



SACRAMENTO - SAN JOAQUIN

DELTA CONSERVANCY

A California State Agency

REVISED 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 Restoration and Water Quality Grant Guidelines (Guidelines). In addition to providing information about 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

The Conservancy held a proposal submission workshop on August 12, 2015. Questions received at the proposal submission workshop, or subsequently over the phone or via email, have been posted on the Conservancy's Prop. 1 Grant Program web page to assist others with similar questions. If potential applicants have questions that are not answered on the Conservancy's Grant Program web page, 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 8 months. If all funds during a fiscal year are expended but proposals have been submitted that otherwise could be approved for funding, these proposals may be held and re-considered during the next grant cycle.

Important dates for the 2015-16 grant cycle are:

- 2nd Concept Proposal Solicitation – November 5, 2015 to December 18, 2015
- Board Approval of Concept Proposals – January 27, 2016
- Full Proposal Solicitation – January 29, 2016 to March 11, 2016
- Board Approval of Full Proposals – May 25, 2016

C. Grant Categories and Funding Levels

There are two grant categories in this grant cycle. Category 1 proposals 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 Prop. 1 Grant Program criteria. Category 2 proposals are on-the-ground implementation projects. A maximum of \$450,000 is available for Category 1 proposals. Category 1 proposals may range from \$20,000 to \$100,000. Please note that the awarding of a Category 1 grant for a project does not guarantee that a Category 2 grant will be awarded for the same project. A maximum of \$8,550,000 is available during each funding cycle for Category 2 proposals. Category 2 proposals may range from \$25,000 to \$2,000,000.

Proposal Selection

Those interested in applying for Prop. 1 funds through the Conservancy must 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 (as well as all concept proposal requirements), 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 review panel to evaluate benefits, project design and readiness, and other factors (see full proposal evaluation criteria below). The professional review panel will be made up of state and federal agency technical experts, and will review staff's evaluation and scoring of full proposals to provide an independent review of staff's evaluation and scoring. A minimum of 85 points are required for a full proposal to be considered for funding. Conservancy staff will conduct a project site visit with each eligible applicant.

If a project scores 85 points or higher during either the concept or full proposal stages but cannot demonstrate strong local support or a lack of significant conflict from local interests, the Conservancy reserves the right not to fund the project until the conflict is satisfactorily resolved.

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. The Board will be provided with a list of all proposals received, and a staff recommendation for projects to be funded.

Proposals and scoring information will be made available upon request.

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.

Project Description and Organizational Capacity

1. A clear project description including location, need, goals and objectives, tasks, deliverables, and budget (requested funds and cost share contributions). Explain related experience, qualifications of all individuals working on the project, and examples of similar projects (10).

State Priorities/Project Benefits

2. Tangible results from the project that further Prop. 1 and state priorities, including implementation of the California Water Action Plan, the Conservancy's enabling legislation and Strategic Plan, the Delta Plan, and applicable recovery plans (15).
3. The degree to which the project has multiple benefits (10).
4. The extent to which climate change considerations were taken into account. If an agricultural sustainability project, the extent to which the impacts of climate change are vetted and deemed relevant or applicable to the project (10).

Readiness

5. 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 (15);
 - b. If a Category 2 project, this means the completeness of the design and the readiness of the project to begin (15).

Local Support

6. The degree to which potentially affected parties, including local government and the Delta Protection Commission, have been informed and consulted, good neighbor policies have been adopted and will inform the implementation of the project, and the Agricultural Land Stewardship Strategies (see link in Appendix B) have been applied (7).
7. 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. Full points will be provided only if letters of support from applicable local government entities are included (5).

Scientific Merit and Performance Measures

8. 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).
9. The extent to which the applicant demonstrates the project objectives including outcomes and outputs (10).

Funding: Cost Share and Leveraging

10. The degree to which the project develops a cost share with private, federal, or local funding to maximize benefits and outcomes. For every 10 percent of cost share, a project will score one point for this evaluation criterion, to a maximum of 5 points (1-5).
11. The degree to which the project leverages other state funds (3).

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.

Project Description and Organizational Capacity

1. Does the applicant provide a clear description of the project including the needs for the project, project objectives, tasks, deliverables, and budget. More specifically, how well can the applicant manage and complete the proposed project considering related experience, readiness, and staff qualifications and knowledge; and what is the applicant's performance on prior federal or state assistance agreements awarded in the past three years (10).

State Priorities/ Project Benefits

2. How well does the project demonstrate consistency with Prop. 1 and state priorities, including implementation of the California Water Action Plan, the Conservancy's enabling legislation and Strategic Plan, the Delta Plan, and applicable recovery plans. Projects should demonstrate consistency with regional plans to show the multibenefit outcome of the project (see Appendix B of the Grant Guidelines for a list of relevant plans), and with Delta Plan policies (15).
3. How well does the applicant explain plans for long-term management and sustainability beyond the term of the grant proposal, and if a Category 2 Restoration and Enhancement or Water Quality project, (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 plan as required and

defined in the Delta Plan regulations that considers threats to habitat including climate change (5).

4. The extent which climate change considerations were taken into account. If an agricultural sustainability project, the extent to which the impacts of climate change are vetted and deemed relevant or applicable to the project (5).

Readiness

5. How well does the applicant provide a (a) detailed project plan or implementation schedule; and (b) budget with reasonable costs and clear identification of grant funds and cost share contributions (15).

Local support

6. 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. Full points will be provided only if resolutions of support from applicable local government entities are included (7).
7. How well does the applicant demonstrate appropriate and necessary partnerships to help implement the project (5).
8. 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, if applicable (see link in Appendix B) (5).

Funding: Cost Share and Leveraging

9. The degree to which the project develops a cost share with private, federal, or local funding to maximize benefits and outcomes. For every 10 percent of cost share, a project will score one point for this evaluation criterion, to a maximum of 5 points (1-5).
10. The degree to which the project leverages other state funds (3).

Scientific Merit and Performance Measures

11. How well does the project demonstrate a plan for achieving expected project outputs and objectives, including a plan for measuring, tracking, and reporting progress toward achieving these results. Projects should demonstrate the plan and approach for reporting project results or methods to state or local government agencies within and beyond their own organization (10).
12. 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).

13. 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).

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 one of two ways: 1) via email to prop1grants@deltaconservancy.ca.gov ; or 2) via USB or CD and mailed or hand delivered to 1450 Halyard Drive, Suite 6, West Sacramento, CA 95691. The concept proposal should not exceed seven pages (not including the application form, budget, and support letters).

1. Concept Proposal Application Form

The form (please see Appendix A) 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 concept proposal evaluation criteria. The total maximum number of points available is 100. Projects must score at least 85 points to be invited to submit a full proposal.

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

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

- Specific need for the project,
- The project's goals and objectives,
- Specific tasks that will be undertaken, and
- Work products or deliverables.

3. Organizational Capacity

Discuss the organization's capacity and experience in planning and implementing similar projects.

4. Consistency with Funding Requirements, Project Selection, and Programmatic Criteria

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.

5. Readiness

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 readiness of the project to begin.
- 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, including the leveraging of state funds.

6. Cooperation and Support

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). Describe how you have informed and consulted with affected parties and/or incorporated good neighbor practices into the project. Letters of support from applicable local government agencies are also required (letters do not count toward seven page maximum).

7. Best Available Science and Adaptive Management

Describe the scientific basis of the proposed project and how best available science and adaptive management practices have been adopted and will be implemented. Also, describe how climate change considerations are being taken into account. If these are not relevant for this project (e.g., a sustainable agriculture project), then describe how best industry practices have been incorporated.

8. Project Assessment

Describe your approach to measuring and reporting your project's effectiveness, including how you will quantify your successes. Identify project objectives including a general description of project outcomes and outputs.

9. 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 10 percent for planning monitoring costs. Please use the Concept Proposal Budget Template in Appendix A.

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 proposal will be sent proposal submission instructions. Prospective applicants, however, should be prepared to submit the following information in a full proposal. Full proposals are not to exceed 22 pages unless otherwise noted.

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 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

Tasks	Timeline	Outcome(s)
1.1		
1.2		
1.3		
1.4		
2.1		
2.2		
2.3		

- b. 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, including performance on prior federal or state assistance agreements awarded to that organization in the past three years.
- c. Describe how the project is consistent with Prop. 1 funding requirements and the Conservancy's mission and programmatic goals.
- d. Describe the need for the project and how it contributes to statewide priorities (e.g., California Water Action Plan) or regional plans (e.g. Delta Plan; links to relevant plans can be found in the Grant Guidelines, Appendix B).
- e. Provide a narrative describing plans or planning for the long-term management and sustainability of the project.
- f. Indicate the degree to which the project has community and local government 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. Discuss how the results of the project will be transferred to (other) state or local government agencies.
- g. Describe the scientific basis of the proposed project and how best available science and adaptive management practices have been adopted and will be implemented. If this is not relevant for this project (e.g., a sustainable agriculture project), then describe how best industry practices have been incorporated and Include a description of the use of any new or innovative technologies or practices.
- h. 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. For more information regarding the use of the CCC, see Appendix E.

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.

Note that funds requested for planning and monitoring should not exceed 20 percent of total project costs, excluding cost shares. Category 1 funds are intended to be used for planning activities but should not exceed 10 percent of total project costs.

- 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 (to be included in final).

4. Performance Measures (5-page limit)

Describe the goals, outcomes, performance measures, measurement tools and methods, and targets in a project performance measures table, using Appendix B as a guide. This will serve as the basis for the development of the Project Assessment and Evaluation Plan (to be developed when a project is funded). 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 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.

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.

Please note: The following items do not count toward the 22-page maximum.

6. 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.

7. 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.

8. Documents Required of Native American Tribe (Does not count toward 22-page maximum.)

Native American tribes must show proof of its inclusion on the National Heritage Commission's California Tribal List, or proof of federal recognition.

9. 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).

10. Supplemental Documents (Does not count toward 22-page maximum.)

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. Resolutions of Support from Applicable Local Government Agencies

Provide resolutions of support for the project from all applicable local government agencies.

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, where applicable, the National Environmental Policy Act (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 Conservancy cannot approve a Category 2 grant until the required CEQA documents have been completed and the necessary findings made. A Category 1 grant may be made in order for an applicant to complete the CEQA process in advance of a potential Category 2 application. Approval of a Category 1 grant, however, is not a guarantee of final project approval and the Conservancy retains full discretion to approve or reject an associated Category 2 application.

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.

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.

Appendices

Appendix A: Concept Proposal Application Form and Budget Template

Concept Proposal Application Form

****Submit this document and the required attachments in PDF****

Applicant Information

Applicant Name (organization): _____

Type of Organization (circle one): Public Agency Nonprofit Public Utility
Native American Tribe Mutual Water Company

Address: _____

Contact Name: _____

Telephone: _____ **Email:** _____

Federal Tax ID#: _____

Project Information

Project Name: _____

Project Location _____

*****If applicable, submit a map with the concept proposal*****

County: _____ **City/Community:** _____ **Specific Location:** _____

Grant Category (circle one): **Category 1** **Category 2**

Funding Priority (circle all that apply): **Restoration and Enhancement**
 Water Quality
 Agricultural Analysis and Investment Strategy

Proposed Start Date: _____ **Estimated Completion Date:** _____

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**		
Planning		
Other		
TOTAL		

*Category 2 grants may not exceed ten (10) percent overall for planning and monitoring costs.

** Eligible administrative costs must be directly related to the project and may not exceed five 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 proposals, may use one 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.

Appendix B: Project Performance Measures

Each Project must include a Project Assessment and Evaluation Plan (PAEP), which will include the Performance Measures Table. Applicants may be required to complete multiple Performance Measures Tables depending on what types of activities are proposed. 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 90 percent reduction in invasive species acreage, or 50 percent increased restored wetland.

Provide the project performance measures following the guidance provided above and using the Performance Measures Table template on the next page.

<p>Who, what, by when, and how?</p>	<p>What do you want by the end of your project? The desired outcome should be achievable, measurable, and as tangible as possible. The desired outcome should be able to be met by reaching your stated goal, however, you may have multiple desired outcomes per goal.</p>	<p>What things will be produced as a result of working toward your goal? What are your measurement units for measuring these things produced? The units should be general quantitative units of output. Output indicators can be an indirect measure of your goal.</p>	<p>What quality, social behavioral or environmental condition will be changed to indicate that the goal will be met? What are the general measurement units for measuring these changes? Outcome indicators should be units to measure your goal directly.</p>	<p>Tools - What will you use as a ruler to measure the target? Methods - What is the name of the scientific method being used? Can it be cited from somewhere or explained? Will it be in your QAPP or Monitoring Plan?</p>	<p>What is the specific measurement you would like to reach by the end of your deadline that will indicate you have reached your goal? <i>Note: The measurement unit should match the measurement units stated in the Outcome Indicator Column and be measured using the tool and method stated in the Measurement Tools and Methods column.</i> <i>There may be multiple targets for each goal and desired outcome.</i></p>
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Appendix C: Full Proposal Budget Template

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

Appendix D: California Conservation Corps Guidelines

California Conservation Corps and Certified Community Conservation Corps

Proposition 1 - Water Bond Guidelines – Chapter 6

Corps Consultation Process

June 2015

This process has been developed to ensure compliance with Division 26.7 of the Water Code, Chapter 6, Section 79734 that specifies the involvement of the CCC and the certified community conservation corps (as represented by the California Association of Local Conservation Corps-CALCC).

Section 79734 states “For restoration and ecosystem protection projects funded pursuant to this chapter, the services of the California Conservation Corps or a local conservation corps certified by the California Conservation Corps ***shall be used whenever feasible.***”

Applicants for funds to complete restoration and ecosystem protection projects shall consult with representatives of the California Conservation Corps (CCC) AND the California Association of Local Conservation Corps (CALCC), the entity representing the certified community conservation corps, to determine the feasibility of the Corps participation. Unless otherwise exempted (see notes below), applicants that fail to engage in such consultation should not be eligible to receive Chapter 6 funds. CCC and CALCC have developed the following consultation process for inclusion in Prop 1 – Chapter 6 project and/or grant program guidelines:

Step 1: Prior to submittal of an application or project plan to the Funder, Applicant prepares the following information for submission to both the California Conservation Corps (CCC) and CALCC (who represents the certified community conservation corps):

- Project Title
- Project Description (identifying key project activities and deliverables)
- Project Map (showing project location)
- Project Implementation estimated start and end dates

Step 2: Applicant submits the forgoing information via email concurrently to the CCC and CALCC representatives:

California Conservation Corps representative:

Name: CCC Prop 1 Coordinator Email: Prop1@ccc.ca.gov

Phone: (916) 341-3100

California Association of Local Conservation Corps representative:

Name: Crystal Muhlenkamp Email:

inquiry@prop1communitycorps.org

Phone: 916-426-9170 ext. 0

Step 3: Within five 5 business days of receiving the project information, the CCC and CALCC representatives will review the submitted information, contact the applicant if necessary, and respond to the applicant with a Corps Consultation Review Document (template attached) informing them:

- (1) It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project; or

- (2) It is feasible for the CCC and/or certified community conservation corps services to be used on the project and identifying the aspects of the project that can be accomplished with Corps services.

Note: While the Corps will take up to five days to review projects, applicants are encouraged to contact the CCC/CALCC representatives to discuss feasibility early in the project development process.

The Corps cannot guarantee a compliant review process for applicants who submit project information fewer than five business days before a deadline.

- Step 4: Applicant submits application to Funder that includes Corps Consultation Review Document.
- Step 5: Funder reviews applications. Applications that do not include documentation demonstrating that the Corps has been consulted will be deemed “noncompliant” and will not be considered for funding.

NOTES:

1. The Corps already have determined that it is not feasible to use their services on restoration and ecosystem protection projects that solely involve either planning or acquisition. Therefore, applicants seeking funds for such projects are exempt from the consultation requirement and should check the appropriate box on the Consultation Review Document.
2. An applicant that has been awarded funds to undertake a project where it has been determined that Corps services can be used must thereafter work with either the CCC or CALCC to develop a scope of work and enter into a contract with the appropriate Corps. Unless otherwise excused, failure to utilize a Corps on such a project will result in Funding Entities assessing a scoring penalty on the applicant’s future applications for Chapter 6 Funds.

**California Conservation Corps and Certified Community Conservation Corps
Proposition 1 - Water Bond
Corps Consultation Review Document
June 2015**

Unless an exempted project, this Corps Consultation Review Document must be completed by California Conservation Corps and Community Conservation Corps staff and accompany applications for projects or grants seeking funds through Proposition 1, Chapter 6, Protecting Rivers, Lakes, Streams, Coastal Waters and Watersheds. Non-exempt applications that do not include this document demonstrating that the Corps has been consulted will be deemed “noncompliant” and will not be considered for funding.

1. Name of Applicant:

Project Title:

Department/Conservancy to which you are applying for funding:

To be completed by Applicant:

Is this application solely for planning or acquisition?

- Yes (application is exempt from the requirement to consult with the Corps)
- No (proceed to #2)

To be completed by Corps:

This Consultation Review Document is being prepared by:

- The California Conservation Corps (CCC)
- California Association of Local Conservation Corps (CALCC)

2. Applicant has submitted the required information by email to the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC):

- Yes (applicant has submitted all necessary information to CCC and CALCC)
- No (applicant has not submitted all information or did not submit information to both Corps – application is deemed non-compliant)

3. After consulting with the project applicant, the CCC and CALCC has determined the following:

- It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project (deemed compliant)
 - It is feasible for the CCC and/or certified community conservation corps services to be used on the project and the following aspects of the project can be accomplished with Corps services (deemed compliant).
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CCC AND CALCC REPRESENTATIVES WILL RETURN THIS FORM AS DOCUMENTATION OF CONSULTATION BY EMAIL TO APPLICANT WITHIN FIVE BUSINESS OF RECEIPT AS VERIFICATION OF CONSULTATION. APPLICANT WILL INCLUDE COPY OF THIS DOCUMENT AS PART OF THE PROJECT APPLICATION.