



SACRAMENTO - SAN JOAQUIN

DELTA CONSERVANCY

A California State Agency

DRAFT

GRANT GUIDELINES

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

A. Background and Purpose

The Sacramento-San Joaquin Delta Conservancy (Conservancy) is a primary state agency in the implementation of ecosystem restoration in the Delta and supports efforts that advance environmental protection and the economic well-being of Delta residents. The Conservancy collaborates and cooperates with local communities and others parties to preserve, protect, and restore the natural resources, economy, and agriculture of the Sacramento-San Joaquin Delta and Suisun Marsh. The Conservancy's goals include a set of programs that implement complex economic and environmental objectives, resulting in a vision of a rich, diverse, resilient, and accessible Sacramento-San Joaquin Delta and Suisun Marsh.

The Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Prop. 1) was approved by voters in November 2014. Prop. 1 provides funding to implement the three objectives of the California Water Action Plan: more reliable water supplies, restoration of important species and habitat and a more resilient and sustainably managed water infrastructure. The Conservancy's Ecosystem Restoration and Water Quality Grant Program intends to focus on the restoration of important species and habitat.

In Prop. 1, \$50 million is identified for the Conservancy "for competitive grants for multibenefit ecosystem and watershed protection and restoration projects in accordance with statewide priorities (Sec. 79730 and 79731)."

Per Prop. 1 and the Conservancy's enabling legislation, emphasis will be placed on projects using public lands and that "maximizes voluntary landowner participation in projects that provide measureable and long-lasting habitat or species improvements in the Delta."

To the extent feasible, projects need to promote state planning priorities and sustainable communities strategies consistent with Government Code 65080(b)(2)(B). Furthermore, all proposed projects must be consistent with statewide priorities as identified in Prop. 1, the California Water Action Plan, the Conservancy's enabling legislation, the Delta Plan, and the Conservancy's Strategic Plan. Links to Prop. 1 and the other documents can be found in Appendix B (as well as other local, state, and federal plans and tools).

B. Purpose of Grant Guidelines

These Grant Guidelines (Guidelines) establish the process and criteria that the Conservancy will use to administer competitive grants for multibenefit ecosystem restoration and water quality projects. These Guidelines include the required information and documentation for Prop. 1 grants. The Guidelines were posted on the Conservancy's web site for 30 days prior to approval and were vetted via three public meetings (Sec. 79706(b)).

Eligibility Requirements

A. Funding Available

The Conservancy intends to grant up to \$9 million each year for 5 years. Grants will be awarded for Category 1 (necessary activities that will lead to on-the-ground projects, e.g., planning, permits, etc.) and Category 2 proposals (on-the-ground projects) to eligible entities subject to approval by the Conservancy pursuant to these Guidelines.

A maximum of \$450,000 is available during each funding cycle 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 up to \$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.

B. Geographic Area of Focus

The Conservancy will fund projects within or near the statutory Delta and Suisun Marsh. The statutory Delta and the Suisun Marsh are defined in Public Resources Code Section 85058.

The Conservancy may take or fund an action outside the Delta and Suisun Marsh if the Board makes all of the following findings (Sacramento-San Joaquin Delta Reform Act of 2009, Sec. 32360.5):

- The project implements the ecosystem goals of the Delta Plan.
- The project is consistent with the requirements of any applicable state and federal permits.
- The Conservancy has given notice to and reviewed any comments received from affected local jurisdictions and the Delta Protection Commission.
- The Conservancy has given notice to and reviewed any comments received from any state conservancy where the project is located.
- The project will provide significant benefits to the Delta.

C. Eligible Projects

Prop. 1 identifies projects to protect and restore California rivers, lakes, streams, and watersheds that can be funded with Prop. 1 funding (Sec. 79732 *et seq*). The Conservancy's highest priority projects will address the following:

- Restoration and Enhancement. Examples include:
 - Channel margin enhancement projects and riparian habitat restoration or enhancement projects.
 - Watershed adaptation projects to reduce the impacts of climate change on California's communities and ecosystems.
 - Restoration and protection projects of aquatic, wetland, and migratory bird ecosystems, including fish and wildlife corridors.
 - Fish passage barrier removal projects.
 - Endangered, threatened, or migratory species recovery projects that improve watershed health, inland wetland restoration, or other means, such as natural community conservation plan and habitat conservation plan implementation.
- Water Quality. Examples include:
 - Polluted runoff reduction projects that restore impaired waterbodies, prevent pollution, improve water management, increase water conservation, and conduct environmental education.
 - Pollution reduction projects that focus on the contamination of rivers, lakes, or streams, prevent and remediate mercury contamination from legacy mines, and protect or restore natural system functions that contribute to water supply, water quality, or flood management.
- Agricultural Sustainability. Examples include:
 - Agricultural analysis and investment strategy projects.
 - Projects that support agricultural sustainability in areas where agriculture is impacted by restoration or other water-related projects.
 - Projects that protect and increase the economic benefits arising from healthy watersheds.

NOTE: Any grantee acquiring land with Prop. 1 may use the Natural Heritage Preservation Tax Credit Act of 2000 (Division 28 (commencing with Section 37000) of the Public Resources Code) (Section 79711[h]).

D. Ineligible Projects

Examples of ineligible projects include:

- Construction equipment purchased solely for purposes of implementing a single project.
- Projects dictated by a legal settlement or mandated to address a violation of, or an order (citation) to comply with, a law or regulation.

- Education, outreach, or event related projects, although these types of activities may be included as part of the overall implementation of a project eligible for Conservancy grant funds.
- Projects that subsidize or decrease the mitigation obligations of any party.
- Projects to design, construct, operate, mitigate, or maintain Delta conveyance facilities.
- Projects that do not comply with all legal requirements of Prop. 1 and other applicable laws.

NOTE: Funds will only be used for projects that will provide fisheries or ecosystem benefits or improvements that are greater than required applicable environmental mitigation measures or compliance obligations.

E. Eligible Applicants

Eligible grant applicants include public agencies, nonprofit organizations, public utilities, federally recognized Indian tribes, state Indian tribes listed on the Native American Heritage Commission's California Tribal Consultation List, and mutual water companies that will have an eligible proposal or project that provides a public benefit in the Delta (Public Resources Code Section 75004) and that will satisfy all the grant requirements. Specifically, eligible applicants are:

- Public agencies (any city, county, district, or joint powers authority; state agency; public university; or federal agency). To be eligible, public utilities that are regulated by the Public Utilities Commission must have a clear and definite public purpose and shall benefit the customers and not the investors.
- Qualifying 501(c)(3) nonprofit organizations. "Nonprofit Organization" means an organization that is qualified to do business in California and qualified under Section 501(c)(3) of Title 26 of the United States Code.
- Eligible tribal organizations (includes any Indian tribe, band, nation, or other organized group or community, or a tribal agency authorized by a tribe, which is listed on the National Heritage Commission's California Tribal List).
- Mutual water companies, including local and regional companies. Additionally, in order to be eligible:
 - Mutual water companies must have a clear and definite public purpose and shall benefit the customers of the water system and not the investors.
 - An urban water supplier shall adopt and submit an urban water management plan in accordance with the Urban Water Management Planning Act.
 - An agricultural water supplier shall adopt and submit an agricultural water management plan in accordance with the Agricultural Water Management Planning Act.

- An agricultural water supplier or an urban water supplier is ineligible for funding unless it complies with the requirements of Part 2.55 of their respective water management planning acts.

NOTE: As a general rule, organizations or individuals performing non-grant related work for the Conservancy under contract are ineligible to apply for a grant from the Conservancy during the life of the contract. This policy applies to organizations that:

- Contract directly with the Conservancy.
- Are providing services as a subcontractor to an individual or organization contracting directly with the Conservancy.
- Employ an individual, on an ongoing basis, who is performing work for the Conservancy under a contract whether as a contractor or as a subcontractor. If you have a contract with the Conservancy and are contemplating applying for a grant, please consult with Conservancy staff to determine eligibility.

F. Eligible Costs

Only project costs for items within the scope of the project and within the time frame of the project agreement are eligible for reimbursement. Costs related to project-specific performance measures and reporting are required to be addressed in the project budget.

Eligible administrative costs must be directly related to the project and may not exceed five (5) 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.

G. Ineligible Costs

Indirect expenditures billed as a percentage of costs are not eligible for reimbursement. These are expenses that involve ongoing operations, or repair or maintenance costs, regardless of whether the repair or maintenance may last more than one year.

In addition, grant funding may not be used to establish or increase a legal defense fund or endowment, make a monetary donation to other organizations, pay for food or refreshments, or eminent domain processes.

If ineligible costs are included in the project budget, it could result in the project being deemed ineligible. In some cases, the project may be approved for funding with the total amount of the award reduced by the amount of the ineligible costs. In that event, the Conservancy will contact the applicant to confirm that the project is still viable. Applicants should avoid including ineligible costs in the application and should contact Conservancy staff with questions.

General Program Requirements

A. Conflict of Interest

All applicants and individuals who participate in the review of submitted proposals are subject to State and federal conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation or who will participate in any part of the grant development and negotiation process on behalf of the public is ineligible to receive funds or personally benefit from funds awarded through that solicitation. Employees of state and federal agencies may participate in the review process as scientific/technical reviewers but are subject to the same state and federal conflict of interest laws.

Failure to comply with the conflict of interest laws, including business and financial disclosure provisions, will result in the proposal being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code Section 1090 and Public Contract Code Sections 10365.5, 10410 and 10411.

B. Confidentiality

Once the Proposal has been submitted to the Conservancy, any privacy rights, as well as other confidentiality protections afforded by law with respect to the application package will be waived. Unsealed proposals are public records under the California Government Code Sections 6250-6276.48.

C. Labor Code Compliance

Grants awarded through the Conservancy's Ecosystem Restoration and Water Quality Grant Program may be subject to prevailing wage provisions of Part 7 of Division 2 of the California Labor Code (CLC), commencing with Section 1720. Typically, the types of projects that are subject to the prevailing wage requirements are public works projects. Existing law defines "public works" as, among other things, construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds. Assembly Bill 2690 (Hancock, Chapter 330, Statutes of 2004) amended California Labor Code (CLC) Section 1720.4 to exclude most work performed by volunteers from the prevailing wage requirements until January 1, 2017.

The grantee shall pay prevailing wage to all persons employed in the performance of any part of the project if required by law to do so. Any questions of interpretation regarding the CLC should be directed to the Director of the Department of Industrial Relations (DIR), the state department having jurisdiction in these matters. For more details, please refer to the DIR website at <http://www.dir.ca.gov>.

D. Environmental Compliance

Activities funded under this grant program must be in compliance with applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Delta Plan, and other environmental permitting requirements. The applicant is solely responsible for project compliance and proposals may include in their budgets the funding necessary for compliance related tasks. The solicitation will provide information on common permits required and where to get information related to permit requirements.

For grant proposals prepared under the Ecosystem Restoration and Water Quality Grant Program that include an action that is likely to be deemed a covered action, pursuant to California Water Code (CWC) Section 85057.5, the applicant is responsible for ensuring consistency with the Delta Plan policies. In such instances, the proposal shall include a description of the approach through which consistency will be achieved and may include in their budgets the funding necessary to complete related tasks.

E. Water Law

Funded grants that address stream flows and water use shall comply with the CWC, as well as any applicable State or federal laws or regulations. Refer to Section 2.3 (Specific Funding Requirements) of this document for specific requirements stipulated in Prop. 1 (CWC §79709). Any proposal that would require a change to water rights, including, but not limited to, bypass flows, point of diversion, location of use, purpose of use, or off-stream storage shall demonstrate an understanding of the State Water Resources Control Board (SWRCB) processes, timelines, and costs necessary for project approvals by SWRCB and the ability to meet those timelines within the term of a grant. In addition, any proposal that involves modification of water rights for an adjudicated stream shall identify the required legal process for the change as well as associated legal costs. Prior to its completion, any water right acquisition must be supported by a water rights appraisal approved by the Department of General Services Real Property Services Section.

All applicants must demonstrate to the Conservancy that they have a legal right to divert water and sufficient documentation regarding actual water availability and use. For post-1914 water rights, the applicant must submit a copy of a water right permit or license on file with the SWRCB. Applicants who divert water based on a riparian or pre-1914 water right must submit written evidence of the right to divert water and the priority in the watershed of that diversion right with their proposal. All applicants must include past water diversion and use information reported to the SWRCB, required by CWC Section 5101. Such reports include Progress Reports of Permittee and Reports of Licensee for post-1914 rights, and Supplemental Statements of Water Diversion and Use for riparian and pre-1914 water rights. All water rights must be accompanied by any operational conditions, agreements or court orders associated with the right, as well as any SWRCB orders affecting the water right.

F. Monitoring and Reporting Requirements

All projects affecting water quality shall include a monitoring component that, where applicable, allows integration of data into statewide monitoring efforts, including the Surface Water Ambient Monitoring Program (SWAMP) that provides quality assurance and quality control requirements. Project water quality sampling must be conducted under an approved, SWAMP-comparable Quality Assurance Project Plan (QAPP). The Scope of Work for projects must include tasks for developing an appropriate monitoring plan and a QAPP. SWAMP provides several tools to aid in developing a QAPP:

http://www.waterboards.ca.gov/water_issues/programs/quality_assurance/comparability.shtml.

Wetland restoration project data and wetland monitoring data shall be collected and reported in a manner that is compatible and consistent with the Wetland and Riparian Area Monitoring Program (WRAMP) framework and tools administered by the California Wetlands Monitoring Workgroup (CWMW) of the Water Quality Monitoring Council. The framework can be used to decide on the kinds of data to collect based on how they will be used. The tools include the California Aquatic Resource Inventory (CARI; sfei.org/it/gis/cari) for classifying the distribution and abundance of wetlands throughout the state, rapid assessment tools, such as the California Rapid Assessment Method (CRAM; cramwetlands.org), for assessing the overall condition of wetlands, and EcoAtlas (ecoatlas.org) for tracking project information and aggregating and visualizing data from multiple sources. For information on improvements to these tools and new tools being developed, contact the CWMW (http://www.mywaterquality.ca.gov/monitoring_council/wetland_workgroup/).

Projects must include appropriate data management activities so project data can be incorporated into appropriate statewide data systems. The grantee shall upload all water quality data to the California Environmental Data Exchange Network (CEDEN). The grantee also shall provide a receipt of successful data submission, generated by CEDEN, to the grant manager prior to submitting a final invoice. Guidance for submitting data, including required minimum data elements and data formats, is available at <http://www.ceden.org> or the Regional Data Centers (RDCs). Contact information for the RDCs is included in the CEDEN web link.

Grantees are also required to demonstrate alignment with the Delta Science Plan, complete the Delta Stewardship Council's covered action requirements as applicable, and upload all relevant information to EcoAtlas. Links to these items are listed in Appendix B: Key State, Federal, and Regional Plans.

All grantees will be required to provide semi-annual progress reports during the implementation of the project and a final report within one month of project completion. The final report must include data related to the project performance measures. Specific grant report requirements will be included in grant agreements. Furthermore, grants may be subject to audit by the Department of Finance.

G. Grant Provisions

For each awarded grant, the Conservancy will develop an individual grant agreement with detailed provisions and requirements specific to that project. Please be aware that if you are authorized to receive a grant from the Conservancy, the provisions listed below also will apply:

- Actual awards are conditional upon funds being available from the state.
- Grant eligible costs may be incurred by the grantee only after the grantee has entered into a fully executed agreement with the Conservancy; only these costs will be eligible for reimbursement.
- Grant eligible costs will only be paid in arrears on a reimbursement basis.
- Grantees will not be paid if any of the following conditions occur:
 - the applicant has been non-responsive or does not meet the conditions outlined in the grant proposal and grant agreement,
 - the project has received alternative funding,
 - the project description has changed and is no longer eligible for funding,
 - the cost share for the project has changed, or
 - the applicant requests to end the project.
- To the extent practicable, Category 2 proposals funded by Prop. 1 should include signage informing the public that the project received funds from the Water Quality, Supply, and Infrastructure Improvement Act of 2014.
- Projects shall consult with representatives of the California Conservation Corps (CCC) AND CALCC (the entity representing the certified community conservation corps) (collectively, “the Corps”) to determine the feasibility of the Corps’ participation (see Appendix C for CCC guidelines).

Proposal Selection

A. Grant Categories

A maximum of \$450,000 is available for Category 1 proposals. Category 1 proposals are limited to pre-project activities necessary for a specific future on-the-ground project. A Category 1 proposal must meet all of the requirements for Category 2 proposals if it were to make it to the Category 2 stage. Examples of Category 1 activities include:

- Planning
- Permitting
- Studies (that will aid in a future on-the-ground project)
- Designs
- CEQA activities

Category 1 proposals may range in cost from a minimum of \$20,000 to a maximum of \$100,000.

Category 2 proposals include on-the-ground, implementation projects. Examples of Category 2 activities include:

- Channel margin enhancement
- Habitat restoration
- Pollution runoff reduction
- Working landscape enhancements
- Monitoring and assessment

Category 2 proposals may range in cost from a minimum of \$25,000 to a maximum of \$2,000,000.

B. Proposal Review and Selection Process

The following steps will be followed during a grant cycle:

- Potential applicants are encouraged to attend a proposal submission workshop to learn about eligible projects and the proposal process.
- Questions received at the proposal submission workshop, or subsequently over the phone or via email, will be 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 or via the proposal submission workshop, potential applicants are encouraged to contact Conservancy grant staff before submitting a proposal. Once a proposal has been submitted, Conservancy staff will only be able to provide status updates.
- Potential applicant submits a concept proposal (See Grant Application Packet).
- The concept proposals will be reviewed by Conservancy staff to confirm project eligibility and to evaluate benefits, project design, and other factors (see concept proposal evaluation criteria below). If the concept proposal is complete, meets all concept proposal requirements, and scores a minimum of 85 points, a full proposal will be requested.
- 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. Only full proposals submitted prior to the deadline identified in the grant application packet will be considered.
- The full proposals will be reviewed and scored by the Conservancy grant team and a professional (technical) review team to evaluate benefits, project design and readiness, and other factors (see full proposal evaluation criteria below). The technical review

team will review staff's evaluation and scoring of full proposals to provide an independent review of staff's evaluation and scoring.

- The final score will be assigned to each grant proposal and posted on the Conservancy's website for final Board approval. The Board will be provided with a list of all applications received, and a staff recommendation for projects to be funded.
- A score of 85 percent during either the concept or full proposal stages does not guarantee that a grant award will be made. When eligible projects (those receiving at least 85 points) exceed the amount of funds available in the funding cycle, funding recommendations and decisions will be based upon the scores received, as well as the diversity of the types of projects and their locations, which together will, create the maximum ecosystem benefit within the Delta as a whole.
- 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 and after all application requirements are completed.
- Application and scoring information will be made available upon request. Any applicant with questions regarding funding decisions may schedule a meeting with the Conservancy's Executive Officer.
- 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.

C. Evaluation Criteria for Concept Proposal

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 criterion.

1. Tangible results from the project that further Prop. 1 and state priorities, including those found in the California Water Action Plan, the Conservancy's enabling legislation and Strategic Plan, and the Delta Plan (20).
2. 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 (10);

- b. If a Category 2 project, this means the completeness of the design and the readiness of the project to begin (10).
3. The degree to which the project develops a cost share with private, federal, or local funding to maximize benefits and outcomes. If a project has a minimum of 25 percent cost share, it will score 5 points; if it has a minimum of 50 percent cost share, it will score 10 points (5-10).
4. The degree to which the project has multiple benefits and leverages other state funds (10).
5. 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).
6. The extent which climate change considerations were taken into account. If an agricultural sustainability project, the extent to which climate change is vetted and deemed relevant or applicable to the project (10).
7. The extent to which the applicant demonstrates the project objectives including a general description of project outcomes and outputs (10).
8. 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 (5).
9. 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 (10).
10. A clear project description including project location, need for project, project goals and objectives, tasks, deliverables, and budget (requested funds and cost share contributions) (5).

D. Evaluation Criteria for Full Proposal

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.

1. How well does the applicant demonstrate consistency with Prop. 1 funding requirements and the Conservancy's mission and program goals (10).
2. How well does the applicant demonstrate the need for the project as it pertains to state-wide priorities (e.g., California Water Action Plan) or regional plans (see Appendix B of the Grant Guidelines for a list of relevant plans), and how well does the applicant demonstrate consistency with Delta Plan policies (10).
3. How well does the applicant demonstrate a plan for achieving expected project outputs and objectives, including a plan for measuring, tracking, and reporting progress toward

achieving these results. This also includes a clear description of project tasks and the project timeline. (10).

4. 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 (5)
5. How well does the applicant explain plans for long-term management and sustainability beyond the term of the grant proposal, and if applicable, (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).
6. 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).
7. The extent which climate change considerations were taken into account. If an agricultural sustainability project, the extent to which climate change is vetted and deemed relevant or applicable to the project (5).
8. The degree to which the project develops a cost share with private, federal, or local funding to maximize benefits and outcomes. If a project has a minimum of 25 percent cost share, it will score 5 points; if it has a minimum of 50 percent cost share, it will score 10 points (5-10).
9. The degree to which the project has multiple benefits and leverages other state funds (5).
10. 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).
11. 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 (see link in Appendix B) (5).
12. How well can the applicant manage and complete the proposed project considering related experience, readiness, and staff qualifications and knowledge (5).
13. How well does the applicant demonstrate appropriate and necessary partnerships to help perform the project (5).
14. How well does the proposal demonstrate the applicant's plan and approach for reporting project results or methods to state or local government agencies within and beyond their own organization (5).
15. What is the applicant's performance on prior federal or state assistance agreements awarded in the past three years (2.5).

16. How well does the applicant provide a detailed budget, with reasonable costs and clear identification of grant funds and cost share contributions (2.5).

E. Federal and Local Cost Share and State-Leveraged Funds

The Conservancy will provide points to proposals with a federal, local, or private cost share component (other state funds may not count toward the cost share). Cost sharing is the portion of the project not borne by the Conservancy grant monies. Cost sharing encourages collaboration and cooperation beyond in-kind and written support. Applicants are encouraged to develop a cost share program to support their project. Projects with a cost share component—depending on the degree of the cost share—could be ranked higher (see Table 1 below) with a maximum of a 50 percent cost share. Only cost share commitments made explicitly for the project may count toward the cost percentage for grant proposal and ranking purposes.

Up to 50 percent of a cost share may be in-kind. For example, if the cost share is \$50,000, \$25,000 of that may be from in-kind sources.

Applicants stating that they have a cost share component must have commitment letters from cost share partners at the time the full proposal is submitted and include letters of commitment as part of the proposal requirements.

Table 1

Cost Share Percentage	Total Points
Minimum of 25 percent	5
Minimum of 50 percent	10

The Conservancy will also provide points (see evaluation criteria) for proposals that leverage state funds for multi-benefit projects. These projects must support multiple objectives as identified in various planning documents (see Appendix B). State funds may not count toward the cost share. Applicants stating that they are leveraging other state funds must have commitment letters from leverage partners at the time of the full proposal.

F. Consultation and Cooperation with State and Local Agencies and Demonstration of Local Support

In compliance with the Conservancy’s governing statute (Public Resources Code Section 32363) and Prop. 1, local government agencies--such as counties, cities, and local districts--will be notified by the Conservancy about eligible grant projects being considered for funding in their area. The Conservancy shall coordinate and consult with the city or county in which a grant is proposed to be implemented or an interest in real property is proposed

to be acquired and with the Delta Protection Commission. The Conservancy will also coordinate with the appropriate departments in state government that are doing work in the Sacramento-San Joaquin Delta.

For all applications under consideration, Conservancy staff will also notify the applicable public water agency, levee, flood control, or drainage agency (when appropriate), and request comments within 15 business days following notification. The Conservancy will work with the grantee to make all reasonable efforts to address concerns raised by local governments. The individual Conservancy Board members representing each of the five Delta counties will also be notified at this time and may wish to communicate with the affected entities as well.

Please note that it is also the applicant's responsibility to contact, seek support from, and coordinate with applicable state agencies, cities, counties, and local districts. If an applicant has a project-specific resolution of support from the affected city or county and local district, it should be included in the application package in order to facilitate the overall assessment process.

G. Performance Measures

Performance measures are used to track progress toward project goals and desired outcomes. They provide a means of reliably measuring and reporting the outcomes and effectiveness of a project and how it contributes to the Conservancy achieving its programmatic goals.

Applicants must propose project-specific performance measures at the time of full proposal submittal, using a project performance measures table as part of the overall Project Assessment and Evaluation Plan (See Appendix B in the Grant Application Packet). Performance measures must be consistent and related to performance measures identified in the Delta Plan and other relevant planning documents (See Appendix B).

Appendices

Appendix A: Glossary of Terms

Administrative Costs – Administrative costs include any expense which does not relate directly to project implementation. Similar to the traditional definition of “overhead,” administrative costs include such items as rent, utilities, per diem, office equipment and supplies, services such as internet and phone, etc.

Application – The individual application form and its required attachments for grants pursuant to the Ecosystem Restoration and Water Quality Grant Program.

CEQA – The California Environmental Quality Act as set forth in the Public Resources Code Section 21000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of a proposed project to be undertaken, funded, or approved by a local or state agency. For more information, refer to <http://ceres.ca.gov/ceqa>.

Conservancy – See Sacramento-San Joaquin Delta Conservancy.

Cost Share – The portion of the project not borne by the Conservancy’s Prop. 1 funding.

Eligible Costs – Approved expenses incurred by the grantee during the performance period of the grant agreement.

Grant – Funds made available to a grantee for eligible costs during an agreement performance period.

Grant Agreement – An agreement between the Conservancy and the grantee specifying the payment of funds by the Conservancy for the performance of the project scope within the specific performance period.

Impaired Waterbody – A waterbody listed on Federal Clean Water Act Sec. 303(d). A waterbody (i.e., stream reaches, lakes, waterbody segments) with chronic or recurring monitored violations of the applicable numeric and/or narrative water quality criteria.

In-kind Contributions – Non-monetary donations that are used on the project, including materials and services. These donations shall be eligible as “other sources of funds” when providing budgetary information on grant applications.

Monitoring Activities – The collection and analysis of observations or data repeated over time and in relation to a conservation or management objective.

Nonprofit Organization – A private, nonprofit organization that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code, and whose charitable purposes are consistent with those of the Conservancy as set forth in Public Resources Code Section 32320 et seq.

Performance Measure – A quantitative measure agreed upon by the Conservancy and grantee to track progress toward project goals and desired outcomes.

Planning Activities – Initial project development work, including but not limited to permits, mapping, partner coordination, and planning exercises. Planning activities must have a direct link and provide a direct path to future on-the-ground activities.

Pollutant – As defined in Clean Water Act Sec. 502(6), a pollutant means dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal, and agricultural waste discharged into water.

Pollution – The man-made or man-induced alteration of the chemical, physical or radiological integrity of water.

Protection - Action taken, often by securing a conservation easement, to ensure that habitat or conservation values are maintained.

Public Agencies – Any city, county, district, or joint powers authority; state agency; public university; or federal agency.

Reasonable Costs – Costs that are consistent with what a reasonable person would pay in the same or similar circumstances.

Restoration - Habitat is considered restored when actions have been taken that re-establish or substantially rehabilitate that habitat with the goal of returning natural or historic functions and characteristics.

Sacramento-San Joaquin Delta – The confluence of the Sacramento River and San Joaquin River basins, forming an inland delta.

Sacramento-San Joaquin Delta Conservancy - As defined in Public Resources Code Section 32320, the Conservancy acts as a primary state agency to implement ecosystem restoration in the Delta and support efforts that advance environmental protection and the economic well-being of Delta residents. The Conservancy's service area is the statutory Delta (see Water Code Section 12220) and Suisun Marsh.

Statutory Delta – As defined in Water Code Section 12220. The legal definition can be found at <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wat&group=12001-13000&file=12220>. A map of the statutory Delta can be found at <http://mavensnotebook.com/the-bdcp-road-map/environmental-impacts-of-alternative-4/bdcp-eir-ch-13-fig-13-1-statutory-delta/>.

Suisun Marsh – The largest contiguous brackish water marsh remaining on the west coast of North America and a critical part of the San Francisco Bay and Sacramento-San Joaquin River Delta estuary ecosystem. The Suisun Marsh Preservation Act—further defining the Marsh—can be found at http://www.bcdc.ca.gov/laws_plans/suisun_marsh_preservation_act.shtml.

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Appendix B: Key State, Federal, and Regional Plans

Prop. 1: <http://vig.cdn.sos.ca.gov/2014/general/en/pdf/text-of-proposed-law-prop1.pdf>

California Water Action Plan:

http://resources.ca.gov/california_water_action_plan/Final_California_Water_Action_Plan.pdf

Delta Conservancy's Enabling Legislation: <http://deltaconservancy.ca.gov/about-delta-conservancy>.

Delta Plan. Delta Stewardship Council (2013): <http://deltacouncil.ca.gov/delta-plan-0>

2012 Strategic Plan. Sacramento-San Joaquin Delta Conservancy (2012):

http://www.deltaconservancy.ca.gov/sites/default/files/docs/Delta_Conservancy_Strategic_Plan_Designed_20June2012.pdf

Department of Water Resources Agricultural Land Stewardship Strategies:

<https://agriculturallandstewardship.water.ca.gov/>

Central Valley Flood Protection Plan:

http://www.water.ca.gov/floodsafe/fessro/docs/flood_tab_cvfpp.pdf

Land Use and Resource Management Plan. Delta Protection Commission:

<http://www.delta.ca.gov/plan.htm>

2006 Implementation Plan. Central Valley Joint Venture (2006):

<http://www.centralvalleyjointventure.org/science>

Delta Science Plan. <http://deltacouncil.ca.gov/sites/default/files/documents/files/Delta-Science-Plan-12-30-2013.pdf>.

Delta Stewardship Council Covered Actions: <http://deltacouncil.ca.gov/covered-actions>.

EcoAtlas. <http://www.ecoatlas.org>.

Economic Sustainability Plan for the Sacramento-San Joaquin Delta. Delta Protection Commission

(2012): http://www.delta.ca.gov/res/docs/ESP/ESP_P2_FINAL.pdf

Recreation Proposal for the Sacramento-San Joaquin Delta and Suisun Marsh. California State Parks

(2011): http://www.parks.ca.gov/pages/795/files/delta%20rec%20proposal_08_02_11.pdf

Suisun Marsh Habitat Management, Preservation, and Restoration Plan. Bureau of Reclamation (2013):

http://www.usbr.gov/mp/nepa/nepa_projdetails.cfm?Project_ID=781

Yolo County Agricultural Economic Development Fund. Consero Solutions (2014):

<http://www.yolocounty.org/home/showdocument?id=26874>

Appendix C: California Conservation Corps Guidelines

Division 26.7 of the Water Code, Chapter 6, Section 79734 requires that: “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.”

Because of the mandatory nature of the foregoing provision, applicants for funds to complete restoration and ecosystem protection projects shall consult with representatives of the California Conservation Corps (CCC) AND CALCC (the entity representing the certified community conservation corps) (collectively, “the Corps”) to determine the feasibility of the Corps participation. Unless otherwise exempted, applicants that fail to engage in such consultation should not be eligible to receive Chapter 6 funds. Therefore, to ensure that entities allocating Prop. 1 funds do so in compliance with Chapter 6’s Corps participation language, the 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 Conservancy, 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 5 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 5 business days before a deadline.

Step 4: Applicant submits application to the Conservancy that includes the Corps Consultation Review Document.

Step 5: The Conservancy reviews proposals. 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 has already 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

February 23, 2015 Version

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 have been consulted will be deemed “noncompliant” and will not be considered for funding.

1. Name of Applicant:

Project Title:

To be completed by Applicant:

Is this application solely for planning or acquisition (circle one)?

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 (circle one):

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) (circle one):

Yes (applicant has submitted all necessary information to CCC and CALCC)

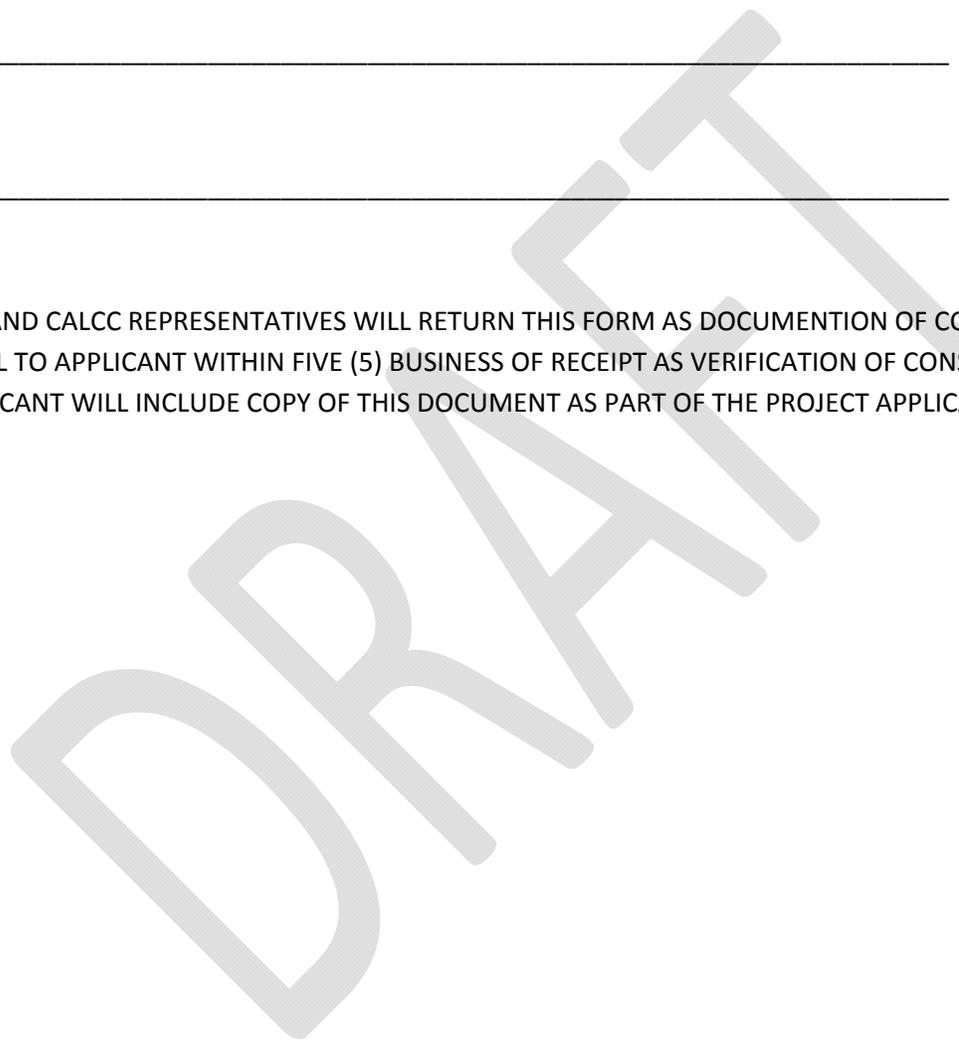
No (applicant has not submitted all information or did not submit information to both Corps – application is deemed non-compliant)

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

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).

CCC AND CALCC REPRESENTATIVES WILL RETURN THIS FORM AS DOCUMENTATION OF CONSULTATION BY EMAIL TO APPLICANT WITHIN FIVE (5) BUSINESS OF RECEIPT AS VERIFICATION OF CONSULTATION. APPLICANT WILL INCLUDE COPY OF THIS DOCUMENT AS PART OF THE PROJECT APPLICATION.





SACRAMENTO - SAN JOAQUIN

DELTA CONSERVANCY

A California State Agency

DRAFT

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

Prospective applicants are encouraged to attend a proposal submission workshop before completing or submitting a concept proposal. Questions received at the proposal submission workshop, or subsequently over the phone or via email, will be 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 or via the proposal submission workshop, 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 10 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:

- Concept Proposal Solicitation – September 1, 2015 – October 15, 2015
- Board Approval of Concept Proposals – December 2, 2015
- Full Proposal Solicitation – December 4, 2015 to January 30, 2016
- Board Approval of Full Proposals – April 22, 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 are encouraged to attend a proposal workshop. The applicant may 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, 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 (technical) review team to evaluate benefits, project design and readiness, and other factors (see full proposal evaluation criteria below). The technical review team 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.

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. Any applicant with questions regarding funding decisions may schedule a meeting with the Conservancy's Executive Officer.

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.

1. Tangible results from the project that further Prop. 1 and state priorities, including those found in the California Water Action Plan, the Conservancy's enabling legislation and Strategic Plan, and the Delta Plan (20).
2. 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 (10);
 - b. If a Category 2 project, this means the completeness of the design and the readiness of the project to begin (10).
3. The degree to which the project develops a cost share with private, federal, or local funding to maximize benefits and outcomes. If a project has a minimum of 25 percent cost share, it will score 5 points; if it has a minimum of 50 percent cost share, it will score 10 points (5-10).
4. The degree to which the project has multiple benefits and leverages other state funds (10).
5. 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).
6. The extent which climate change considerations were taken into account. If an agricultural sustainability project, the extent to which climate change is vetted and deemed relevant or applicable to the project (10).
7. The extent to which the applicant demonstrates the project objectives including a general description of project outcomes and outputs (10).
8. 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 (5).
9. 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 (10).
10. A clear project description including project location, need for project, project goals and objectives, tasks, deliverables, and budget (requested funds and cost share contributions) (5).

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.

1. How well does the applicant demonstrate consistency with Prop. 1 funding requirements and the Conservancy's mission and program goals (10).
2. How well does the applicant demonstrate the need for the project as it pertains to state-wide priorities (e.g., California Water Action Plan) or regional plans (see Appendix B of the Grant Guidelines for a list of relevant plans), and how well does the applicant demonstrate consistency with Delta Plan policies (10).
3. How well does the applicant demonstrate a plan for achieving expected project outputs and objectives, including a plan for measuring, tracking, and reporting progress toward achieving these results? This also includes a clear description of project tasks and the project timeline. (10).
4. 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 (5).
5. How well does the applicant explain plans for long-term management and sustainability beyond the term of the grant proposal, and if applicable, (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).
6. 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).
7. The extent which climate change considerations were taken into account. If an agricultural sustainability project, the extent to which climate change is vetted and deemed relevant or applicable to the project (5).
8. The degree to which the project develops a cost share with private, federal, or local funding to maximize benefits and outcomes. If a project has a minimum of 25 percent cost share, it will score 5 points; if it has a minimum of 50 percent cost share, it will score 10 points (5-10).
9. The degree to which the project has multiple benefits and leverages other state funds (5).
10. 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).

11. 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 (see link in Appendix B) (5).
12. How well can the applicant manage and complete the proposed project considering related experience, readiness, and staff qualifications and knowledge (5).
13. How well does the applicant demonstrate appropriate and necessary partnerships to help perform the project (5).
14. How well does the proposal demonstrate the applicant's plan and approach for reporting project results or methods to state or local government agencies within and beyond their own organization (5).
15. What is the applicant's performance on prior federal or state assistance agreements awarded to that organization in the past three years (2.5).
16. How well does the applicant provide a detailed budget, with reasonable costs and clear identification of grant funds and cost share contributions (2.5).

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 to (included in final). The concept proposal should not exceed seven pages (including the application form and budget – see Appendix A).

1. Concept Proposal Application Form

The form 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 (1-page limit)

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,
- Work products or deliverables, and
- How best available science and adaptive management practices have been adopted and will be implemented.

3. Cooperation and Support (1-page limit)

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).

4. Readiness (1-page limit)

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 organization's capacity and experience in planning and implementing similar projects.
- 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.
- Describe how you have informed and consulted with affected parties and/or incorporated good neighbor practices into the project.

5. Consistency with Funding Requirements, Project Selection, and Programmatic Criteria (1-page limit)

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.

6. Project Assessment (1-page limit)

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.

7. 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 5 percent for planning activities and 5 percent for monitoring activities.

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 required to submit documents to the Conservancy office at 1450 Halyard Way, Suite 6, West Sacramento, CA 95691 or electronically to (included in final).

All hard copy materials submitted as part of an application must be double-sided, on letter sized paper (8 ½" x 11") with maps and other supplemental submissions not to exceed 11" x 17". Full proposals must be submitted in 11-point standard font, single line spacing with one-inch page margins. All files should be included on a CD or USB using the file formats provided by Conservancy staff. **Full proposals should not exceed 22 pages not including supplemental documents.** Files submitted electronically should not be password protected or locked.

The following information will provide applicants with specific instructions on what is expected in each section of the application.

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 how the project is consistent with Prop. 1 funding requirements and the Conservancy's mission and programmatic goals.
- b. 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 Guidelines, Appendix B).
- c. Describe the goals, outcomes, performance measures, measurement tools and methods, and targets. This will serve as the basis for the development of the Project Assessment and Evaluation Plan (see Appendix B for additional details).
- d. 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		

- e. 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.
- f. Indicate the degree to which the project has community 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.
- g. Provide a narrative describing plans or planning for the long-term management and sustainability of the project.
- h. Discuss how the results of the project will be transferred to (other) state or local government agencies.
- i. Describe the applicant’s performance on prior federal or state assistance agreements awarded to that organization in the past three years.
- j. 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.

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 twenty percent of total project costs, excluding cost shares. Category 1 funds are intended to be used for planning activities but should not exceed ten 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)**

Applicants are required to identify performance measures for the project submitted for grant funding, using Appendix B as a guide. 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. Sample resolutions for nonprofit organizations and local government agencies are provided on the Conservancy web site (to be included in final).

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.

5. 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.

6. 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.

7. Documents Required of Indian Tribe (Does not count toward 22-page maximum.)

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

8. 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).

9. Supplemental Documents

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. 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.

c. 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.

d. 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.

e. 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 applicant has one year from the date of announcement of their grant award to complete the CEQA process. If the grantee has made a full-faith effort to complete CEQA, but is unable to complete CEQA or otherwise proceed with the project due to issues related to the CEQA process, costs incurred by the grantee that are directly related to the CEQA process can be applied to the non-construction costs limit.

All applicants, including federal agencies, must complete and submit the CEQA/NEPA compliance form (Appendix X to be developed). Although required, these documents are

considered supplemental and do not fall within the 15-page limit for the full proposal. Please check the box that describes the CEQA status of the proposed project and complete the documentation component of the form. Applicants should also submit any permits, surveys, or reports that support the checked CEQA status.

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.

- f. 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.

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 5 percent for planning costs and 5 percent for monitoring costs.

** Eligible administrative costs must be directly related to the project and may not exceed five (5) 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 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 ten percent of the total project funds (Category 1 and Category 2 combined) requested from the Conservancy.

Appendix B: Project Assessment and Evaluation Plans

Introduction

Monitoring, assessment, and performance measures must be designed so the Conservancy can ensure that projects meet their intended goals, achieve measureable outcomes, and provide value to the State of California. The Conservancy requires that all grant funded projects monitor and report project performance with respect to the stated benefits or objectives identified in the grant proposal.

Applicants are required to prepare and submit Project Performance Measures Tables, specific to their proposed project, as part of the full proposal submittal. As part of the grant agreement, all grantees must prepare a Project Assessment and Evaluation Plan (PAEP), which will include the Performance Measures Table.

The goals of the PAEP are to:

- Provide a framework for assessment and evaluation of project performance.
- Identify measures that can be used to monitor progress towards achieving project goals and desired outcomes.
- Provide a tool for grantees and grant managers to monitor and measure project progress and guide final project performance reporting that will fulfill the grant agreement requirements.
- Provide information to help improve current and future projects.
- Quantify the value of public expenditures to achieve environmental results.

Many projects include multiple activities that will require measurement of several parameters to evaluate overall project performance. Successful applicants must be prepared to demonstrate the success of the project through the development and measurement of the appropriate metrics. These metrics may include acres of habitat restored; measurement-based estimates of pollution load reductions; feet of stream channel stabilized or restored; improved water supply reliability and flexibility; or other quantitative measures or indicators. These and other measures or indicators should be selected to fit the performance evaluation needs of the project.

Project Performance Measures Tables

Project Performance Measures Tables must be submitted as part of the full proposal. Applicants may be required to complete multiple Performance Measures Tables depending on what types of activities are proposed. A Project Performance Measures Table should be submitted for each project included in the proposal. 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 ninety percent (90%) reduction in invasive species acreage, or fifty percent (50%) increased restored wetland.

Provide the project performance measures following the guidance provided above using the Performance Measures Table template on page 19.

Project Goals	Desired Outcomes	Output Indicators	Outcome Indicators	Measurement Tools and Methods	Targets
1. Who, what, by when, & how?	1. What do you want by the end of your project?	1. What things will be produced as a result of working toward your goal?	1. What quality, social behavioral or environmental condition, will be changed to indicate that the goal will be met?	1. Tools-What will you use as a ruler to measure the target? 2. Methods-	1. What is the specific measurement you would like to reach by the end of your goal deadline, that will indicate you have reached

	tangible as possible. The desired outcome should be able to be met by reaching your goal stated. However, you may	measurement units for measuring these things produced? The units should be general quantitative units of output.	And what are the general measurement units for measuring these changes? Outcome Indicators should be units to	-What is the name of the scientific method being used? -Can it be sited from somewhere or explained?	<i>Note: The measurement units should match the measurement units stated in the Outcome Indicator Column, & be measured using the tool & method stated in the Measurement Tools & Methods column.</i>
	have multiple desired	Output Indicators can be	measure your goal		
	outcomes per goal.	an indirect measure of	directly.	-Will it be in your QAPP or Monitoring Plan?	There may be multiple targets for each goal & desired outcome.
2. Who, what, by when, & how?	1. What do you want by the end of your project? The desired outcome should be achievable, measurable, and as tangible as possible.	1. What things will be produced as a result of working toward your goal? And what are your measurement units for measuring these things	1. What quality, social behavioral or environmental condition, will be changed to indicate that the goal will be met?	1. Tools-What will you use as a ruler to measure the target? 2. Methods -What is the name of the scientific method being used? -	1. What is the specific measurement you would like to reach by the end of your goal deadline, that will indicate you have reached your desired outcome? <i>Note:</i>

	The desired outcome should be able to be met by reaching your	produced? The units should be general quantitative units	And what are the general measurement units for measuring these changes?	Can it be sited from	<i>The measurement units should match the measurement units stated in the Outcome Indicator Column, & be measured using the tool & method stated in the</i>
	goal stated. However, you may have multiple desired outcomes per goal	of output. Output Indicators can be an indirect measure of your goal.	Outcome Indicators should be units to measure your goal directly.	somewhere or explained? -Will it be in your QAPP or Monitoring Plan?	<i>Measurement Tools & Methods column. There may be multiple targets for each goal & desired outcome.</i>

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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: CEQA/NEPA Compliance Form

To be developed.

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