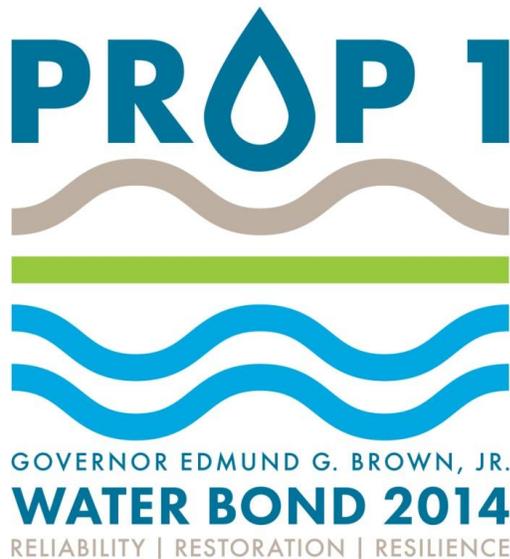


STATE COASTAL CONSERVANCY

PROPOSITION 1 PROPOSAL SOLICITATION



Grants Funded by the Water Quality, Supply,
and Infrastructure Improvement Act of 2014

Applications due Sept. 30, 2015

TABLE OF CONTENTS

I. Introduction

A.	The State Coastal Conservancy	1
B.	Proposition 1.....	1
C.	Proposition 1 Proposed Grant Solicitation Schedule.....	1

II. Program Priorities

A.	Purpose of Proposition 1, Chapter 6.....	2
B.	Coastal Conservancy’s Strategic Plan Priorities for Proposition 1 Funding	3
C.	Priority for Projects that Benefit Disadvantaged Communities	6
D.	Promotion and Implementation of State Plans and Policies	6

III. Eligibility and Required Criteria

A.	Eligible Grantees	7
B.	Project Eligibility	7
C.	Coastal Conservancy Jurisdiction.....	7
D.	Conservancy Required Project Selection Criteria	8

IV. Grant Application Process and Timeline **8**

A.	Project Solicitation Periods.....	8
B.	Pre-Proposal Consultation	8
C.	Grant Application.....	9
D.	Application Review Period.....	10
E.	Grant Awards	10
F.	Grant Agreement	10

V. Application Evaluation and Scoring

A.	Application Screening	11
B.	Scoring	12
C.	Evaluation Scoring Criteria:.....	12

V. Additional Information

A.	Available Funding.....	13
B.	Additional Project Considerations	13
C.	Environmental Documents	13
D.	Project Monitoring and Reporting	13
E.	Leveraging Funds	13

Appendix A: Chapter 6 of Proposition 1 **14**

Appendix B: State Coastal Conservancy Project Selection Criteria **18**

Appendix C: Key State, Federal, and Regional Plans and Priorities **19**

Appendix D: Grant Application Materials **24**

I. Introduction

A. The State Coastal Conservancy

The State Coastal Conservancy (“Conservancy”) is a state agency, established in 1976, to work proactively with local communities to implement multi-benefit projects that protect and enhance coastal resources. The Conservancy works along the entire length of California’s coast, within the watersheds of rivers and streams that extend inland from the coast, and throughout the nine-county San Francisco Bay Area.

The Conservancy provides technical assistance through its staff and provides grant funds to help develop and implement projects that achieve its goals. The Conservancy’s enabling legislation, Division 21 of the Public Resources Code, authorizes the Conservancy to undertake projects and award grants to advance a number of goals, including:

- protecting the natural and scenic beauty of the coast;
- improving water quality;
- enhancing wildlife habitats;
- helping people get to and enjoy beaches and parklands;
- keeping farmland and timberlands in production;
- revitalizing working waterfronts;
- assisting communities to prepare for the impacts of climate change, including sea level rise.

Every five years, the Conservancy adopts a Strategic Plan, which identifies the Conservancy’s goals and specific objectives. The current [Strategic Plan](#) was adopted in 2013 to guide the Conservancy’s work through 2018. The Conservancy [adopted an update to its Strategic Plan](#) that identified priorities for Proposition 1 expenditure on June 25, 2015. All Conservancy funded grants must advance specific objectives in the Conservancy’s Strategic Plan, as discussed in Section II.B below.

B. Proposition 1

The Water Quality, Supply, and Infrastructure Improvement Act of 2014 (“Proposition 1”) was approved by voters in November 2014. Proposition 1 is codified as Division 26.7 of the Water Code. The purposes of Proposition 1 include generating funding to address water quality, water supply and watershed protection and restoration. Chapter 6 of Proposition 1 allocates \$100.5 million to the Conservancy for competitive grants for multi-benefit ecosystem and watershed protection and restoration projects, Water Code Section 79731(j).

C. Proposition 1 Solicitation Schedule

The Conservancy anticipates holding four Proposition 1 solicitations this year. The table below lays out the proposed solicitation schedule, with tentative dates. As discussed below, all Proposition 1 grant will be awarded at a Coastal Conservancy board meeting. The meeting schedule for the Conservancy’s 2016 Board meetings hasn’t been adopted, that meeting schedule is typically posted on our website at the first of the year. The specific meeting when a grant awards will be considered will depend on the meeting schedule, project readiness and staff capacity. As shown in the table, the final solicitation for this fiscal year would end on June 30, 2016 and grant evaluation would extend into the summer – overlapping with the first grant round of next fiscal year.

Proposition 1 Proposed Grant Solicitation Schedule

Dates	1st Grant Round	2nd Grant Round	3rd Grant Round	4th Grant Round
Solicitation Released	July 31, 2015	Nov. 1, 2015	February 1, 2016	May 1, 2016
Webinar	August 25, 2015	Mid-Nov. 2015	Mid-Feb. 2016	Mid-May 2016
Proposals due	Sept. 30, 2015	Dec.31, 2015	March 31, 2016	June 30, 2016
Evaluation	Oct. – Nov. 2015	Jan. –Feb. 2016	April – May, 2016	July – Aug. 2016
Board Meeting	January 2016	Feb. –Mar. 2016	May – June, 2016	Fall 2016 (Oct.)

II. Program Priorities

A. Purpose of Proposition 1, Chapter 6

The funding from Proposition 1 allocated to the Conservancy comes from Chapter 6, “Protecting Rivers, Lakes, Streams, Coastal Waters and Watersheds” (See Appendix A). Chapter 6 of Proposition 1 sets forth 13 specific purposes for its funds (“Chapter 6 purposes”), Water Code Section 79732(a). All Proposition 1 grants funded by the Conservancy must achieve at least one of the purposes identified in Chapter 6:

- 1) Protect and increase the economic benefits arising from healthy watersheds, fishery resources and in-stream flow.
- 2) Implement watershed adaptation projects in order to reduce the impacts of climate change on communities and ecosystems.
- 3) 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.
- 4) Protect and restore aquatic, wetland and migratory bird ecosystems including fish and wildlife corridors and the acquisition of water rights for in-stream flow.
- 5) Fulfill the obligations of the state of California in complying with the terms of multiparty settlement agreements related to water resources.
- 6) Remove barriers to fish passage.
- 7) Collaborate with federal agencies in the protection of fish native to California and wetlands in the central valley of California.
- 8) Implement fuel treatment projects to reduce wildfire risks, protect watersheds tributary to water storage facilities and promote watershed health.
- 9) 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.
- 10) Protect and restore coastal watersheds including but not limited to, bays, marine estuaries, and near shore ecosystems.
- 11) 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.
- 12) 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.
- 13) Assist in water-related agricultural sustainability projects.

B. Coastal Conservancy's Strategic Plan Priorities for Proposition 1 Funding

The Conservancy adopted an update to its Strategic Plan that identified specific priorities for the expenditure of Proposition 1 funding. The [Strategic Plan update](#) calls for the prioritization of multi-benefit projects for Proposition 1 grants, consistent with the language of the bond. Most state agencies have a statewide jurisdiction, but a relatively focused mission. The Coastal Conservancy has a more focused jurisdiction (about 33% of the state and 75% of its population) but a broad mission, including agricultural conservation, recreation, ecological conservation and climate change adaptation. This structure positions the Conservancy well to implement multi-benefit projects.

The Conservancy has authority to address the impacts and potential impacts of climate change on resources within its jurisdiction. The Conservancy may undertake projects that reduce greenhouse gas emissions as well as projects that prepare communities for the unavoidable impacts of climate change, including extreme weather events, sea level rise, storm surge, erosion, salt water intrusion, flooding, and other coastal hazards. Consistent with this authority, the purposes of Proposition 1 and the priorities of the Safeguarding California Plan, the Conservancy will prioritize projects that help California communities prepare for the impacts of climate change. The Conservancy will also support implementation of sustainable community strategies within its jurisdiction, including the Priority Conservation Areas in the San Francisco Bay Area region.

The Conservancy will seek to align its funding and project priorities with those of other state agencies administering Proposition 1 funding for related objectives. The California Department of Fish and Wildlife will administer Proposition 1 grants for coastal wetland and watershed restoration, the Wildlife Conservation Board will administer grants to secure instream flows, and DWR will administer grants related to water sustainability. The Conservancy and its partners may apply for some of these other Proposition 1 grants to complete priority projects. Along with supporting project implementation, the Conservancy will continue to support project planning, working with grantees to develop shovel-ready projects that can compete for grant funding from the Conservancy and other state and federal agencies.

Based on the priority issues within our jurisdiction, reviewing existing state plans, and screening for projects that achieve multiple benefits, serve disadvantaged communities, and result in quantifiable outcomes, the Conservancy identified four priorities for Proposition 1 expenditures. More detailed analysis of the overlap of these criteria is provided in the Strategic Plan update. The four priorities are:

- Water Sustainability
- Protect and Enhance Anadromous Fish Habitat
- Wetland Restoration
- Urban Greening

Water Sustainability

Advance the sustainable use and management of water in coastal watersheds in order to achieve conservation benefits, improve ecosystem health, and increase climate resiliency.

Many coastal areas rely heavily on local water supplies, including groundwater and local storage. The Conservancy will seek to implement projects that improve water use and management to achieve multiple objectives: increasing water supply reliability while decreasing impacts to aquatic and riparian habitats, improving both ecosystem and water supply resiliency to impacts of climate

change, protecting summer flows for salmonids and other aquatic species, increasing groundwater recharge, decreasing flood flows, and reducing polluted runoff. Multi-benefit water sustainability projects could include: floodplain restoration, implementation of agricultural best management practices to improve water quality, rainwater capture, groundwater recharge, off stream storage, irrigation improvement, instream flow dedication, and watershed land conservation.

Coastal agriculture is an important economic driver in some regions and the Conservancy is charged with implementing a program of agricultural protection. Conflicts can arise between water use for agriculture and natural resource protection. Agricultural water use may deplete flows in coastal streams and agricultural practices may impact water quality thereby degrading habitat for salmon, steelhead and other aquatic and riparian species. However, there are many opportunities to lessen the conflicts between “fish and farms” by implementing multi-benefit water storage, groundwater recharge, irrigation improvement projects and other best management practices. These solutions will help farmers prepare for climate change by providing greater certainty about their water supply, while also improving conditions in coastal streams and rivers. Some of these projects can help slow seawater intrusion into coastal aquifers.

Water sustainability projects are consistent with the purposes of Chapter 6 of Proposition 1. They will implement watershed adaptation projects to reduce the impacts of climate change, protect and restore coastal watersheds, assist in the recovery of listed species, and improve water related agricultural sustainability projects. These projects implement Actions #1, 2 and 6 of the California Water Action Plan and several actions in the Safeguarding California Plan. By protecting habitat, supporting coastal agriculture and preparing for climate change impacts; these projects advance the Coastal Conservancy’s Strategic Plan Goals 5, 6, 7, 11 and 13.

Protect and Enhance Anadromous Fish Habitat

Restore habitat, including flow needed for achieving the health of anadromous fish populations.

Coastal salmon and steelhead are important to coastal ecosystem health. These fish provide an important food source, are culturally important to tribes, and an important part of the local economy in some coastal areas. The Conservancy will support projects that protect important watershed lands, remove high priority fish passage barriers, restore riparian, off channel or estuarine habitat, and secure instream flows with appropriate volume and temperature to support anadromous fish populations. These projects will increase available habitat and increase resilience of these populations to the potential impacts of climate change.

The Conservancy has supported many efforts to identify priority projects and to implement restoration projects to restore anadromous fish habitat. Removing barriers to spawning grounds is one of the simpler steps that can be taken to increase available habitat. Prioritization of barrier removal projects will be informed by the California Fish Passage Forum and in the San Francisco Bay Area by the San Francisco Estuary Watersheds Evaluation. The Conservancy has coordinated and will continue to coordinate with National Marine Fisheries Service and the California Department of Fish and Wildlife on identifying priorities.

Removal of fish barriers and restoration of fish habitat are specific purposes identified in Chapter 6 of Proposition 1. These projects will implement Action #4 in the California Water Action Plan - protect and restore important ecosystems. Consistent with the Safeguarding Plan, these projects will protect and restore water resources for important ecosystems. These projects advance the

Conservancy's Strategic Plan Goals #5 and #11 by enhancing habitats, natural resources and watersheds.

Wetland Restoration

Enhance wetlands and subtidal habitats to restore ecosystem function and provide multi-benefit flood protection, resilient shorelines and other ecosystem benefits.

The Conservancy has been a leader in planning and implementing coastal wetland restoration around the state for the past several decades. Proposition 1 funding will help continue this leadership, implementing tidal wetlands restoration, managed pond enhancement, eelgrass and oyster restoration, and construction of gently-sloping levees to protect shoreline communities while also providing transitional habitat. The Conservancy's wetland restoration projects will seek to restore wetland habitat function across a range of wetland habitats types, from subtidal areas to upland transition areas, including non-tidal wetlands. The Conservancy will prioritize multi-benefit projects that increase community and agricultural resilience to sea level rise and storm events, provide wildlife habitat, improve water quality, and restore ecologic function.

The San Francisco Baylands Ecosystem Habitat Goals Science Update, the San Francisco Bay Subtidal Habitat Goals Report, the San Francisco Bay Joint Venture's project list, the Southern California Wetlands Recovery Project Regional Strategy, and other science based state and regional plans will inform the prioritization of these projects.

Wetland and subtidal habitat enhancement projects and multi-benefit flood protection projects implement Action #4 of the California Water Action Plan- protect and restore important ecosystems. Consistent with the Safeguarding Plan, these projects will protect and restore water resources for important ecosystems; promote nature-based solutions for adapting to climate change, support cost effective green infrastructure. These projects advance the Conservancy's Strategic Plan Goals #5, #7 and #11 by enhancing habitats and helping prepare for climate change impacts.

Urban Greening

Build urban greening projects that increase groundwater recharge, reduce runoff, improve water quality and improve urban watershed health while creating public green-space and expanding urban forests.

In many urban areas, there are opportunities to create greener, more environmentally sustainable and livable communities by creating new parks, improving existing parks and green spaces, and planting trees. If designed correctly, these projects can infiltrate stormwater, improve groundwater recharge, and improve water quality. Projects may also provide additional benefits such as reducing urban heat island effects, improving air quality, increasing walkability and increasing neighborhood safety.

The Conservancy has helped plan and construct several multi-benefit urban greening projects in both the Bay Area and Southern California including projects in Compton, Richmond, and Los Angeles. In Compton, the Conservancy worked with the City, the School District, and the Mountains Recreation and Conservation Authority to develop a park on the site of an elementary school yard that served both the community and the school, and was designed to capture rainwater that could be used for on-site irrigation. Landscaped largely with native species, it is a multi-purpose, multi-benefit project that demonstrates the effectiveness of this kind of investment. With Proposition 1

funds the Conservancy will implement more projects of this type that incorporate many green infrastructure elements, including water retention and storage, and shade trees for heat relief.

Urban greening projects advance several of the purposes of Chapter 6, including implementing watershed adaptation projects to reduce the impacts of climate change on communities, protecting urban watershed health and implementing urban river greenways. These projects implement Actions #2 and #6 of the California Water Action Plan by increasing integrated water management across all levels of government and increasing groundwater storage. The health section of the Safeguarding California Plan specifically identifies urban greening as a strategy to reduce the impacts of extreme heat events and urban greening projects implement Goals 2, 5, 7 and 11 of the Conservancy's Strategic Plan.

C. Priority for Projects that Benefit Disadvantaged Communities

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.) Chapter 6 of Proposition 1 does not require that a specific portion of funding go to disadvantaged communities. However, the Conservancy will strive to ensure that a significant portion of its Proposition 1 funding benefit these communities.

The Department of Water Resources has developed an online [map viewer](#) which enables the public to see the boundaries of the 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.

D. Promotion and Implementation of State Plans and Policies

Priority will be given to projects that implement state plans and policies. The Conservancy's project selection criteria require that all Conservancy projects be consistent with statewide plans and priorities, see Section III.C below. Proposition 1 requires that projects be consistent with the goals identified in the California Water Action Plan. Links to key plans are provided in Appendix C.

III. Eligibility and Required Criteria

A. Eligible Grantees

Eligible applicants for Proposition 1 grant funding from the Conservancy are:

- Public agencies as defined in Proposition 1: any state agency or department, special district, joint powers authority, city, county, city and county, or other political subdivision of the state.
- Any private, nonprofit organization that qualifies under Section 501(c) (3) of the United States Internal Revenue Code, and whose purposes are consistent with the Conservancy's enabling legislation (Division 21 of the Public Resources Code).
- Indian Tribes that are either federally recognized or listed on the Native Heritage Commission's California Tribal Consultation List.
- Public utilities and mutual water companies; projects proposed by this type of applicant must have a clear and definite public purpose and must benefit the customers of the water system and not the investors. Additional eligibility requirements apply to any eligible

grantee that is also an urban water supplier or an agricultural water supplier, as set forth in Proposition 1, Water Code Section 79712(b).

B. Project Eligibility

To be eligible for Proposition 1 funding, projects must be consistent with the Conservancy's enabling legislation, meet the Conservancy's required project selection criteria, support the Conservancy's Strategic Plan and advance at least one of the purposes of Chapter 6 of Proposition 1.

Proposition 1 funds must be spent consistent with the General Obligation Bond Law, Government Code Section 16727. In general, this means projects must entail the construction or acquisition of capital assets and/or activities that are incidentally but directly related to construction or acquisition, such as planning, design and engineering.

Proposition 1 contains additional provisions that may make some projects ineligible, these include:

- All projects funded by Proposition 1 must be consistent with the Porter-Cologne Water Quality Control Act (Division 7 of the Water Code) and the State's [five-year infrastructure plan](#) prepared pursuant to Government Code section 13100.
- Proposition 1 cannot be used to fund acquisitions of land by eminent domain. Water Code Section 79711(g).
- Proposition 1 funds may only be used for projects that will provide benefits or improvements that are greater than required applicable environmental mitigation measures or compliance obligations.
- Land acquisition projects, including acquisition of conservation easements, are eligible if they are consistent with the purposes of Chapter 6 of Proposition 1.
- Proposition 1 funds are appropriated to the Conservancy with a maximum of five years for expenditure. Projects must be ready to start work and able to be completed within a maximum of five years.

C. Coastal Conservancy Jurisdiction

The Conservancy supports projects within coastal draining watersheds and in the entirety of the nine-county Bay Area region. The Conservancy also has specific authority to work in the Santa Ana River watershed to implement the Santa Ana River Conservancy Program.

D. Conservancy Required Project Selection Criteria

The Conservancy has adopted *Project Selection Criteria and Guidelines*, last updated on October 2, 2014, which set forth the evaluation criteria that the Conservancy uses for all of its grant programs. (See Appendix B.) To be eligible for Conservancy funding, a project must meet the Conservancy's required project selection criteria:

- **Promotion of the Conservancy's statutory programs and purposes** (Division 21 of the Public Resources Code);
- **Consistency with purposes of the funding source;**
- **Promotion and implementation of state plans and policies** (specific plans and policies and the specific goals or objectives within those plans and policies that would be furthered by the project);
- **Support from the public;**
- **Location** (must benefit coastal, ocean resources, or the San Francisco Bay region);
- **Need** (desired project or result will not occur without Conservancy participation);

- **Greater-than-local interest;**
- **Sea level rise vulnerability.** (Consistent with Executive Order S-13-08, for new projects located in areas vulnerable to future sea level rise, planning shall consider a range of sea level rise scenarios in order to assess project vulnerability and, to the extent feasible, reduce expected risks and increase resiliency to sea level rise.)Cr

Evaluation criteria specific to this solicitation are listed are in section IV.C, below.

IV. Grant Application Process and Timeline

A. Project Solicitation Periods

The Conservancy plans to hold four project solicitation periods each year: August 1-September 30, November 1-December 31, February 1-March 31, and May 1-June 30. A Request for Proposals (RFPs) will be posted on the Conservancy's website at the start of each solicitation period. Grant applications must be submitted during the solicitation periods.

The Conservancy will hold at least one informational webinar during the project solicitation period to provide information about program priorities and answer questions. The first webinar will be held on August 25, 2015 at 10am. If you are interested in attending this webinar, please email grants@scc.ca.gov.

The Conservancy anticipates that the November and May solicitation periods will target specific types of projects or program priorities. The specific priorities for the November and May solicitations have not yet been determined. The August and February RFPs will be open to any eligible project proposal.

B. Pre-Proposal Consultation

Applicants are strongly encouraged to consult with Conservancy staff prior to submitting their applications. Pre-proposal consultation will be available to any potential applicant but will not be required. While Conservancy staff will be available to discuss projects and proposal-related questions, they will not be able to review full proposals before they are submitted. Please contact the appropriate Regional Manager from the list below, listed from North to South:

North Coast: Del Norte County to coastside Sonoma and Marin Counties
Karyn Gear: karyn.gear@scc.ca.gov, 510-286-4171.

San Francisco Bay Area: Nine Bay Area Counties, excluding the coastside of Sonoma, Marin, and San Mateo Counties
Amy Hutzel: amy.hutzel@scc.ca.gov, 510-286-4180

Central Coast: coastside San Mateo County to Santa Barbara County
Trish Chapman: trish.chapman@scc.ca.gov, 510-286-0749

South Coast: Ventura County to San Diego County
Joan Cardellino: joan.cardellino@scc.ca.gov, 510-286-4093

C. Grant Application

The grant application form and instructions for completing it are posted on the Conservancy's [website](#) and attached as Appendix D. 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.

For this solicitation, **grant applications must be received by 5pm on September 30, 2015.**

All information that you submit is subject to the unqualified and unconditional right of the Conservancy to use, reproduce, publish, or display, free of charge. Please indicate if crediting is requested for any of the photos and/or maps. The application requires the following information:

1. **Project Description** – Provide a clear, detailed description of the project proposed for Conservancy funding. The project description should include the following sections:
 - a. **Need for the project.** Describe the specific problems, issues, or unserved needs the project will address.
 - b. **Goals and objectives.** The goals and objectives should clearly define the expected outcomes and benefits of the project.
 - c. **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.
 - d. **Specific Tasks.** Identify the specific tasks that will be undertaken and the work that will be accomplished for each task.
 - e. **Work Products.** List the specific work products or other deliverables that the project will result in.
 - f. **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?
2. **Project 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.
3. **Preliminary Budget and Schedule** – The preliminary budget and schedule must include a line item for every task identified in the project description. For each task, applicants should provide

the estimated completion date, estimated total cost of the task, amount requested from the Conservancy, and amount that will be provided by other funding sources. The task list in the Preliminary Budget and Schedule must match the task list provided in the project description.

4. **Additional questions** –The additional questions are intended to provide the Conservancy with sufficient information to evaluate your project against the evaluation criteria. For each question, limit your answer to a half page, with one concise paragraph preferred. If a question does not apply to your project, write “not applicable”.
5. **Proposition 1 Supplemental Questions** – These questions are for applicants for Proposition 1 funding to help reviewers determine how well the application meets the evaluation criteria.

Applications should be emailed to the Conservancy. If the combined size of all the files is greater than 25 MB, please send files in separate email messages (email messages over 25 MB in size will be rejected by our server).

D. Application Review Period

The Conservancy expects that it will take an average of six months from application submittal to Conservancy board approval and an additional month for execution of the grant agreement.

E. Grant Awards

Grants will be awarded once a project is approved by the Coastal Conservancy Board at a public meeting. Conservancy staff will determine which qualified applications to recommend to the Conservancy Board for funding and the amount of funding, taking into account the project’s score relative to other eligible projects, the total amount of funding available for Proposition 1 projects, the urgency of the project relative to other eligible projects, the Conservancy’s Strategic Plan, and the application of the Conservancy’s Required and Additional Project Selection Criteria.

The Conservancy typically holds five public meetings per calendar year. Each year’s meeting schedule is published on the Conservancy’s website. The agenda for each public meeting will be published on the Conservancy’s website ten days in advance of the meeting. Conservancy staff will prepare a report for each proposed grant presented to the Conservancy Board at a public meeting. The staff report will describe the project and explain how the project is consistent with the Conservancy’s enabling legislation, the Conservancy Program Guidelines, the Conservancy’s Strategic Plan and the evaluation criteria in these Proposition 1 Grant Program Guidelines.

F. Grant Agreement

Once the Conservancy has approved a grant at a public meeting, Conservancy staff will prepare a grant agreement setting forth the terms and conditions of the grant. The grantee must sign the grant agreement and comply with all of its conditions in order to receive funds.

Preparation and finalization of a Grant Agreement usually takes at least three weeks. Five copies of the Grant Agreement are sent to the grantee for signatures, and all five must be sent back to the Conservancy. The Executive Officer signs each copy and one fully executed copy is sent back to the grantee.

It is important that the person administering the project for the grantee be familiar with the procedures and requirements of the Grant Agreement. There are several steps and requirements

for grantees receiving Coastal Conservancy funding. To help prospective grantees understand the process, listed below are the typical requirements for receiving funds from the State Coastal Conservancy. It may be useful for the grantee to arrange a meeting with the Conservancy Project Manager early in the project to review the Grant Agreement conditions.

Typical Conditions and Requirements of Conservancy Grants

- The Conservancy typically reimburses grantees for expenses after they are incurred. This means the grantee will have to cover the costs of the project between the time the expenses are incurred and they get paid by the Conservancy. It typically takes about 6 weeks between the time an invoice is received at the Conservancy and the payment is received by the grantee.
- Expenses incurred before the Grant Agreement with the Conservancy is executed cannot typically be billed to the grant.
- The Conservancy typically withholds 5% of the invoiced amount until the project is complete.
- The Conservancy usually limits overhead to 15%.
- Grantees are typically responsible for operation, maintenance and monitoring of completed projects for 20 years.

All Conservancy grantees should expect to be audited by the State of California. It is the grantees responsibility to maintain all necessary records to substantiate and document all payments made pursuant to a Conservancy grant. If a grantee cannot provide adequate records when they are audited, they may be required to repay grant funds. The Conservancy now requires nonprofit grantees to submit the Nonprofit Organization Pre-Award Questionnaire (Appendix D) to help flag any potential issues with accounting and record keeping before the grantee begins work. Technical assistance may be available to help grantees meet all of the state's accounting requirements.

The Grant Agreement describes these and other requirements in greater detail and will be the controlling document. If there are any questions about the Grant Agreement, discuss them with the Conservancy Project Manager. Close review of and compliance with the Grant Agreement is essential and is the grantee's responsibility.

V. Application Evaluation and Scoring

A. Application Screening

Grant applications will be initially reviewed for completeness. Incomplete grant applications will be returned to the applicant. Grantees may choose to complete the application and resubmit.

Conservancy staff will screen complete grant applications to ensure that:

- The project meets at least one of the Chapter 6 Purposes (Appendix A);
- The project meets the Conservancy's required grant selection criteria (Appendix B);
- The project is consistent with the Conservancy's Strategic Plan;
- The project consists of work that is eligible for bond funds under the General Obligation Bond Law;
- The grantee is an eligible entity;
- For restoration and ecosystem protection projects, the grantee has consulted with the state and local conservation corps and included their services if feasible. Grantees must submit a completed Corps Consultation Review Document, provided in Appendix D.

Applications that do not pass the screening process will not proceed to the scoring process. The Conservancy has discretion to either return the application or assist the applicant with gathering additional information and modifying the proposal to enable the application to pass the screening process.

B. Scoring

Complete grant applications that have passed the screening process will be evaluated and scored using the Evaluation Scoring Criteria set forth below. An application must achieve an average score of 75 or better to qualify for a grant.

Complete applications that have passed the screening process will be reviewed and scored by a minimum of three professionals with relevant expertise. Reviewers may include state and federal agency staff and others with relevant expertise, including consultants and academics. All reviewers other than SCC staff will be required to document that they do not have a conflict of interest in reviewing any proposals. If there is a significant discrepancy in the scoring by the three reviewers, additional reviewers may score the proposal. The average score will be the average of all reviews.

C. Evaluation Scoring Criteria:

Criteria	Points
The extent to which the project achieves one or more of the purposes of Chapter 6 of Proposition 1.	15
The extent to which the application includes a complete, reasonable and well thought out proposed scope of work, budget and schedule.	15
The extent to which the project provides multiple benefits.	10
The extent to which the project benefits a disadvantaged community as defined in the Water Code § 79702(j).	8
The extent to which the project promotes and implements the California Water Action Plan, other state plans and policies, and relevant regional water plans.	8
The extent to which the applicant demonstrates experience successfully implementing similar projects or demonstrates appropriate and necessary partnerships to complete the project.	8
The extent to which the applicant demonstrates that project goals have community support.	8
Whether the project is consistent with best available science.	8
The extent to which the project leverages the resources of private, federal or local funding sources. Projects that have at least 25% matching funds will receive 3 points. Projects with greater than 50% matching funds will receive 5 points. Bonus points for projects with greater than 100% matching funds see below.	5
The extent to which the applicant demonstrates a clear and reasonable method for measuring and reporting the effectiveness of the project.	5
The extent to which the project employs new or innovative technology or practices.	5
The extent to which the project will deliver sustainable outcomes in the long-term.	5
	100
Bonus Points	
Matching funds >100%	5

V. Additional Information

A. Available Funding

The Conservancy received an appropriation of \$15 million of Proposition 1 in the 2015/16 fiscal year. The Conservancy anticipates releasing four solicitations this fiscal year, the amount awarded in each solicitation will depend on the quality of the applications and the needs of the project. The total awarded in FY 2015/16 will not exceed \$15 million.

B. Additional Project Considerations

- Agencies acquiring land may use the Natural Heritage Preservation Tax Credit Act of 2000 (Division 28 of the Public Resources Code. Water Code Section 79711(h)).
- Where appropriate, grantees will be required to provide signage informing the public that the project received Proposition 1 funding. This requirement will be addressed in the grant agreement.
- In administering Proposition 1 funds, the Conservancy will take into account the state's policy that every human being has a right to "safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes" (Water Code Sec. 106.3).

C. Environmental Documents

The Conservancy is required to comply with the California Environmental Quality Act (CEQA). Grant applicants should consider whether their proposed project will trigger the need for an environmental impact report or negative declaration or whether a CEQA exemption applies. How CEQA applies and the status of CEQA compliance must be addressed in the grant application.

D. Project Monitoring and Reporting

All grant applications must include a monitoring and reporting component that explains how the effectiveness of the project will be measured and reported. The monitoring and reporting component will vary depending on the nature of the project. The grant application evaluation will assess the robustness of the proposed monitoring program. In addition, Conservancy staff will work with grantees to develop appropriate monitoring and reporting templates and procedures. For wetland and watershed restoration and protection projects, monitoring should be consistent with the State's Wetlands and Riparian Area Monitoring Plan (WRAMP), as applicable.

E. Leveraging Funds

The Conservancy will award additional points to applicants with significant matching funds. The amount of leveraged funding will be specifically identified in every staff recommendation for potential approval by the Conservancy Board. The Conservancy will provide a summary of the total leverage of Conservancy funds from all its grant programs in an annual financial report to the Conservancy Board.

Appendix A: Chapter 6 of Proposition 1

Protecting Rivers, Lakes, Streams, Coastal Waters, and Watersheds

79730.

The sum of one billion four hundred ninety-five million dollars (\$1,495,000,000) shall be available, upon appropriation by the Legislature from the fund, in accordance with this chapter, for competitive grants for multibenefit ecosystem and watershed protection and restoration projects in accordance with statewide priorities.

79731.

Of the funds authorized by Section 79730, the sum of three hundred twenty-seven million five hundred thousand dollars (\$327,500,000) shall be allocated for multibenefit water quality, water supply, and watershed protection and restoration projects for the watersheds of the state in accordance with the following schedule:

- (a) Baldwin Hills Conservancy, ten million dollars (\$10,000,000).
- (b) California Tahoe Conservancy, fifteen million dollars (\$15,000,000).
- (c) Coachella Valley Mountains Conservancy, ten million dollars (\$10,000,000).
- (d) Ocean Protection Council, thirty million dollars (\$30,000,000).
- (e) San Diego River Conservancy, seventeen million dollars (\$17,000,000).
- (f) San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy, thirty million dollars (\$30,000,000).
- (g) San Joaquin River Conservancy, ten million dollars (\$10,000,000).
- (h) Santa Monica Mountains Conservancy, thirty million dollars (\$30,000,000).
- (i) Sierra Nevada Conservancy, twenty-five million dollars (\$25,000,000).
- (j) State Coastal Conservancy, one hundred million five hundred thousand dollars (\$100,500,000). Eligible watersheds for the funds allocated pursuant to this subdivision include, but are not limited to, those that are in the San Francisco Bay Conservancy region, the Santa Ana River watershed, the Tijuana River watershed, the Otay River watershed, Catalina Island, and the central coast region.
- (k) Sacramento-San Joaquin Delta Conservancy, fifty million dollars (\$50,000,000).

79732.

(a) In protecting and restoring California rivers, lakes, streams, and watersheds, the purposes of this chapter are to:

- (1) Protect and increase the economic benefits arising from healthy watersheds, fishery resources, and instream flow.
- (2) Implement watershed adaptation projects in order to reduce the impacts of climate change on California's communities and ecosystems.
- (3) Restore river parkways throughout the state, including, but not limited to, projects pursuant to the California River Parkways Act of 2004 (Chapter 3.8 (commencing with Section 5750) of Division 5 of the Public Resources Code), in the Urban Streams Restoration Program established pursuant to Section 7048, and urban river greenways.
- (4) Protect and restore aquatic, wetland, and migratory bird ecosystems, including fish and wildlife corridors and the acquisition of water rights for instream flow.
- (5) Fulfill the obligations of the State of California in complying with the terms of multiparty settlement agreements related to water resources.
- (6) Remove barriers to fish passage.

(7) Collaborate with federal agencies in the protection of fish native to California and wetlands in the central valley of California.

(8) Implement fuel treatment projects to reduce wildfire risks, protect watersheds tributary to water storage facilities, and promote watershed health.

(9) Protect and restore rural and urban watershed health to improve watershed storage capacity, forest health, protection of life and property, stormwater resource management, and greenhouse gas reduction.

(10) Protect and restore coastal watersheds, including, but not limited to, bays, marine estuaries, and nearshore ecosystems.

(11) 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.

(12) 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.

(13) Assist in water-related agricultural sustainability projects.

(b) Funds provided by this chapter shall 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.

79733.

Of the funds made available by Section 79730, the sum of two hundred million dollars (\$200,000,000) shall be administered by the Wildlife Conservation Board for projects that result in enhanced stream flows.

79734.

For restoration and ecosystem protection projects under 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.

79735.

(a) Of the funds authorized by Section 79730, one hundred million dollars (\$100,000,000) shall be available, upon appropriation by the Legislature, for projects to protect and enhance an urban creek, as defined in subdivision (e) of Section 7048, and its tributaries, pursuant to Division 22.8 (commencing with Section 32600) of, and Division 23 (commencing with Section 33000) of, the Public Resources Code and Section 79508.

(b) (1) Of the funds authorized by Section 79730, twenty million dollars (\$20,000,000) shall be made available to the secretary for a competitive program to fund multibenefit watershed and urban rivers enhancement projects in urban watersheds that increase regional and local water self-sufficiency and that meet at least two of the following objectives:

(A) Promote groundwater recharge and water reuse.

(B) Reduce energy consumption.

(C) Use soils, plants, and natural processes to treat runoff.

(D) Create or restore native habitat.

(E) Increase regional and local resiliency and adaptability to climate change.

(2) The program under this subdivision shall be implemented by state conservancies, the Wildlife Conservation Board, the state board, or other entities whose jurisdiction includes urban

watersheds, as designated by the secretary. Projects funded under the program shall be a part of a plan developed jointly by the conservancies, the Wildlife Conservation Board, the state board, or other designated entities in consultation with the secretary.

(c) At least 25 percent of the funds available pursuant to this section shall be allocated for projects that benefit disadvantaged communities.

(d) Up to 10 percent of the funds available pursuant to this section may be allocated for project planning.

79736.

Of the funds authorized by Section 79730, four hundred seventy-five million dollars (\$475,000,000) shall be available to the Natural Resources Agency to support projects that fulfill the obligations of the State of California in complying with the terms of any of the following:

(a) Subsection (d) of Section 3406 of the Central Valley Project Improvement Act (Title 34 of Public Law 102-575).

(b) Interstate compacts set forth in Section 66801 of the Government Code pursuant to Title 7.42 (commencing with Section 66905) of the Government Code.

(c) Intrastate or multiparty water quantification settlement agreement provisions, including ecosystem restoration projects, as set forth in Chapters 611, 612, 613, and 614 of the Statutes of 2003.

(d) The settlement agreement referenced in Section 2080.2 of the Fish and Game Code.

(e) Any intrastate or multiparty settlement agreement related to water acted upon or before December 31, 2013. Priority shall be given to projects that meet one or more of the following criteria:

(1) The project is of statewide significance.

(2) The project restores natural aquatic or riparian functions, or wetlands habitat for birds and aquatic species.

(3) The project protects or promotes the restoration of endangered or threatened species.

(4) The project enhances the reliability of water supplies on a regional or interregional basis.

(5) The project provides significant regional or statewide economic benefits.

79737.

(a) Of the funds authorized by Section 79730, two hundred eighty-five million dollars (\$285,000,000) shall be available to the Department of Fish and Wildlife for watershed restoration projects statewide in accordance with this chapter.

(b) For the purposes of this section, watershed restoration includes activities to fund coastal wetland habitat, improve forest health, restore mountain meadows, modernize stream crossings, culverts, and bridges, reconnect historical flood plains, install or improve fish screens, provide fish passages, restore river channels, restore or enhance riparian, aquatic, and terrestrial habitat, improve ecological functions, acquire from willing sellers conservation easements for riparian buffer strips, improve local watershed management, and remove sediment or trash.

(c) For any funds available pursuant to this section that are used to provide grants under the Fisheries Restoration Grant Program, a priority shall be given to coastal waters.

(d) In allocating funds for projects pursuant to this section, the Department of Fish and Wildlife shall only make funds available for water quality, river, and watershed protection and restoration projects of statewide importance outside of the Delta.

(e) Funds provided by this section shall not be expended to pay the costs of the design, construction, operation, mitigation, or maintenance of Delta conveyance facilities.

(f) Funds provided by this section shall 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, except for any water transfers for the benefit of subsection (d) of Section 3406 of the Central Valley Project Improvement Act (Title 34 of Public Law 102-575).

79738.

(a) Of the funds authorized by Section 79730, eighty-seven million five hundred thousand dollars (\$87,500,000) shall be available to the Department of Fish and Wildlife for water quality, ecosystem restoration, and fish protection facilities that benefit the Delta, including, but not limited to, the following:

(1) Projects to improve water quality or that contribute to the improvement of water quality in the Delta, including projects in Delta counties that provide multiple public benefits and improve drinking and agricultural water quality or water supplies.

(2) Habitat restoration, conservation, and enhancement projects to improve the condition of special status, at risk, endangered, or threatened species in the Delta and the Delta counties, including projects to eradicate invasive species, and projects that support the beneficial reuse of dredged material for habitat restoration and levee improvements.

(3) Scientific studies and assessments that support the Delta Science Program, as described in Section 85280, or projects under this section.

(b) In implementing this section, the department shall coordinate and consult with the Delta city or Delta county in which a grant is proposed to be expended or an interest in real property is proposed to be acquired.

(c) Acquisitions pursuant to this section shall be from willing sellers only.

(d) In implementing this section state agencies shall prioritize wildlife conservation objectives through projects on public lands or voluntary projects on private lands, to the extent feasible.

(e) Funds available pursuant to this section shall not be used to acquire land via eminent domain.

(f) Funds available pursuant to this section shall not be expended to pay the costs of the design, construction, operation, mitigation, or maintenance of Delta conveyance facilities.

Appendix B: State Coastal Conservancy Project Selection Criteria As Adopted by the Coastal Conservancy on October 2, 2014

REQUIRED CRITERIA

- **Promotion of the Conservancy's statutory programs and purposes**
- **Consistency with purposes of the funding source**
- **Promotion and implementation of state plans and policies** (specific plans and policies that are being considered or implemented)
- **Support from the public**
- **Location** (must benefit coastal, ocean resources or the San Francisco Bay region)
- **Need** (desired project or result will not occur without Conservancy participation)
- **Greater-than-local interest**
- **Sea level rise vulnerability** (Consistent with Executive Order S-13-08, for new projects located in areas vulnerable to future sea level rise, planning shall consider a range of sea level rise scenarios in order to assess project vulnerability and, to the extent feasible, reduce expected risks and increase resiliency to sea level rise.)

ADDITIONAL CRITERIA

- **Urgency** (threat to a coastal or ocean resource from development or natural or economic conditions; pressing need; or a fleeting opportunity)
- **Resolution of more than one issue**
- **Leverage** (contribution of funds or services by other entities)
- **Conflict resolution**
- **Innovation** (for example, environmental or economic demonstration)
- **Readiness** (ability of the grantee and others to start and finish the project timely)
- **Realization of prior Conservancy goals** (advances previous Conservancy projects)
- **Return to Conservancy** (funds will be repaid to the Conservancy, consistent with the Conservancy's long-term financial strategy)
- **Cooperation** (extent to which the public, nonprofit groups, landowners, and others will contribute to the project)
- **Minimization of greenhouse gas emissions** (project design and construction methods include measures to avoid or minimize greenhouse gas emissions to the extent feasible and consistent with the project objectives)
- **Vulnerability from climate change impacts other than sea level rise** (project objectives, design, and siting consider and address vulnerabilities from climate change impacts other than sea level rise)

Appendix C: Key State, Federal, and Regional Plans and Priorities

The following identifies and provides detail about statewide plans and policies that are consistent with the Conservancy's mission and strategic plan objectives. This listing is not intended to be exhaustive. There may be other existing statewide plans or policies that are consistent with the Conservancy's mission and objectives. Moreover, in the future new statewide plans and policies will be adopted that will also be relevant to Proposition 1 implementation.

Governor's Executive Orders –

- [Executive Order S-13-08](#) directed all state agencies planning construction projects in areas vulnerable to future sea level rise to plan and consider a range of sea level rise scenarios for the years 2050 and 2100 in order to assess project vulnerability and, to the extent feasible, reduce expected risks and increase resiliency to sea level rise.
- [Executive Order B-30-15](#) established a new interim statewide greenhouse gas emission reduction target to reduce greenhouse gas emissions to 40 percent below 1990 levels by 2030 and to 80 percent below 1990 levels by 2050. This order also directed state agencies to make climate change into account in their planning and investment decisions and to give priority to actions that both build climate preparedness and reduce greenhouse gas emissions.

California Water Action Plan

California Natural Resources Agency, the California Environmental Protection Agency, and the California Department of Food and Agriculture developed this Water Action Plan to meet three broad objectives: more reliable water supplies, the restoration of species and habitat, and a more resilient, sustainably managed water resources system. It lays out the state's challenges, goals and actions needed to put California's water resources on a safer, more sustainable path. The plan identifies ten overarching strategies to protect our resources

Safeguarding California Climate Adaptation Plan

The Safeguarding California Plan provides policy guidance for state decision makers, and is part of continuing efforts to reduce impacts and prepare for climate risks. This plan highlights climate risks in nine sectors in California, discusses progress to date, and makes sector-specific recommendations.

[California @ 50 Million: The Environmental Goals and Policy Report \(2013 Draft\)](#) : This report contains a 20- to 30-year overview of projected growth in the state, along with goals and objectives for land use, population growth and distribution, development, natural resources, conservation, and air and water quality. The goals are consistent, as required, with state planning priorities identified in AB 857.

State and Federal Species and Habitat Protection Plans

- [California Wildlife Action Plan](#) (2015 update underway). The Wildlife Action Plan creates a vision for fish and wildlife conservation, identifies species of greatest conservation need, and recommends actions that are implementable, measurable, and time bound.
- [California Aquatic Invasive Species Management Plan](#) (2008) This California DFW plan proposes 163 actions to address the environmental and economic threats caused by aquatic species in California. The Conservancy supports invasive species control actions when the invasive is a serious threat to coastal resources.

- [**California Essential Habitat Connectivity Strategy for Conserving a Connected California**](#) (2010) This Plan was produced by California Department of Transportation, and California Department of Fish and Wildlife in collaboration with many other agencies, including the Coastal Conservancy, as well as non-governmental organizations. The plan and associated map identifies 850 natural landscape blocks and 192 essential connectivity areas. It focuses attention on large areas important to maintaining ecological integrity at the broadest scale, and recommends regional and local analysis to refine the linkages map and to identify additional areas important to sustaining ecological connectivity.

State and Federal Species Recovery Plans

- [**Central California Coast Coho Salmon Recovery Plan**](#). NOAA Fisheries published this collaboratively developed in September 2012. Based on the biological needs of the fish, it provides the foundation for restoring the populations to healthy levels.
- [**Draft Southern Oregon/Northern California Coast Coho Salmon: 2014 Recovery Steps for California Fisheries Restoration Grant Program**](#). NOAA Fisheries is preparing to adopt a collaboratively developed recovery plan for Northern California Coast Coho Salmon in the near future.
- [**South-Central/Southern California Coast Steelhead Recovery Plan**](#). NOAA Fisheries adopted a collaboratively developed recovery plan for Southern California Coast steelhead in 2012 and a recovery plan for South-Central California Coast Steelhead in 2013. [**Steelhead Restoration and Management Plan**](#). The California Department of Fish and Wildlife completed this plan in 1996; the plan focuses on restoration of native and naturally produced (wild) stocks because these stocks have the greatest value for maintaining genetic and biological diversity. Goals for steelhead restoration and management are:
 - Increase natural production as mandated by The Salmon, Steelhead Trout, and Anadromous Fisheries Program Act of 1988, so that steelhead populations are self-sustaining and maintained in good condition; and
 - Enhance angling opportunities and non-consumptive uses.
- [**Recovery Strategy for California Coho Salmon**](#). The California Department of Fish and Wildlife completed this report to the California Fish and Game Commission in February 2004. The CDFW collaboratively developed the Recovery Strategy for California Coho Salmon (*Oncorhynchus kisutch*) as a guide for the process of recovering coho salmon on the north and central coasts of California.
- [**Recovery Plan for Tidal Marsh Ecosystems of Northern and Central California**](#). U.S. Fish and Wildlife Service released this plan in 2013, focused on federally-listed species that depend on tidal marshes in San Francisco Bay and tidal marshes along the Northern and Central California coast.
- [**Recovery Plan for the Southern Sea Otter**](#). U.S. Fish and Wildlife revised this recovery plan in 2003 for the endangered sea otter. Key objectives address range expansion, response to oil spills, contaminants, and threats from fishing debris.
- [**Recovery Plan for California Red Legged Frog**](#). This 2002 recovery plan by the U.S. Fish and Wildlife Service identifies seven priority actions for recovery including protect suitable habitat, corridors, and core areas; and protect known populations and reestablish populations.

State Supported, Collaboratively Developed Eco-Regional and Watershed Plans:

- [**Natural Community Conservation Plans and Habitat Conservation Plans:**](#) As of June 2013, there were 45 regional conservation plans. Habitat Conservation Plans integrate land-use activities and conservation goals to reduce conflicts between listed species and economic development, and are required for incidental take permits. [Natural Community Conservation](#)

[Plans](#) (NCCPs) are broader in their orientation and objectives than the California and Federal Endangered Species Acts, which focus on individual species rather than natural communities. The primary objective of the [Habitat Conservation Plan](#) (HCP) program is to conserve species and the ecosystems they depend on while streamlining permitting under the endangered species act. Conservancy may support implementation actions called in the plans located within its jurisdiction.

- **Pacific Coast Joint Venture – [Strategic Plan Northern Coastal California](#) (2004).** The Pacific Coast Joint Venture facilitates and coordinates public and private partners in accomplishing activities that support the goals for the North American Waterfowl Management Plan along the Pacific Flyway, and includes member organizations from Alaska, Canada, Washington, Oregon, Hawaii and Northern California. The Northern California Component of the Strategic Plan provides recommended conservation actions for important bird habitat in Mendocino, Humboldt and Del Norte counties.
- **[San Francisco Estuary Watersheds Evaluation](#)**, by the Center for Ecosystem Management and Restoration (2007). This report, funded by the State Coastal Conservancy, assembles for the first time all readily available information regarding steelhead habitat in tributaries of the San Francisco Estuary. Watersheds are screened for "anchor watershed" status, indicating their relative importance in restoring the regional steelhead population.
- **[San Francisco Estuary Comprehensive Conservation and Management Plan](#)** (approved by the Governor and U.S. EPA Administrator in 1993, updated in 2007, a new update scheduled for 2016). Representatives from state and federal agencies and private and community groups in the twelve-county Bay Delta region came together and through a consensus-based process developed this plan, a blueprint for restoring and maintaining the estuary through corrective actions in nine program areas. It seeks to achieve high standards of water quality, including restoration and maintenance of a balanced indigenous population of fish and wildlife, and to support recreational activities. The Conservancy assists in implementing five of the nine program areas, including aquatic resources, wildlife, wetlands management, and watershed management.
- **[San Francisco Bay Subtidal Habitat Goals 50 Year Conservation Plan](#)** (2010). The purpose of this plan is to achieve a net improvement of the subtidal ecosystem in the San Francisco Bay through science-based protection and habitat restoration. Led by state and federal agencies, more than 75 scientists and others contributed to the development of science, protection, and restoration goals for six subtidal habitats including soft substrate, rock, artificial structures, shellfish beds, submerged aquatic vegetation, and macro-algal beds. The Conservancy is assisting with implementing many of the goals including sea grass and oyster restoration, and removal of creosote pilings.
- **[San Francisco Baylands Ecosystem Habitat Goals Report](#)** (1999) and ***San Francisco Baylands Ecosystem Habitat Goals Technical Update*** (expected release, late 2015) These reports were each prepared by a large consortium of public agencies and scientists and resulted in specific goals for acreages and habitat types for baylands around the San Francisco Bay. The Conservancy has been a major implementer of the goals through its support and leadership in wetland restoration projects including the Napa Salt Marsh, Hamilton, and the South Bay Salt Ponds. The technical update contains a set of far-reaching management recommendations for Bay Area shorelines to restore and maintain these vital ecosystems in the face of climate change, including their role in building resilience to sea level rise.
- **[San Francisco Bay Area Upland Habitat Goals Project](#)** and **[Conservation Lands Network](#)**(2011). The Upland Goals Project is a project of the Bay Area Open Space Council funded in part by the

Coastal Conservancy. It is a collaboratively developed science-based landscape-level conservation plan for the nine-county Bay Area region. Multiple factors, including conservation targets, goals, land use, adjacency to protected lands, and the ecological integrity of the landscape were assessed to identify “essential” and “important” areas. These are depicted on a web-based map, the *Conservation Lands Network*, which can be used by agencies and organizations to prioritize conservation activities within the region. Climate change impacts to the habitat goals has been a major focus of the Terrestrial Biodiversity and Climate Change Collaborative (TBC3), a group of university, nonprofit and governmental researchers in the San Francisco Bay Area that conducts research, monitoring and outreach to enhance conservation and land management in the face of climate change. The Open Space Council has participated in the project since the beginning and is incorporating the results into the Conservation Lands Network Explorer.

- **[Critical Linkages: Bay Area and Beyond Project \(2013\)](#)**. Led by Science and Collaboration for Connected Wildlands, with the participation of the Bay Area Open Space Council and others, this project complements the statewide essential connectivity plan by incorporating the habitat movement needs of over 60 species and animals for priority landscape linkages within the counties of the San Francisco Bay Area and San Benito, Monterey, Mendocino, and Lake. It identifies 14 landscape level connections that together with the Conservation Lands Network provide a comprehensive plan for such a regional network.
- **[Bay Area Integrated Regional Water Management Plan](#)**. Prepared initially in 2006 and updated in 2014 with assistance from the Conservancy in collaboration with the Department of Water Resources (DWR), this plan identifies major regional water resource needs and priorities for the nine-county San Francisco Bay Area region.
- **[Santa Cruz Integrated Watershed Restoration Program](#)**. Developed by the Santa Cruz County Resource Conservation District (RCD), Coastal Conservancy, California Department of Fish and Game (CDFG), Coastal Watershed Council, and the City and County of Santa Cruz as a voluntary framework in 2002, this program is heralded as a model for collaborative, integrated watershed conservation. Since IWRP's inception, the RCD and its partners have been able to design, permit, and construct over 80 water quality improvement and habitat restoration projects throughout the County. The Conservancy has supported many of these projects, as well as expansion of the program into San Mateo and Monterey Counties.
- **[Southern California Wetlands Recovery Project](#)**. The Wetlands Recovery Project is a partnership of 18 state and federal agencies working together to acquire and restore rivers, stream, and wetlands in Southern California from Point Conception to the border with Mexico. The Regional Strategy, currently being updated, articulates the long-term goals and specific implementation strategies to guide the efforts of the WRP and its partners. The WRP identifies wetland acquisition and restoration priorities, prepares plans for priority projects, pools funds to undertake these projects and coordinates post-project maintenance and monitoring. The WRP is chaired by the Resources Agency and staffed by the Coastal Conservancy, which implement many of the high priority projects.
- **[South Coast Missing Linkages](#)** (2008 and ongoing). This project, led by Science and Collaboration for Connected Wildlands, addresses fragmentation at the landscape scale. It identifies and prioritizes linkages that conserve essential biological and ecological processes. The linkages project has served as a catalyst for protection of ecological connectivity for the south coast ecoregion. There have been 11 detailed and implementable linkage designs developed using focal-species based analysis. The Conservancy can support implementation of some of these designs.

California Coastal Sediment Management Master Plan. A multi-agency work group is engaged in an ongoing collaborative effort to evaluate California’s coastal sediments management needs and to promote regional system-wide solutions. The master plan is being developed through a series of region-specific sediment master plans. The Conservancy has contributed to development and implementation of some of the regional plans.

State Agency and Multi-Agency Strategic Plans – In addition to the Coastal Conservancy strategic plan, many Conservancy supported projects implement elements of other agency strategic plans.

- [California Coastal Commission](#)
- [San Francisco Bay Conservation and Development Commission](#)
- [Ocean Protection Council](#)
- [San Francisco Estuary Partnership Strategic Plan](#) – This strategic plan identifies goals and objectives for implementing the *San Francisco Estuary Comprehensive Conservation and Management Plan*.

Appendix D: Grant Application Materials

The Conservancy's full grant application is provided below and is also available on the Conservancy's website.

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		
Acres		Trail Miles	APNs (Acquisition Only)

LOCATION INFO

County		Specific Location	
Latitude		Longitude	
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 these seven questions to no more than four pages.

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. **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.

4. **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.

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

6. **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?

7. **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 5 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	Applicant's Funding	Coastal Conservancy	Other Funds	Total Cost
1						\$ 0
2						\$ 0
3						\$ 0
4						\$ 0
5						\$ 0
6						\$ 0
7						\$ 0
						\$ 0
						\$ 0
						\$ 0
						\$ 0
						\$ 0
TOTAL			\$ 0	\$ 0	\$ 0	\$ 0

In Kind Services

In-kind services or contributions include volunteer time and materials, bargain sales, and land donations. Describe and estimate the value of expected in-kind services.

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. **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?

2. **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 .

3. **Support:** List the public agencies, non-profit organizations, elected officials, and other entities and individuals that support the project.

4. **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).

5. **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?

6. **Consistency with State Plans:** If the proposed project will help to implement or promote the goals of any of the 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
 - California Water Action 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)

7. **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.

8. **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.

9. **California Conservation Corps:** Applicants proposing construction projects are urged to consider using the California Conservation Corps. If your project involves construction, please indicate whether you have contacted the Corps regarding your project and the results of that contact. Applicants seeking Proposition 1 funding must consult with the Corps, as described in the Proposition 1 Supplemental Questions.

10. **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.

11. **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 – PROPOSITION 1 SUPPLEMENTAL QUESTIONS

Provide clear, concise answer to each question below. Unless otherwise specified, please limit your answer to one concise paragraph. For question #4, limit your answer to 1-3 sentences per relevant plan. Most questions should be answered by all applicants, enter “not applicable” if a 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 Parkway 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. **Conservation Corps.** For restoration and ecosystem protection projects, include a completed Corps Consultation Review Document Grantee as evidence that applicant has consulted with the state and local conservation corps and included their services if feasible. The process for obtaining this required consultation is described in Attachment 1 to this application.
3. **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.

4. **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 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.
5. **Best Available Science.** Describe how the project is consistent with best available science.
6. **New Technology.** Does the project employ new or innovative technology or practices? If yes, describe those technologies and/or practices.
7. **Sustainability.** Described how the project will deliver sustainable outcomes in the long-term.

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
 - Proposition 1 supplemental questions
- 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 Sept. 30, 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

Date