



**PROPOSITION 1 GRANT APPLICATION
PROJECT DESCRIPTION**

Project Name	
Contact Person (Name and Title)	
Tax ID #	

Complete each of the elements of the project description below with clear, but detailed answers. Limit your response to this section to no more than four pages if possible.

- 1. Need for the project.** Describe the specific problems, issues, or unserved needs the project will address.
- 2. Goals and objectives.** The goals and objectives should clearly define the expected outcomes and benefits of the project.
- 3. Project Description.** Describe all of the major project components (i.e., what will actually be done to address the need and achieve the goals and objectives).
- 4. Future Phases.** For planning projects or other projects where future phases are critical to project success, explain the strategy for funding and implementing the future construction phase(s).
- 5. Site Description.** Describe the project site or area, including site characteristics that are tied to your project objectives (i.e.: for acquisition of habitat, describe current vegetation assemblages, condition of habitats, known wildlife migration corridors, etc.). When relevant, include ownership and management information.
- 6. Specific Tasks.** Identify the specific tasks that will be undertaken and the work that will be accomplished for each task.

#	Task Name	Description
1		
2		
3		
4		
5		
6		
7		

Add or delete rows as necessary.

7. **Work Products.** List the specific work products or other deliverables that the project will result in.

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8. **Measuring Success.** For projects involving restoration, construction or land acquisition, describe the plan for monitoring, evaluating and reporting project effectiveness, and implementing adaptive management strategies if necessary. Who will be responsible for funding and implementing ongoing management and monitoring?

9. **Project Maps and Graphics.** Provide the following project graphics with your application. Project maps and design plans should be combined into one pdf file with a maximum size of 10 MB. Project photos should be provided in jpg format.

- Regional Map – Clearly identify the project’s location in relation to prominent area features and significant natural and recreational resources, including regional trails and protected lands.
- Site-scale map – Show the location of project elements in relation to natural and man-made features on-site or nearby. Any key features discussed in project description should be shown.
- Design Plan – Construction projects should include one or more design drawings or graphics indicating the intended site improvements.
- Site Photos – One or more clear photos of the project site

10. **Permits:** If this is an implementation project, please list permits your project will require and their status.

Name of permit (s) <i>Add more rows if needed</i>	Status (Ex. acquired, pending, included in scope of proposed project)	Date of permit (or expected date)



GRANT APPLICATION – PRELIMINARY BUDGET AND SCHEDULE

In the budget matrix below, relist the tasks identified in #4 above and for each provide: 1) the estimated completion date for the task, 2) the estimated cost of the task, and 3) the funding sources (applicant, Conservancy, and other) for the task. The table will automatically sum the totals for each row and column. To do this, highlight the whole table and hit F9.

Task #	Task	Completion Date	REQUEST	MATCHING FUNDS		Total Cost
			Coastal Conservancy	Other CA State Funds	Other Non-State Funds	
1						\$ 0
2						\$ 0
3						\$ 0
4						\$ 0
5						\$ 0
6						\$ 0
7						\$ 0
						\$ 0
						\$ 0
TOTAL			\$ 0	\$ 0	\$ 0	\$ 0

Categories of Matching Funds

Please list all matching funds and the source. Please identify clearly matching funds from other State Agencies (i.e. DFW, WCB, etc.). If funds are from FRGP please list separately. You may include In kind match such as staff time, volunteer time, donated materials, bargain sales, etc.

Source	Amount	Status (Secured, Applied, etc.)	State of CA Funds Y/N
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
Total	\$		

Budget Justification

Please provide a brief narrative explanation of the budget that explains and justifies the costs. The purpose of the narrative is to provide background and detail to explain the costs in the budget, including the source of the estimates. It is helpful to know if the budget includes administrative or indirect costs or contingencies and those amounts. If you have an engineer’s estimate, providing that will suffice.

PROPOSITION 1 GRANT APPLICATION – ADDITIONAL INFORMATION

For each question unless otherwise specified, please limit your answer to one concise paragraph. See grant application instructions for more information. Questions should be answered by all applicants, enter “not applicable” if a specific question does not pertain to your project.

1. **Proposition 1 Goals.** Which of the following purposes of Chapter 6 of Proposition 1 are achieved by the project (check all that apply):
 - Protect and increase the economic benefits arising from healthy watersheds, fishery resources and in-stream flow.
 - Implement watershed adaptation projects in order to reduce the impacts of climate change on California’s communities and ecosystems.
 - Restore river parkways throughout the state, including but not limited to projects pursuant to the California River Parkways Act of 2004 and urban river greenways.
 - Protect and restore aquatic, wetland and migratory bird ecosystems including fish and wildlife corridors and the acquisition of water rights for in-stream flow.
 - Fulfill the obligations of the state of California in complying with the terms of multiparty settlement agreements related to water resources.
 - Remove barriers to fish passage.
 - Collaborate with federal agencies in the protection of fish native to California and wetlands in the central valley of California.
 - Implement fuel treatment projects to reduce wildfire risks, protect watersheds tributary to water storage facilities and promote watershed health.
 - Protect and restore rural and urban watershed health to improve watershed storage capacity, forest health, protection of life and property, storm water resource management, and greenhouse gas reduction.
 - Protect and restore coastal watersheds including but not limited to, bays, marine estuaries, and near shore ecosystems.
 - Reduce pollution or contamination of rivers, lakes, streams, or coastal waters, 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.
 - Assist in the recovery of endangered, threatened, or migratory species by improving watershed health, instream flows, fish passage, coastal or inland wetland restoration, or other means, such as natural community conservation plan and habitat conservation plan implementation.
 - Assist in water-related agricultural sustainability projects.
2. **Regional Significance:** Describe the regional significance of the project with respect to recreation (regional trails and parks, staging areas, environmental education facilities, etc.), agricultural resources, and natural resources (including listed species, identified high priority habitat, wildlife corridors, watersheds, and agricultural soils).

3. **Sustainability.** Described how the project will deliver sustainable outcomes in the long-term.
4. **Disadvantaged Communities.** Does the project benefit a disadvantaged community? Proposition 1 defines a disadvantaged community as “a community with an annual median household income that is less than 80 percent of the statewide annual median household income.” (CA Water Code Section 79505.5.) The Department of Water Resources has developed an online [map viewer](#) that shows the maps of California’s disadvantaged communities, based on census data including the American Community Survey. Communities are defined at different geographic scales, including county, census tract and census place.

Please indicate if the project is located in a disadvantaged community. Whether or not the project is in a disadvantaged community, it may provide benefits to one. If the project benefits a disadvantaged community, please explain (job training, clean water, etc.)

5. **Consistency with State Coastal Conservancy Strategic Plan:** Identify which goals and objectives of the California State Coastal Conservancy the project will promote or implement and quantify how much progress the project will make towards the Conservancy’s numeric goals for each cited objective.

6. Consistency with California Water Action Plan.

- a. Identify which goals of the California Water Action plan the project will promote or implement.
- b. Identify the Integrated Watershed Management Plan(s) and/or any other regional or watershed plans that apply to the specific project area. For each, list those goals, objectives, priority actions, etc. that the project will promote or implement.

7. **Consistency with Other State Plans.** If the proposed project will help to implement or promote the goals of any of the other State Plans listed below, check that plan and specify which goals, objectives, priority actions, etc. will be furthered by the project in 1-3 sentences.

- California @ 50 Million: The Environmental Goals and Policy Report
- CA Climate Adaptation Strategy/Safeguarding California: Reducing Climate Risk Plan
- CA Wildlife Action Plan
- California Aquatic Invasive Species Management Plan
- California Essential Habitat Connectivity Strategy for Conserving a Connected California
- State and Federal Species Recovery Plans (specify the plan)
- Habitat Conservation Plans/Natural Community Conservation Plans (specify the plan)
- California Coastal Sediment Management Master Plan
- Completing the California Coastal Trail

Other relevant state or regional plan(s) (specify the plan)

8. **Best Available Science.** Describe how the project is consistent with best available science.

9. **Sea Level Rise Vulnerability:** If the project involves a site that is close to a shoreline (i.e. potentially flooded or eroded due to climate change), please identify vulnerabilities of the site in relation to flooding, erosion, and sea level rise/storm surges for the years 2050 and 2100 (assume 16 inches and 55 inches of sea level rise respectively). Describe any strategies you have considered for addressing Sea Level Rise. Specify the expected lifespan or duration of the project.

10. **Vulnerability from Climate Change Impacts Other than Sea Level Rise:** Using appropriate models, predictions or trends, describe how the project objectives or project may be vulnerable to impacts (fire, drought, species and habitat loss, etc.) from climate change, other than sea level rise, coastal erosion or flooding. Identify design, siting, or other measures incorporated into the project to reduce these vulnerabilities.

11. **Environmental Review:** Projects funded by the Coastal Conservancy must be reviewed in accordance with the California Environmental Quality Act (“CEQA”). CEQA does not apply to projects that will not have either a direct or indirect effect on the environment. For all other projects, if the project is statutorily or categorically exempt under CEQA, no further review is necessary. If the proposed project is not exempt, it must be evaluated by a public agency that is issuing a permit, providing funding, or approving the project, to determine whether the activities may have a significant effect on the environment. The evaluation results in a “Negative Declaration (Neg Dec),” “Mitigated Negative Declaration (MND),” or “Environmental Impact Report.”

The proposed project.... (select the appropriate answer):

 - Is not a project under CEQA. Briefly specify why.
 - Is exempt under CEQA. Provide the CEQA exemption number and specify how the project meets the terms of the exemption.
 - Requires Neg Dec, MND, or EIR. Specify the lead CEQA agency (the agency preparing the document) and the (expected) completion date. Please note that the Conservancy will need to review and approve any CEQA document. For more information on CEQA, visit: <http://resources.ca.gov/ceqa/>

12. **Willing Seller:** Projects that involve acquisition of property must involve a willing seller. If your project includes property acquisition, please describe the status and expected conclusion of landowner negotiations.

13. **Project and Applicant History:** Provide a history of the project, and any background information not provided in the project description. Is the project related to any previous or proposed Coastal Conservancy projects? If so, which ones and how are they related?

14. **Support:** List the public agencies, non-profit organizations, elected officials, and other entities and individuals that support the project. Do NOT send letters of support with your grant application.

15. **Innovative or Appropriate Technology:** Please describe technology (or practices) that will be employed and explain how they are either innovative or the most appropriate approach for the project.

16. **Need for Conservancy Funds:** What would happen to the project if no funds were available from the Conservancy? What project opportunities or benefits could be lost and why if the project is not implemented in the near future?

17. **Greenhouse Gas Emissions/Climate Change:** If the proposed project will result in production of greenhouse gas emissions (including construction impacts and vehicle miles travelled as part of a public access component), describe the measures your project includes to reduce, minimize or avoid greenhouse gas emissions through project design, implementation construction, or maintenance. What, if any, are the possible sources or sinks of greenhouse gases for your project, such as carbon sequestration from habitats at the site? If one of the project goals is to sequester carbon (reduce greenhouse gas concentrations), how do you intend to ensure continued long term sequestration while achieving project objectives? Do you have any plans to seek carbon credits for the carbon sequestration activities on the project site?



GRANT APPLICATION CHECKLIST

A complete application will consist of the following files:

- Grant Application Cover Page (.pdf)
- Grant application form (in Microsoft word or rtf format)
- Project maps and design plans (in one pdf file, 15 MB maximum size)
- Project photos (in jpg format)
- For restoration and ecosystem protection projects, a Conservation Corps Consultation Review Document (Attachment 1 below) sign by the Corps
- For Nonprofit Organizations, please submit completed Nonprofit Organization Pre-Award Questionnaire (Attachment 2 below)

Applications should be emailed to: grants@scc.ca.gov. Emails larger than 15 MB total will be rejected by our server. If your email exceeds 15 MB, please send in separate files.

If you are unable to email your application, you may send the electronic files on a CD or other common electronic storage device. Mail the files to:

State Coastal Conservancy 1515 Clay Street, Suite 1000 Oakland, CA 94612

ATTACHMENT 1 – CONSERVATION CORPS CONSULTATION

Applicants for grants from the Conservancy for restoration and ecosystem protection projects shall consult with representatives of the California Conservation Corps (CCC) and the California Association of Local Conservation Corps (CALCC), the entity representing the certified community conservation corps, (collectively, “the Corps”) to determine the feasibility of the Corps participation.

The Corps have already determined that it is **not feasible** to use their services on restoration and ecosystem protection projects that solely involve either planning or acquisition. Applications for these projects are exempt from the consultation requirement. All other applications will be considered incomplete unless they include the Corps consultation described below.

Grantees awarded funds to undertake a project where it has been determined that Corps services can be used will be required to include the Corps in the scope of work as a condition of the Conservancy’s grant agreement unless the Corps subsequently declines to participate in the project.

Applicants are encouraged to contact the CCC/CALCC representatives to discuss feasibility as early in the project development process as possible. The Corps will complete its review in 5 business days, but will not be able to review project applications in less than 5 business days. The process for consultation is provided below:

Step 1: Prior to submittal of an application, the Grantee will compile the following information:

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

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

California Conservation Corps

Email: Prop1@ccc.ca.gov

Send to: CCC Proposition 1 Coordinator

Phone: (916) 341-3100

CA Association of Local Conservation Corps

Email: inquiry@prop1communitycorps.org

Send to: Crystal Muhlenkamp

Phone: 916-426-9170 ext. 0

Step 3: Both the CCC and CALCC representatives will review the submitted information, contact the Grantee if necessary, and respond to the applicant with a Corps Consultation Review Document indicating:

- (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.

Step 4: Grantees submits includes Corps Consultation Review Document in the Conservancy Grant Application.

CORPS CONSULTATION REVIEW DOCUMENT

Within five (5) business days of receiving the project information, both the CCC and CALCC representatives will review the submitted information, contact the applicant if necessary, and respond to the applicant with this Corps Consultation Review Document. Two copies of this Corps Consultation Review Document (one completed by the CCC and one from the CALCC) must be included in applications to the Conservancy for Proposition 1 funded grants for restoration and ecosystem protection projects.

1. Name of Applicant:

Project Title:

Department/Conservancy to which you are applying for funding:

To be completed by Applicant:

Is this application solely for planning or acquisition?

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

To be completed by Corps:

This Consultation Review Document is being prepared by:

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

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

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

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

- It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project (deemed compliant)
- It is feasible for the CCC and/or certified community conservation corps services to be used on the project and the following aspects of the project can be accomplished with Corps services (deemed compliant).

CCC AND CALCC REPRESENTATIVES WILL RETURN THIS FORM AS DOCUMENTION 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.

ATTACHMENT 2. NON-PROFIT ORGANIZATION PRE-AWARD QUESTIONNAIRE

The Coastal Conservancy requires that all nonprofit organizations complete a pre-award questionnaire every two years. The purpose of this questionnaire is to help ensure that the non-profit organizations have adequate fiscal controls to receive and manage state grant funds. The Conservancy seeks to identify potential issues prior to awarding a grant to ensure our grantees have procedures in place at the start of a grant project. **If your organization has submitted the questionnaire within 24 months, you do not have to resubmit – just reference the last submittal in your application.**

CONTACT INFO			
Organization			
Contact Person		Email	
Phone		Fax	

GENERAL INFORMATION

1. Please attach a copy of your most recent financial reports with your response to this questionnaire.
2. Have you had a financial audit within the last three years by an independent auditor? Yes No
If yes, please provide a copy of the audit report.
3. Does your organization have appropriate segregation of duties to prevent one individual from processing an entire financial transaction? Yes No
4. Does your organization have controls to prevent expenditure of funds in excess of what is approved in your project budget? Yes No
5. Does your organization have a conflict of interest policy? Yes No
6. How much unrestricted money does your organization raise annually?
7. Is there a Finance Committee of the board of directors, or does the Board make all financial decisions?
8. What are the Treasurer's duties?

CASH MANAGEMENT

9. Are grant funds accounted for through segregated accounts? Yes No
10. Are all disbursements properly documented with evidence of receipt of goods or performance of service? Yes No

PAYROLL

11. Does your organization have a time reporting system developed to determine and explain proper labor and overhead charges billed to the grant? Yes No
12. Have you developed procedures to ensure fair and competitive contracting? Yes No

13. Is there an effective system of identifying expenditures for time, travel and purchase of supplies to determine relevancy to individual grant projects? Yes No

PROPERTY MANAGEMENT

(Complete this section, if State grants will be used to purchase physical assets.)

14. Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts? Yes No
15. Are there effective procedures for authorizing and accounting for the disposal of property and equipment? Yes No

INDIRECT COSTS

16. Does the organization have an established methodology for calculating indirect costs or overhead? Yes No
17. Is this used consistently for all grants and contracts? Yes No

COST SHARING

18. Does the organization have a means to determine and document that it has met cost-sharing goals for each project? Yes No
19. Do your financial records identify the receipt and expenditure of funds separately for each grant or contract? Yes No

COMPLIANCE

20. Does your organization have a formal system for complying with the payment of prevailing wages? Yes No
21. Does your organization have a system in place to ensure it does not use contractors who may be suspended or debarred from receiving federal or state contracts? Yes No

I certify that the above information accurately represent the organization of which I am a representative.

Name of person completing questionnaire

Title

Signature