



# Ecosystem Restoration and Water Quality Grant Program

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*FY17-18 Solicitation Frequently Asked Questions, Updated November 28, 2017*

## November 28 Update

1. Q. For Question 3.1 Alignment with State Plans, does the 6,000 character count apply to each plan (i.e. can responses be up to 6,000 characters for each plan)? Or is the 6,000 character count a total for the responses to all the plans?
  - A. The 6,000 character limit is a total for all the responses to all the plans.
  
2. Q. Is it acceptable to add responses to the state plan alignment question after each listed plan, or should responses to all plans be combined in one section?
  - A. Add each response into the Full Application Form below each listed state plan. The total character count for all responses needs to total 6,000 characters or less.

## November 27 Update

1. Q. How can costs be reimbursed for the Final Report if it is due after the funding end date?
  - A. Costs incurred after the funding end date cannot be reimbursed. To cover the expenses of the Final Report, work for this report must be conducted during the funding term. The deadline for submitting this Final Report extends 30 days after the funding end date. This allows grantees some flexibility to finalize the Final Report, but without funding.
  
2. Q. What is needed in terms of data for EcoAtlas for the very first quarterly report?
  - A. An account must be established and any information that is available at that point about the project must be uploaded to the appropriate field in EcoAtlas.
  
3. Q. Should the first eight (8) pages of the Full Application Form be left in place when applying for a Prop 1 grant, and do these pages count toward the 55 page limit?
  - A. All information provided in the Full Application Form Template including text, tables, etc. should be left in place and these pages do count towards the total page limit.
  
4. Q. Can indirect costs above the stated limit of 20% be counted as cost share?
  - A. The maximum allowable Prop 1 indirect rate is 20%. Indirect costs in excess of 20% for which the grantee will contribute funding may be included as cost share.

### November 16 Update

1. Q. For the character-limited responses in the proposal, are those with or without spaces?  
A. Character counts include spaces.
2. Q. For Category 1 proposals, can some section that pertain to Category 2 projects (such as Sections 4.3, 4.4, and 4.5 and Tables 4.1, 4.2, and 4.3) be deleted?  
A. All text in the blank Full Proposal Application Form and Instructions should be left in place, even if it does not apply to your project's category. Applicant responses should be added to the existing text.
3. Q. How can files that have been uploaded to the Large File Upload Sites be deleted?  
A. Applicants cannot delete files from the Large File Upload Sites. If any uploaded files need to be deleted, please email [prop1grants@deltaconservancy.ca.gov](mailto:prop1grants@deltaconservancy.ca.gov) with the upload site address and the specific name of the file to be deleted, and we will remove it.

### November 6 Update

1. Q. In Attachment 5: Line Item Budget by Task, the formula in Cell E5 does not seem to correctly calculate total cost including benefits. Is the benefit a percentage of the rate? If so, the formula needs to be corrected.  
A. The benefit should be calculated as a percentage of the salary. The cell format should set to Accounting, and numbers entered into the cell should appear with a percentage sign visible (for example entering "20" should appear as "20%"). The formula in Cell E5 has been corrected to read as follows:  $= (B5 * C5) + (B5 * C5 * D5)$ .
2. Q. Instructions on p.4 of the Full Proposal Application Form and Instructions specify that page limits include 'all the text provided in the blank form.' Does this mean that all italicized instructional text should be kept in the full application with responses? Or, should those instructions be replaced with the applicant's responses?  
A. All text in the blank Full Proposal Application Form and Instructions, including italicized instructional text, should be left in place. Applicant responses should be added to the existing text.
3. Q. For Section 2.2.7 of the Full Application Form, do California public agencies (such as joint powers authorities) need to provide any organization documents?  
A. No, only the organizations specifically identified (non-government organizations, Native American Tribes, and mutual water companies) need to provide organization documents under this section.
4. Q. For Attachment 1, the Financial Management Questionnaire, what kind of financial statement should be provided under section 3?

- A. The most current quarterly or monthly financial statement should be included. These statements may include a statement of financial position; a report on an entities' assets, liabilities, or owner's equity at a given point in time; etc.
- 5. Q. Can the letter of support and cost-share commitment letter be combined into one letter or do they need to be separate?
  - A. Yes, the same letter can express support for the project and document commitment of cost-share.
- 6. Q. For Supplementary Materials, is the county Board of Supervisors resolution of support a required element for all projects?
  - A. A county Board of Supervisors resolution of support is not required for any project; however, it can improve the competitiveness of a proposal when included with the full proposal.

September 29 Update

**Note to all concept proposal applicants:** We have determined that we will consider funding up to \$18 M in projects for the FY17-18 solicitation.

- 1. Q. To whom should letters of support be addressed?
  - A. *Letters of support can be addressed to the applicant or the Delta Conservancy and should be submitted with the full application and not sent directly to the Delta Conservancy staff.*
- 2. Q. Is there a template resolution that you would like used by governing bodies to authorize the submittal of the application?
  - A. *There is no template provided for a board resolution that authorizing full proposal submission. See Grant Guidelines page 22 for more details.*
- 3. Q. Once a Category 1 planning grant agreement is executed, could it be amended to remove a deliverable that is no longer considered feasible due to outcomes of the California Environmental Quality Act (CEQA) process?
  - A. *The grant agreement process is described in a [staff report to the board](#) for November 21, 2016 board meeting. A change to the scope of work would require a formal request and justification from the grantee, review and approval by Delta Conservancy staff, and may require Board approval depending on the associated budget amount (threshold of 10% of the total budget or \$50 K) and whether it is considered time-sensitive.*
- 4. Q. Can a project receive funding from both the Coastal Conservancy and the Delta Conservancy?
  - A. *Yes, a project can receive funding from both Conservancies, similar to how California Department of Fish and Wildlife and the Delta Conservancy can co-fund a project (see Grant Guidelines page 41). The specific elements of the project being funded by each source should be clearly separated.*

### September 19 Update

1. Q. Can costs for scientific conferences be included in the budget?

A. *Costs associated with scientific conferences (including travel, time, and registration fees) are most likely ineligible expenses since they are not directly linked to planning for or implementation of a capital asset project.*

### August 30 Update

1. Q. Is the literature cited or references section included in the 6-page limit of the concept proposal narrative?

A. *No. Literature cited or references section can be considered supplementary material that is not included in the 6-page limit.*

2. Q. Are there estimated costs for Delta Plan Consistency?

A. *No. The personnel hours involved in [certifying Delta Plan consistency for covered actions](#) likely vary significantly with the scope of the project and the status of adaptive management and best available science planning. We suggest you first complete the [Covered Action Checklist](#), and if applicable, contact Delta Stewardship Council staff to discuss. State or local agencies may call (916) 445-5511 to schedule a consultation with Council staff, or submit a consultation request via [e-mail](#). Any other questions or concerns may also be e-mailed directly to [coveredactions@deltacouncil.ca.gov](mailto:coveredactions@deltacouncil.ca.gov). Also see page 31 of the Grant Guidelines and Section 4.5 of the Full Application Form.*

### August 9 Update

1. Q. Can a Category 1 and Category 2 grant overlap for the same project?

A. *Yes. There is no explicit requirement that a Category 1 grant be completed prior to application or award of a Category 2 grant, although completion of certain Category 1 project potential activities is required. As noted in #5 below, 65% engineering design is required at the time of full application submittal as a Category 2 project, and the applicant must anticipate completing environmental review within six months of the date the Board considers awards. Also, readiness is an evaluation criterion for both concept and full proposals.*

2. Q. Can a public agency (federal, state, or county) be included as a subcontractor?

A. *Yes. Information on subcontracting is included in Exhibit D (Sections X and XI) of the [example grant agreement template](#).*

3. Q. Are there any maximum award amounts for Category 1 or Category 2 projects?

A. *For the FY17-18 grant cycle, there are no caps on the maximum amount for a Category 1 or Category 2 project. The total amount available for this grant cycle is \$9.3 million.*

4. Q. Should applicants contact Delta Conservancy Board members, including those that represent the county in which their proposed project is located?

A. *Conservancy staff recommend that applicants coordinate with staff for the county in which their project is located, rather than Delta Conservancy Board members, to discuss the project and request a Board of Supervisors resolution of support.*

5. Q. At what point are applicants required to have completed 65% engineering design plans to submit proposal as a Category 2 implementation project?

A. *Category 2 projects are "shovel ready" projects that have advanced to the stage where planning and engineering design plans are near completion. Applicants must, at a minimum, have completed intermediate plans (i.e., design plans at least 65% level of development; see Appendix A: Glossary of Terms for a complete definition of project engineering design terms) by the time of submittal of a full application for a Category 2 project.*

6. Q. Can projects be located outside the Delta?

A. *Yes if the Board makes all of the findings described in the Sacramento-San Joaquin Delta Reform Act of 2009, Sec. 32360.5. Please see Grant Guidelines pages 5 and 10 (also copied below) for additional criteria that apply for projects located outside the legal Delta and Suisun Marsh.*

*B. Where Projects Can be Located*

*The Conservancy will fund projects within or benefitting the Delta and Suisun Marsh as defined in Public Resources Code Section 85058 (a map can be found at this link: <http://deltacouncil.ca.gov/docs/dsc-tabloid-size-map-legal-delta>).*

*C. Geographic Area of Focus*

*The Conservancy will fund projects within or benefitting the Delta and Suisun Marsh as defined in Public Resources Code Section 85058 (a map can be found at this link: <http://deltacouncil.ca.gov/docs/dsc-tabloid-size-map-legal-delta>).*

*The Conservancy may take or fund an action outside the Delta and Suisun Marsh if the Board makes all of the findings described in the Sacramento-San Joaquin Delta Reform Act of 2009, Sec. 32360.5. Applicants applying for funds for projects outside of the Delta and Suisun Marsh must be prepared to address the following:*

- How the project implements the ecosystem goals of the Delta Plan.*
- How the project is consistent with the requirements of any applicable State and federal permits.*
- How the project will provide significant benefits to the Delta.*

*In addition, funding recommendations and decisions will be based upon scores and the reasonableness of costs, as well as the diversity of the types of projects and their locations, which together will create the maximum benefit within the Delta as a whole (Grant Guidelines pages 16-17).*

7. Q. Is there contact information for Department of General Services (DGS) Appraisers, a link for the specific DGS requirements, and/or an estimate of DGS appraisal costs?

A. *The link to the Department of General Services (DGS) Appraisal review page is <http://www.dgs.ca.gov/resd/AboutUs/AppraisalReview.aspx>. DGS Real Property Services staff contact information is available at <http://www.dgs.ca.gov/resd/Programs/RealPropertyServices.aspx>.*

*Based on the experience of other state agencies involved with DGS-approved appraisals, appraisals from DGS qualified appraisers typically cost between \$5K and \$10K with an additional \$2-5K for DGS appraisal review. Appraisals for more complex acquisitions were more than \$20K for appraisal and up to \$10K for DGS appraisal review. Costs of appraisals conducted by a DGS-qualified appraiser and the subsequent DGS appraisal review will vary significantly depending on the complexity of the acquisition.*

8. Q. For information required as a condition of the Grant Agreement under the Appendix E, Acquisition Checklist, can they occur either before or during the Grant Agreement period?

*A. Yes, although only eligible expenses incurred during the Grant Funding Term may be reimbursed. Cost share may be used between the time that the full proposal is submitted to the Conservancy and the end of the Grant Funding Term.*

9. Q. Does the Delta Conservancy use the CDFW policy on mineral rights or does it use a different assessment procedure?

*A. The Delta Conservancy is currently working on its mineral rights assessment process.*