

# Concept Proposal

# Application and Instructions

# General

## Concept Proposal Application Instructions

Concept proposals are the required first step in the Sacramento-San Joaquin Delta Conservancy’s (Delta Conservancy) two-step grant proposal process. Concept proposals should describe the project that will be submitted for consideration during the full proposal solicitation. Please read the instructions below to submit a complete, clear, and responsive concept proposal.

## Concept Proposal Submission

Prior to submitting a concept proposal, interested applicants should contact Conservancy staff at [contact@deltaconservancy.ca.gov](mailto:contact@deltaconservancy.ca.gov) for more information about the status of funding opportunities. Concept proposals may be submitted at any time to initiate consideration of the project by the Conservancy. Conservancy staff will review each concept proposal as it is submitted. Once reviewed, Conservancy staff will confer with the applicant to discuss the project concept, request additional information as needed, and discuss next steps.

## Concept Proposal Components

Complete concept proposals consist of a concept proposal application and supplementary materials. The application must not exceed fourteen pages. Applicants must use the provided text entry boxes with 12-point standard font and single line spacing.

Supplementary materials are not counted against the fourteen-page limit. Supplementary materials include:

* Map of project site
* [Budget Table Template](http://deltaconservancy.ca.gov/wp-content/uploads/2022/06/General_Concept-Proposal_Budget-Template.xlsx)
* [Performance Measures Table Template](http://deltaconservancy.ca.gov/wp-content/uploads/2022/06/General_Concept-Proposal_Performance-Measures-Template.docx)

**Budget Table instructions:** Enter projected funding requests, and cost share and cost leveraging projections into the highlighted cells in the Budget Table. All funding requests must be based on projected expenses that are eligible and must conform to the descriptions of the cost categories provided in the [General Grant Guidelines](http://deltaconservancy.ca.gov/wp-content/uploads/2022/06/General-Grant-Guidelines-04.07.2022.pdf). Refer to the General Grant Guidelines for more information on how to determine qualifying cost share and cost leveraging projections. All amounts must match amounts entered in all other concept proposal application documents.

## Project Title

Provide a brief, descriptive project title.

Title:

## Funding Priority

*Specify all Delta Conservancy funding priorities that the project addresses (check one or more boxes).*

Ecosystem protection, restoration, and enhancement

Water quality improvement

Water-related agricultural sustainability

Climate Benefit

Public Access

## Project Type

*Check one box.*

Planning

Pilot  
 Implementation

Acquisition

## Funding Request

Total funds requested from the Delta Conservancy: $

## Project Duration

Start Date:

Funding Term End Date: (no later than three years after the start date)

## Geographic Location

*Provide a general description of the project location. Include name of county, nearest city/community & address (if available).*

Location:

## Applicant Information

Applicant Name:

Contact Person Name:

Position Title:

Mailing Address:

Telephone:

Email Address:

## Applicant Organization Type

*Check one box.*

California Public Agency

501(c)(3) Nonprofit Organization

Tribal Organization

Public Utility

Mutual Water Company

## Concept Proposal Narrative Content

The Delta Conservancy expects concept proposals to provide a concise overview of the requested information; full details are required in the full proposal.

### Project Description

*Provide a clear description of the project being proposed for Delta Conservancy funding, including:*

* The need for the project.
* The project’s goals and objectives (for implementation projects these goals and objectives must match those listed in the Performance Measures Table).
* General tasks that will be undertaken and work products or deliverables.
* For **acquisition** projects, the status and summary of meeting the specific requirements for acquisitions including acreage, willing seller name and address, breakdown of how the funds will be budgeted, and an acquisition schedule.

### Project Location

*Submit a map of the 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 features such as roads, waterways, towns, and county boundaries. A map that meets Americans with Disabilities Act requirements is strongly encouraged.*

### Project Team

*Describe the team’s organizational capacity, the qualifications of affiliated staff and committed partners, and any necessary partnerships that have been developed to advance the project.*

### Conflict of Interest

*Identify involved parties that have conflict of interest relevant to the project. Contact Delta Conservancy staff if any member(s) of the applicant team have been formerly employed by the Delta Conservancy, presently work for the state, or have an existing agreement or previous agreement with the Delta Conservancy.*

### Budget, Cost Share, and Cost Leveraging

*Provide a description that explains how budget items in the Budget Table align with project tasks described in the project description. Describe the status of cost share and cost leveraging efforts. Explain how grant management and reporting costs will be funded, either by the Delta Conservancy’s Grant Program or using cost share or state leveraged funds.*

### Alignment with State Priorities

Demonstrate that the specific, on-the-ground project is aligned with state priorities as described in:

[California Water Action Plan](https://wildlife.ca.gov/Conservation/Watersheds/Instream-Flow/Action-Plan)

*List actions implemented and explain how this project is meeting those actions.*

[Delta Conservancy’s governing statute](https://law.justia.com/codes/california/2016/code-prc/division-22.3/chapter-3/section-32322/)

*Explain how project links to the Delta Conservancy’s governing statute.*

[Delta Conservancy’s 2022-2027 Strategic Plan](http://deltaconservancy.ca.gov/strategic-plan/)

*Explain how project links to and helps implement the strategic plan.*

[Delta Plan](https://deltacouncil.ca.gov/delta-plan/)

*Explain how the project meets actions or recommendations of the Delta Plan.*

Other plans (e.g., existing conservation, restoration, recovery plans, or other relevant local, state, or federal plans or policies).

*Identify the plan(s) and explain how the project links to the identified plans. Provide links to each plan or policy listed. Copies of the plan(s) must be available upon request.*

### Long-Term Management and Maintenance

*For* ***planning projects****, describe how the planning effort will contribute to a specific, on-the-ground project. For* ***implementation projects****, describe plans for long-term management and sustainability of the project for the required minimum of 15 years.*

### Readiness

*For* ***planning projects****, describe how the proposed planning activities will advance the project toward implementation, including a projected start date of the implementation project. Describe how previous and subsequent phases will ensure that environmental compliance and all data gaps are addressed. Specify whether the proposed project is beyond the feasibility stage. For* ***implementation projects****, 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 Delta Conservancy funding. Specify when the project will be ready to begin implementation. Describe permits and landowner agreements that will be required, if applicable.*

### California Environmental Quality Act (CEQA)

*Discuss the status of fulfilling any CEQA requirements, identify the CEQA lead agency, and specify whether the Delta Conservancy is the expected lead agency for CEQA and/or Delta Plan consistency.*

### Local Support

*Describe local public and institutional support for the project, including how the community and stakeholders are engaged in the project. Describe the project’s approach to informing and consulting with affected parties, and to avoiding, reducing, or mitigating conflicts with existing and adjacent land uses.*

### 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 the project addresses potential vulnerabilities of the project site to climate change effects, and if the project will account for and provide adaptation and/or resiliency to potential climate change effects.*

### Performance Monitoring and Assessment

*For implementation projects and planning projects with an on-the-ground component, include a general description of the project’s approach to performance monitoring and assessment, and submit a Performance Measures Table using the template provided on the grant program webpage.*