



**APPENDIX A
PROPOSITION 1 GRANT APPLICATION – COVER PAGE**

CONTACT INFO			
Organization			
Contact Person		Email	
Phone		Fax	
Address			

PROJECT INFO			
Project Name			
Summary			
Total Project Cost	\$	Amount Requested	\$
Start Date		End Date	
Project Type (check all that apply)	<input type="checkbox"/> Planning <input type="checkbox"/> Acquisition <input type="checkbox"/> Implementation/Construction <input type="checkbox"/> Access <input type="checkbox"/> Agricultural Preservation <input type="checkbox"/> Climate Change <input type="checkbox"/> Habitat Conservation/Enhancement <input type="checkbox"/> Urban Greening <input type="checkbox"/> Urban Waterfront		
Are you applying to any other Prop 1 funded grants? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, which agency(ies)?			
Acres		Trail Miles	APNs (Acquisition Only)

LOCATION INFO			
County		Specific Location	
Latitude Format: 33.3333		Longitude Format:-111.1111	
What point is represented by the lat/longs (eg., parking lot, center of site, etc):			

ELECTED OFFICIALS		
Districts	Number(s)	Name(s)
State Senate		
State Assembly		
Congressional		

GRANT APPLICATION – PROJECT DESCRIPTION

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. **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.

5. **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.

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

8. **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



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 Number	Task	Completion Date	REQUEST	MATCHING FUNDS		Total Cost
			Coastal Conservancy	Applicant's Funding (includes in-kind)	Other 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 divide total Applicant Funding and Other Funding into the following categories:

Applicant Funds		Other Funds	
Cash	\$	State	\$
In kind	\$	Non State	\$
Total (should equal total above)	\$	Total (should equal total above)	\$

In kind match could include donated: staff time, volunteer time, donated materials, bargain sales, etc.

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. For question #6, limit your answer to 1-3 sentences per relevant plan. Questions 1-7 should be answered by all applicants. For questions 8-11, enter “not applicable” if the 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 for which Grantee has consulted with the state and local conservation corps and included their services if feasible (for restoration and ecosystem protection projects only). Grantees must submit a completed Corps Consultation Review Document. The process for obtaining this required consultation is described in Appendix D.

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](#) which 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.

If yes, specify which community and how it will be benefited by the project.

5. **Consistency with State Coastal Conservancy Strategic Plan (as revised June 2015):** 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.

- 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). For reference, see the State of California’s Sea Level Rise Task Force Interim Guidance Document. Describe any adaptive management approaches 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 Exhibit F: Climate Change Guidance, and the latest regional scenarios, predictions and 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://ceres.ca.gov/topic/env_law/ceqa/flowchart/index.html.

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.

15. **New Technology.** Does the project employ new or innovative technology or practices? If yes, describe those technologies and/or practices.

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 (Refer to Exhibit F: Climate Change Guidance for resources on Best Management Practices and green building techniques and materials). 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:

- Cover Letter (option) – no more than one page.
- Grant application form (in Microsoft word or rtf format), includes:
 - cover page
 - project description
 - preliminary budget and schedule
 - additional information
- Project maps and design plans (in one pdf file, 10 MB maximum size)
- Project photos (in jpg format)
- 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. 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 1330 Broadway, Suite 1300 Oakland, CA 94612

Grant applications must be received by the Coastal Conservancy by 5pm on Dec. 31, 2015.

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 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.

ATTACHMENT 2. NON-PROFIT ORGANIZATION PRE-AWARD QUESTIONNAIRE

All nonprofit organizations must complete this questionnaire and include it in their 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
