# Full Proposal Checklist Delta Conservancy

## Proposition 1

## Ecosystem Restoration and Water Quality Grant Program

| Requirement | Required Of | Detail |
| --- | --- | --- |
| Organizational Documents | Non-profits, tribes, or mutual water companies | Submit documents required by organization type |
| Authorization to Apply | All applicants | Submit documentation (resolution or letter) |
| Verification of project’s public benefit | Public utilities and mutual water companies | Verify project’s clear and definite public purpose and benefits to customers (not the investors) |
| Financial Management Systems Questionnaire and Cost Allocation Plan | All applicants | Complete application documents  Submit organization’s procurement policy  Submit negotiated federal indirect cost rate agreement |
| Additional requirements if outside the Delta or Suisun Marsh | Projects located outside the Legal Delta or Suisun Marsh | Verify the project’s benefits to the Delta ecosystem |
| Disadvantaged Communities | All applicants | Identify disadvantaged communities within three distances from the project site |
| Special Districts | All applicants | Identify relevant districts |
| Water use for project | Implementation projects (if water use required) | Submit project water use information |
| Water rights for project | Any project that requires change in water rights | Demonstrate understanding of SWRCB process requirements  Include in tasks and budget |
| California Conservation Corps consultation | Projects with a hand labor component | Submit consultation documentation  Include in tasks and budget (if applicable) |
| Conflict of Interest | All applicants | Identify applicant team members, subcontractor, and others involved in proposal development |
| Project Description | All applicants | Provide a detailed project description |
| Project Location | All applicants | Provide a detailed description, with attachments, of the project location |
| Project Team | All applicants | Describe organizational capacity, experience and qualifications of all parties, and partnerships |
| Funding Request and Budget | All applicants | Budget narrative  Budget tables |
| Cost share and cost leveraging | All applicants with cost share or cost leveraging | Submit commitment letters |
| Alignment with State Priorities | All applicants | Describe alignment with State priorities |
| Long-Term Viability | Planning projects | Describe how project contributes to a specific, on-the-ground capital outlay project |
| Long-Term Viability | Implementation projects | Identify risks and describe plans for long-term management and sustainability of the project for the required minimum of 15 years |
| Readiness | Planning projects | Describe how planning activities will advance the project toward implementation |
| Readiness | Implementation projects | Describe the status of project planning, engineering design (at least 65% design), CEQA, and permitting |
| Site access | Planning projects (as applicable) | Describe status of site access and provide a landowner letter of support |
| Site control/land tenure (15 years) | Implementation projects | Describe planned compliance with land tenure requirements |
| CEQA | CEQA projects | Prior to awarding funds, submit:  CEQA documents |
| Delta Plan Consistency | Implementation projects (as applicable) | Verify Delta Plan consistency |
| Local support | All applicants | Submit letters of support  Submit County Board of Supervisors resolution  Describe stakeholder engagement and support |
| Scientific Merit | All applicants | Describe in more detail:  Scientific basis of project  Use of best available science  Application of adaptive management  Climate change considerations |
| Performance monitoring and assessment | All projects with an on-the-ground component | Detailed description of monitoring and assessment  Submit Performance Measures Tables |