investors)	None
<input type="checkbox"/>	Financial Management Systems Questionnaire and Cost Allocation Plan	All applicants	None	Submit attachment and additional required documents	None
<input type="checkbox"/>	Additional requirements if outside the Delta or Suisun Marsh	Projects located outside the Legal Delta or Suisun Marsh	None	Describe how the project: <ul style="list-style-type: none"> • Implements the ecosystem goals of the Delta Plan • Is consistent with the requirements of any applicable State and federal permits • Will provide significant benefits to the Delta 	None
<input type="checkbox"/>	Disadvantaged Communities	All applicants	None	Identify disadvantaged communities within three distances from the project site	None

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<input type="checkbox"/>	Special Districts	All applicants	None	Identify relevant districts	None
<input type="checkbox"/>	Water use for project	All Category 2 implementation projects (if water use required to implement)	None	Include: <ul style="list-style-type: none"> • Water rights statement or application number • Identity of water rights holder • Narrative statement of water use and sufficiency 	Noted in land tenure agreement (if grantee is not landowner and landowner is water rights holder) Submit a written statement from the water right holder verifying right and obligation to deliver water to the project (if neither the grantee nor the landowner is the water right holder)
<input type="checkbox"/>	Water rights for project	Any Category 2 implementation projects that requires change in water rights	None	<ul style="list-style-type: none"> • Demonstrate understanding of SWRCB process requirements • Include in tasks and budget 	

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<input type="checkbox"/>	California Conservation Corps (CCC) consultation	All non-acquisition Category 2 implementation projects	None	<ul style="list-style-type: none"> Submit consultation form Include CCC in tasks and budget (if CCC can be used) 	
CONFLICT OF INTEREST					
<input type="checkbox"/>	Conflict of interest	All applicants	<ul style="list-style-type: none"> Identify parties involved Contact Conservancy staff if applicant has a current contract with the Conservancy 	Identify applicant team members, subcontractors, and others involved in proposal development	
PROJECT DESCRIPTION AND ORGANIZATIONAL CAPACITY					
<input type="checkbox"/>	Project description	All applicants	Describe: <ul style="list-style-type: none"> Need for project Goals and objectives General task list and work products or deliverables 	Describe: <ul style="list-style-type: none"> Need for project Goals and objectives Tasks and timeline Submit Schedule & List of Deliverables 	

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<input type="checkbox"/>	Organizational capacity	All applicants	Describe experience and qualifications of parties	Describe experience and qualifications of parties	
<input type="checkbox"/>	Map of project site	All applicants	Submit project map	Submit: <ul style="list-style-type: none"> • Project map • Project location (kmz or shapefile) • Topographic map (optional) • Photos (optional) • Site plan (optional) 	Include polygon in EcoAtlas Project Tracker
<input type="checkbox"/>	Specific requirements for acquisitions	All acquisition Category 2 implementation projects	Describe how project will address factors in enabling legislation.	<ul style="list-style-type: none"> • Describe how project will address factors in enabling legislation. • Acquisitions Table attachment • Copy of Purchase & Sale/Option Agreement, or Willing Seller Letter(s) • Appraisal or Estimation of Fair Market Value • Map showing lands to be acquired, including parcel lines & numbers <p>Note:</p> <ul style="list-style-type: none"> • All other line item costs cannot exceed 10% of total land acquisition cost requested from the Conservancy 	Submit materials required by acquisitions checklist

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BUDGET DETAILS					
<input type="checkbox"/>	Funding Request and Budget	All applicants	<ul style="list-style-type: none"> Describe budget Submit Concept Proposal budget table 	<ul style="list-style-type: none"> Budget narrative Submit the following: <ul style="list-style-type: none"> Budget Breakdown by Task Line Item Budget Subcontractor Line Item (if applicable) Funding by Source Note: <ul style="list-style-type: none"> Budget tables must demonstrate how grant management and reporting costs will be funded 	
<input type="checkbox"/>	Cost share	All applicants with cost share	Include in budget tables and description	<ul style="list-style-type: none"> Include in budget tables and narrative Submit commitment letters with specific dollar amounts of secured funding to receive points. 	
STATE PRIORITIES / PROJECT BENEFITS					
<input type="checkbox"/>	Alignment with State Priorities	All applicants	Describe alignment with State priorities	Describe alignment with State priorities	None
<input type="checkbox"/>	Long-Term Management and Maintenance	Category 1 projects	None	<ul style="list-style-type: none"> Describe efforts to develop approach 	
<input type="checkbox"/>	Long-Term Management and Maintenance	Category 2 projects	None	<ul style="list-style-type: none"> Identify risks and describe long-term management and maintenance 	<ul style="list-style-type: none"> Noted in land tenure agreement (if applicant is not landowner)
READINESS AND ENVIRONMENTAL COMPLIANCE					
<input type="checkbox"/>	Readiness	All applicants	Describe readiness to proceed including status of CEQA and permitting	Describe in more detail the readiness to proceed including status of CEQA and permitting	

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<input type="checkbox"/>	CEQA	All Category 2 implementation projects that are "projects" under CEQA	<ul style="list-style-type: none"> Identify CEQA lead agency Describe status of CEQA process 	Prior to awarding funds, submit: <ul style="list-style-type: none"> CEQA documents Lead agency resolution CDFW filing fee receipt 	<ul style="list-style-type: none"> Certification of grantee responsibility to comply with all federal, state, and local laws that apply to the project.
<input type="checkbox"/>	Environmental compliance	All Category 2 implementation projects (as applicable)	Identify permits that will be required (as applicable) and their status	<ul style="list-style-type: none"> Identify permits that will be required (as applicable) and their status. Submit copies of permits (as complete and applicable) 	<ul style="list-style-type: none"> Prior to construction, submit copies of permits (as applicable) Certification of grantee responsibility to comply with all federal, state, and local laws that apply to the project.
<input type="checkbox"/>	Delta Plan Covered Actions	All Category 2 implementation projects that are not covered actions	None	<ul style="list-style-type: none"> Submit Delta Plan Consistency Covered Action Checklist Describe rationale 	
<input type="checkbox"/>	Delta Plan Consistency	All Category 2 implementation projects that are covered actions	None	<ul style="list-style-type: none"> Submit Delta Plan Consistency Covered Action Checklist Describe status and approach to ensuring consistency 	Prior to construction, complete Delta Plan consistency certification
<input type="checkbox"/>	Site access to implement project	Category 1 planning projects (as applicable)	None	<ul style="list-style-type: none"> Identify landowner type and need for site control Identify status of agreements Include in tasks and budget 	Site access agreement in place prior to funds being dispersed

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<input type="checkbox"/>	Site Control / Land Tenure (15 years)	All non-acquisition Category 2 implementation projects (if not landowner)	None	<ul style="list-style-type: none"> Identify landowner type and need for site control Identify status of agreements Include in tasks and budget 	Prior to funds being dispersed, recorded land tenure agreement with legal description of the property
LOCAL SUPPORT					
<input type="checkbox"/>	Local support	All applicants	Describe support and approach towards affected parties	<ul style="list-style-type: none"> Describe support and approach towards affected parties Submit letters of support Submit County Board of Supervisors resolution 	None
SCIENTIFIC MERIT AND PERFORMANCE MEASURES					
<input type="checkbox"/>	Scientific Merit	All applicants	Describe: <ul style="list-style-type: none"> Scientific basis Use of best available science Application of adaptive management Climate change considerations 	Describe in more detail: <ul style="list-style-type: none"> Scientific basis and use of best available science Application of adaptive management Climate change considerations 	None

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<input type="checkbox"/>	Performance monitoring and assessment	All Category 2 implementation projects	<ul style="list-style-type: none"> Describe performance monitoring and assessment approach Submit Performance Measures Table 	<ul style="list-style-type: none"> More detailed description of monitoring and assessment approach Submit Performance Measures Table Submit Ecosystem and Land Use Types Table 	
ADDITIONAL REQUIREMENTS NOT SPECIFICALLY NOTED IN FULL APPLICATION					
<input type="checkbox"/>	Signage	All Category 2 implementation projects	None	None	Signage required as condition of agreement