**CALLEGUAS CREEK IN-LIEU FEE PROGRAM: REQUEST FOR GRANT PROPOSALS**

**PROJECT APPLICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT INFO** | | | |
| **Project Name** |  | | |
| **County** |  | **Specific Location** |  |
| **Latitude** |  | **Longitude** |  |
| **Start Date** |  | **End Date** |  |
| **Amount Requested** |  | **Total Project Cost** |  |
| **Acres** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTACT INFO** | | | |
| **Organization** |  | | |
| **Contact Person** |  | **Email** |  |
| **Phone** |  | **Fax** |  |
| **Address** |  | | |
|  |  | | |

Complete each of the elements of the project description below with clear, but detailed answers. Please follow the suggested page limits for each component of the project description.

1. **Need for the project.** Describe the specific aquatic and other natural resource issues the project will address. (1 page maximum)
2. **Goals and objectives.** Clearly define the expected outcomes and benefits of the project. Include a list of habitat types that would be enhanced, restored or created. (1 page maximum)
3. **Project Description.** Describe all of the major project components. Describe the target upland and USACE jurisdictional habitat types, and categorize each aquatic resource component as establishment, re-establishment, rehabilitation, or enhancement. Provide an acreage approximation for each of these categories. See Attachment E and F of the RFP for definitions and examples of these USACE terms. (3 pages maximum)
4. **Site Description.** Describe the existing conditions of the project site or area, including site characteristics that are tied to your project objectives (i.e. wetlands, streams, riparian corridors, current vegetation assemblages, condition of habitats, known wildlife migration corridors, etc.) as well as detailed ownership and management information. (3 pages maximum)
5. **Project Permits.** List the permits required for the project as well as date acquired for any permits already in hand.

Projects funded by the Coastal Conservancy must be reviewed in accordance with the California Environmental Quality Act (“CEQA”). Select the appropriate answer below for your project and attach any existing CEQA documentation:

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/>

1. **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.*

1. **Project Monitoring.** Describe the plan for monitoring, evaluating and reporting project effectiveness and implementing adaptive management strategies if necessary over the requisite minimum 5 year project performance period. Also describe the plan for project monitoring in perpetuity following successful completion of the minimum 5 year project performance period. Project Monitoring shall include requirement of a pre- and post-project CRAM analysis as well as further site-specific monitoring as needed. (2 pages maximum)
2. **Long-Term Project Management**. Describe the anticipated long-term management needs on the project site, including identification of body to establish and operate the project’s long term management account. (1 page maximum)

**3. 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.
* Wetlands delineation—Provide a site-scale map with USACE jurisdictional overlay
* Site Photos – One or more clear photos of the project site
* Design Plans – include copies of the proposed project’s current level of design and engineering documents or graphics indicating the intended site improvements, including proposed aquatic resource and other habitat types, and anticipated post-project USACE jurisdictional boundaries.

**4. Letter of Support** documenting land owner’s support of the project and acknowledgement of all project requirements, including the mandatory conservation easement.

**PROJECT PROPOSAL– PRELIMINARY BUDGET AND SCHEDULE**

Projects funded under the In-Lieu Fee Program will be receiving mitigation-derived funds, which must be kept distinct from other public funds. Therefore, if the proposed project is part of a larger project, the acres being proposed under this application must be fully distinct from any project acreages that would receive non-mitigation funds.

In the budget matrix below, relist the tasks identified in (f) 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** | **Total Cost** |
| 1 |  |  | **$ 0** |
| 2 |  |  | **$ 0** |
| 3 |  |  | **$ 0** |
| 4 |  |  | **$ 0** |
| 5 |  |  | **$ 0** |
| 6 |  |  | **$ 0** |
| 7 |  |  | **$ 0** |
|  |  |  | **$ 0** |
|  |  |  | **$ 0** |
| **TOTAL** | |  | **$ 0** |

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**PROPOSAL CHECKLIST**

A complete proposal will consist of the following files:

* Project Proposal Cover Page (.pdf)
* Project Application Form (in Microsoft word or rtf format)
* Project maps and design plans (in one pdf file, 10 MB maximum size)
* Project photos (in jpg format)
* For Nonprofit Organizations, please submit completed Nonprofit Organization Pre-Award Questionnaire (Attachment C)

**Applications should be emailed to: julia.elkin@scc.ca.gov.** Emails larger than 10MB total will be rejected by our server. If your email exceeds 10MB, 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 c/o Julia Elkin

1515 Clay Street, Suite 1000

Oakland, CA 94612

**Proposals must be received by the Coastal Conservancy by 5pm on October 13, 2017.**