



## **Sierra Nevada Watershed Improvement Program**

### **Proposition 1 GRANT APPLICATION PACKET** (For use with Grant Guidelines) Fiscal Years 2015-16 and 2016-17

**Application Deadlines: September 1, 2015; March 1, 2016;  
September 1, 2016; March 1, 2017**

**FUNDED BY THE  
Water Quality, Supply, and Infrastructure Improvement Act of 2014**



*The Sierra Nevada Conservancy initiates, encourages, and supports efforts that improve the environmental, economic, and social well-being of the Sierra Nevada Region, its communities, and the citizens of California.*

[www.sierranevada.ca.gov](http://www.sierranevada.ca.gov)

# Table of Contents

<b>I. Introduction .....</b>	<b>3</b>
<b>I. Application Process Overview .....</b>	<b>4</b>
A. Applying for a Grant.....	4
B. Sequence of Activities for Grant Funding .....	4
C. Public Information.....	5
<b>III. Pre-Application.....</b>	<b>6</b>
Pre-Application Instructions .....	6
<b>IV. Full Application Instructions.....</b>	<b>9</b>
1. Completed Application Checklist .....	9
2. Table of Contents .....	9
3. Full Project Information Form .....	9
4. California Conservation Corps/Local Conservation Corps.....	9
5. Authorization or Resolution to Apply.....	9
6. Narrative Descriptions .....	10
7. Budget Documents .....	13
8. Supplementary Documents .....	14
<b>Appendices .....</b>	<b>17</b>
Appendix A - Pre-Application Form.....	18
Appendix B - Full Application Checklist.....	24
Appendix C - Project Information Form.....	26
Appendix D - Budget Form.....	29
Appendix E - California Conservation Corps and Certified Community Conservation Corps .....	30
Appendix F - CEQA/NEPA Compliance Form.....	32
Appendix G - Proposition 1 Logo .....	35

## I. Introduction

The Sierra Nevada Conservancy (SNC) has prepared this Grant Application Packet (GAP) to provide instructions and all necessary forms to apply for either Category 1 or Category 2 SNC Proposition 1 Grants. Before following the instructions in the GAP, it is necessary for applicants to read the [Proposition 1 Grant Guidelines](#) (GG). In addition to providing information about the grant categories, the Grant Guidelines contain critical instructions and requirements regarding qualifying criteria.

**The information in the Grant Guidelines and the Grant Application Packet must be used together in order to construct a pre-application and a complete application as detailed in the GAP. Applicants are strongly encouraged to consult with SNC staff. Subject matter experts may be available to offer technical support in developing proposal concepts.**

## **I. Application Process Overview**

### **A. Applying for a Grant**

**Prospective applicants are strongly encouraged to discuss their project with the appropriate SNC Area Representative and submit a pre-application prior to submitting a complete application.** The SNC Area Representative will determine initial project eligibility and provide the applicant guidance throughout the application process. Please contact the appropriate SNC Area Representative from the list below, grouped by county:

Lassen, Modoc, and Shasta Counties

Kristy Hoffman: [kristy.hoffman@sierranevada.ca.gov](mailto:kristy.hoffman@sierranevada.ca.gov) or (530) 906-5188

Butte, Plumas, Sierra, and Tehama Counties

Lynn Campbell: [lynn.campbell@sierranevada.ca.gov](mailto:lynn.campbell@sierranevada.ca.gov) or (530) 823-4695

El Dorado, Nevada, Placer, and Yuba Counties

Chris Dallas: [chris.dallas@sierranevada.ca.gov](mailto:chris.dallas@sierranevada.ca.gov) or (530) 823-4673

Amador, Calaveras, Mariposa, and Tuolumne Counties

Michael Pickard: [michael.pickard@sierranevada.ca.gov](mailto:michael.pickard@sierranevada.ca.gov) or (209) 742-0487

Alpine, Inyo, and Mono Counties

Danna Stroud: [danna.stroud@sierranevada.ca.gov](mailto:danna.stroud@sierranevada.ca.gov) or (760) 872-1120

Fresno, Kern, Madera, and Tulare Counties

Sarah Campe: [sarah.campe@sierranevada.ca.gov](mailto:sarah.campe@sierranevada.ca.gov) or (559) 565-3727

### **B. Sequence of Activities for Grant Funding**

The GG and the GAP will be released to the public on July 1, 2015. This will open the Request for Proposals period for the Proposition 1 Watershed Improvement Program 2015-16 and 2016-17 grant cycle.

Applicants are strongly recommended to contact the SNC Area Representative assigned to the county in which the project is located. After initial discussion of the project, the applicant is encouraged to continue to work closely with the assigned SNC Area Representative to develop a pre-application that clearly demonstrates the value of the project. During this time, the applicant may consult with subject matter experts along with SNC staff to develop a complete, high-quality, competitive application.

After each submission deadline, complete applications will be evaluated and scored. If an application is complete and meets the scoring threshold of 85 points, it may be recommended for award.

The SNC management will then conduct a final review of applications eligible for award with consideration given to relative quality and geographic distribution. The Management Team will determine the final recommendations for the next regularly scheduled SNC Board meeting. The Board may take action to approve any or all of the recommended awards and may adjust funding levels.

If authorized by the SNC Board, a grant agreement for the award amount will be prepared by SNC staff. A SNC Project Lead will be assigned to manage the grant award with the grantee, and will contact the grantee during the agreement development to confirm the schedule and budget details included in the agreement. Most grant agreements will be delivered to the grantee via email within 60 days.

[Sample grant agreements](#) are available on the SNC Web site. The sample agreements are provided to highlight general agreement provisions, and are not intended to substitute for a project-specific agreement. Each agreement may have unique characteristics pertinent to the individual awarded project, subject to legal review and consent. Applicants looking to address specific questions are encouraged to contact the appropriate SNC Area Representative.

### **C. Public Information**

All information submitted in a grant application becomes the property of the SNC and part of the public record. These materials may be viewed by the public. In the SNC's effort to conduct business in an open and transparent manner, application content may also be posted to the SNC Web site. However, in some instances applicants may request that certain information submitted in an application be considered confidential. Upon special request of the applicant, SNC staff will determine if the information can legally be treated as confidential, and, if so, will not share that information publicly.

By submitting application materials, the applicant agrees to give the SNC permission to use them for not-for-profit governmental purposes including, but not limited to, education and awareness. Examples of materials that may be used by the SNC are photographs, maps, text, graphics, and forms. This permission to SNC includes publication of printed material, television broadcasts, and Web site or intranet postings. The applicant will not be compensated for such use.

### **III. Pre-Application**

#### **Pre-Application Instructions**

Please read the instructions below in order to submit a complete, clear and responsive pre-application. Refer to the pre-application form provided in [Appendix A](#) that lists all information and documents required as part of the pre-application submittal. One printed copy of the completed pre-application form and all additional documents should be submitted. Also, please submit electronic versions of all documents on a CD. Submissions should be sent to the SNC Auburn office at: 11521 Blocker Drive, Suite 205, Auburn, CA 95603. Applicants who submitted pre-applications may use submitted sections from the pre-application in the full application.

#### **Project Description Narrative**

Applicants should include enough detail so that a person unfamiliar with the project could understand the project's location, purpose, goals, methodology, design and readiness, outcomes, staffing, and costs. If a section does not apply, please indicate why.

#### **Project Description**

Applicants must submit a project description that clearly explains the project goals, location, and purpose. Explain how the project improves forest health and results in multiple benefits that further the purposes of Proposition 1, and aligns with existing State planning priorities referred to in the Grant Guidelines, including the California Water Action Plan, the SNC Strategic Plan, and the SNC Watershed Improvement Program (WIP).

When describing the project goals, applicants should be sure to identify the specific deliverables and the desired end results of the work to be completed. The scope section should describe in detail the nature and extent of the work to be completed with SNC grant funds and whether the work to be funded by the SNC is part of a larger project.

Fee title acquisition applications must describe the linkage between the proposed acquisition and the future multi-benefit goals for forest and watershed health. Describe what steps have been completed to implement the construction of the future forest products manufacturing and/or biomass facility.

#### **Workplan and Schedule Narrative**

Provide a project work plan including a description of major tasks, milestones, and deliverables associated with the project, including all elements of project implementation, contracting, procurement, and administration. Timelines should be realistic and achievable.

## **Restrictions, Technical/Environmental Documents and Agreements Narrative**

### **Restrictions/Agreements**

Identify any property restrictions, zoning, and/or encumbrances that could adversely impact project completion. Describe the nature of any agreements or partnerships associated with the project and include copies if possible.

### **Regulatory Requirements/Permits**

Provide a list and descriptions of existing and additional required permits for the project. If not applicable, declare that permits are not applicable, and provide the reason(s) why.

The SNC maintains a [list](#) of potential permitting agencies and permits on the SNC website.

### **Organizational Capacity Narrative**

Provide an Organizational Capacity narrative that details the applicant's ability to complete the project as proposed. The narrative should identify the resources (staff, project partners or contractors) intended to complete the tasks described in the work plan and should explain the applicant's expertise or experience completing similar projects. Please also indicate how many other projects are currently being managed or implemented by the applicant.

### **Cooperation and Community Support Narrative**

Provide a narrative description of community support and stakeholders consulted in developing the project. If the project was developed as part of a collaborative group or process that included public input, such as the development of a Community Wildfire Protection Plan, Integrated Regional Watershed Management Plan, Forest Plan, General Plan, etc., address the process in this narrative.

Describe how, or if, the project is consistent with similar efforts on nearby or surrounding lands and is a part of larger plans or identified partnerships. In addition, please describe any known project opposition with an explanation of the nature of the concerns, and any efforts that have been taken to address the concerns.

### **Tribal Consultation Narrative**

Provide a narrative description of tribal consultation regarding the proposed project. Please provide tribal contact information.

### **Long-Term Management and Sustainability Narrative**

Provide a narrative describing plans and/or planning for the long-term management and sustainability of the project. Site improvement and restoration projects must be maintained to protect the value of the resource; applicants should provide a long-term management plan for site improvement/restoration projects. These plans must be for a minimum of a 10-year period and allow for the SNC to monitor the project site for 25 years.

## **Maps and Photos**

### **Project Location Map**

Provide a city or county map identifying the project site. The map should provide enough detail to allow a person unfamiliar with the area to locate the project. After pre-application submission, the SNC will work with applicants to further define proposed project boundaries in order to identify potential for landscape level treatment as well as to identify other proposed projects in the area.

### **Parcel Map with County Assessor's Parcel Number(s)**

Provide an Assessor's Parcel Map (If applicable) of the project area with the parcel(s) identified by parcel number.

### **Topographic Map**

Submit a topographic map (preferred 1:24,000 scale) that is detailed enough to identify the project area and elements as described in the project description narrative. Include all parcels that are part of the project site. Describe and locate any existing buildings on the project site. Applicants are also encouraged to provide a satellite image or aerial photograph of the project site, if available.

### **Photos of the Project Site**

Submit no more than 10 photos showing the area(s) to be restored, protected, or acquired. Photos should be appropriately captioned for greatest usefulness.

### **Site Plan**

Provide a drawing or depiction indicating scale, project orientation (North/South), what work the grantee will accomplish, where the work will be done and the approximate square footage of any improvements that are part of the grant scope. The plan should also indicate access points to the site.

### **CEQA/NEPA Status**

Please complete the CEQA/NEPA sections on the pre-application form.



## **IV. Full Application Instructions**

As described in the preceding section, it is strongly recommended that all prospective applicants submit a pre-application to be reviewed by SNC staff and subject matter experts.

Please read the instructions below in order to submit a complete, clear and responsive application. The checklist provided in the GAP lists all documents required as part of the full application submittal. The checklist along with all required documents must be delivered to the SNC Auburn office at 11521 Blocker Drive, Suite 205, Auburn, CA 95603 no later than 5:00pm on the following dates:

- September 1, 2015
- March 1, 2016
- September 1, 2016
- March 1, 2017

All hard-copy materials submitted as part of an application must include two separate copies, be single sided, size 8 ½" x 11", font size 12, with maps and other supplemental submissions not exceeding 11" x 17". All files should be included on CD in Microsoft Word, Excel and .pdf formats in the order indicated on the checklist.

The following information will provide applicants with specific instructions about what is expected in each section of the application. Applicants who submitted pre-applications may use submitted sections from the pre-application in the full application.

### **1. Completed Application Checklist**

### **2. Table of Contents**

### **3. Full Project Information Form**

### **4. California Conservation Corps/Local Conservation Corps**

California Conservation Corps/Local Conservation Corps consultation documentation should be submitted as instructed in [Appendix E](#).

### **5. Authorization or Resolution to Apply**

Applicants will be required to provide a copy of documentation authorizing them to submit an application for grant funding to the SNC. A project-specific governing board resolution is required for nonprofit organizations, Tribes, and local government agencies. However, if the organization's governing board has delegated authority to a specific officer to act on behalf of that organization, that officer may, in lieu of a resolution, submit a letter of authorization along with documentation of the delegated authority. The documentation of delegated authority must include the language granting such authority and the date of delegation. Sample resolutions for [nonprofit organizations](#) and [local government agencies](#) are provided on the SNC web site.

For both letters and resolutions, the authorized representative may be a particular person (or persons) or a position (or positions). The advantage of having a position named as the authorized representative is that a new letter or resolution would not be required should the person currently holding the position change. In lieu of a resolution, state and federal agencies may submit a letter authorizing the application. The letter must be on the agency's letterhead, and must identify the position (job title) of the authorized representative.

### **Documents Required of Nonprofit Applicants**

As required by statute, an eligible nonprofit organization is one that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code and has charitable purposes that are consistent with the purposes of the Conservancy.

Nonprofit applicants are required to submit Articles of Incorporation, IRS letters as well as signed Bylaws. If a nonprofit organization has submitted these documents to the SNC in prior funding cycles and its status has not changed, the applicant should contact the SNC to confirm the documents are still on file.

**Note: If these documents are not already on file at the SNC, they must be submitted to the SNC as part of the complete application.**

A nonprofit must meet eligibility requirements at the time of application submittal. Nonprofits incorporated outside of California must submit documentation from the California Secretary of State showing that they are permitted to do business in the State of California.

## **6. Narrative Descriptions**

Applicants should include enough detail so that a person unfamiliar with the project could understand the project's location, purpose, goals, methodology, design and readiness, outcomes, staffing, and costs. If a section does not apply, please indicate why.

### **a. Detailed Project Description**

Applicants must submit a project description that clearly explains the project goals, location, and purpose. Explain how the project improves forest health and results in multiple benefits that further the purposes of Proposition 1, and how the project aligns with existing State planning priorities referred to in the Grant Guidelines, including the California Water Action Plan, the SNC Strategic Plan, and the SNC Watershed Improvement Program (WIP).

When describing the project goals, applicants should be sure to identify the specific deliverables and the desired end results of the work to be completed. The scope section should describe in detail the nature and extent of the work to be completed with SNC grant funds and whether the work to be funded by the SNC is part of a larger project.

Fee title acquisition applications must describe the linkage between the acquisition and the future multi-benefit goals for forest and watershed health. Describe what steps are in place to implement the construction of the future forest products manufacturing and/or biomass facility. (Limited to 5000 characters)

**b. Workplan and Schedule Narrative**

Provide a project work plan including a description of major tasks, milestones, and deliverables associated with the project, including all elements of project implementation, contracting, procurement, and administration. Timelines should be realistic and achievable. This narrative should be supplemented with a table displaying the detailed project deliverables and timeline needed (see sample below). Include all six-month progress reports and the final report (indicating project completion in the table).

DETAILED PROJECT DELIVERABLES	TIMELINE
INCLUDE SPECIFIC DELIVERABLES IDENTIFIED IN SCOPE AND ALL PROGRESS REPORTS, ETC.	ASSUME START DATE 60 DAYS AFTER SNC BOARD AUTHORIZATION

**c. Restrictions, Technical/Environmental Documents and Agreements**

**Narrative**

**Restrictions/Agreements**

Identify any property restrictions and/or encumbrances that could adversely impact project completion. Describe the nature of any agreements or partnerships associated with the project and include copies, if possible.

**Regulatory Requirements/Permits:** Provide a list and descriptions of existing and additional required permits for the project. If not applicable, declare that permits are not applicable, and provide the reason(s) why.

The SNC maintains a [list](#) of permitting agencies and commonly required permits on the SNC website.

**d. Organizational Capacity Narrative**

Provide an Organizational Capacity narrative that details the applicant’s ability to complete the project as proposed. The narrative should identify the resources (staff, project partners or contractors) intended to complete the tasks described in the work plan and should explain the applicant’s expertise or experience completing similar projects.

**e. Cooperation and Community Support Narrative**

Provide a narrative description of the community support and stakeholders consulted in developing the project. If the project was developed as part of a collaborative group or process that included public input, such as the development of a Community Wildfire Protection Plan, Integrated Regional Watershed Management Plan, Forest Plan, General Plan, etc., address the process in this narrative.

Indicate the degree to which the project has community support, is consistent with similar efforts on nearby or surrounding lands and is a part of larger plans or identified partnerships. In addition, please describe any known project opposition with an explanation of the concerns, and any efforts that have been taken to address the concerns.

Letters of support are optional, however any letters of support an applicant wishes to have considered for scoring purposes must be on official letterhead and included with the application. Provide a title page listing the name and organization of any letters of support that are included with the application.

**f. Tribal Consultation Narrative**

Provide a narrative description of tribal consultation regarding the proposed project. Please provide tribal contact information.

**g. Long-Term Management and Sustainability Narrative**

Provide a narrative describing plans and/or planning for the long-term management and sustainability of the project. Site improvement and restoration projects must be maintained to protect the value of the resource; applicants should provide a copy of the long-term management plan for site improvement/restoration projects. These plans must be for a minimum of a 10-year period. In addition, these plans must address how the SNC will be able to monitor the project site for 25 years.

**h. Performance Measures**

The Performance Measure [page](#) on the SNC website provides detailed information and descriptions of SNC performance measures. Tracking identified performance measures provides a means of reliably measuring and reporting the outcomes and effectiveness of a project and how it contributes to SNC achieving its programmatic goals.

Applicants are required to identify performance measures for the project submitted for grant funding. SNC strongly recommends contacting your Area Representative to identify the relevant Performance Measures for the project.

## 7. Budget Documents

### a. Detailed Budget Form

Using the [Detailed Budget Form](#), identify all project costs for which SNC funds are being requested, and provide detail for each category identified in the detailed budget form.

Direct – Direct costs are those costs that can be directly assigned or attributed to the program, function, or cost objective with a high degree of accuracy. These costs can be identified specifically with a final cost objective and do not require any further allocation or breakdown. Costs that are typically charged as direct costs may include:

- Staff compensation including sub-contractors for time identified specifically to the performance of the project.
- Cost of materials specifically expended for the purpose of the project.
- Travel expenses incurred specifically to carry out the project

Partial Indirect – Costs associated with project reporting including performance reporting as well as project expenditure reporting.

Administrative Costs (Overhead/Support Costs) – Organizational shared costs that benefit all programs and cannot be identified to a specific program. Examples of shared costs are office space rental; utilities including telephone costs; office equipment costs; clerical and managerial staff salaries (not associated with the project) who perform support activities; supplies, postage and other expenses used to provide administrative staff support. Administrative costs are limited to 15 percent of the total direct and indirect costs funded by the SNC.

All information needed to determine the cost effectiveness of the project should be provided in this form. Include staff time associated with completing the work of the project and any hard costs related to the specific tasks or deliverables outlined in the Detailed Project Description and/or the Work plan and Schedule. Applicants should also include the cost of all reporting including performance measures and Proposition 1 signage requirements as a cost category when developing the project budget on this form. Note that funding requests should not exceed limits noted in the Grant Guidelines.

Applicants must also identify **Other Project Contributions** if receiving funding for the project from a source other than the SNC. List the amount expected and the funding entity in the Budget Form. Budget estimate details such as the status of other funding contributions or explanations of revenues should be included in the Budget Narrative.

**NOTE:** The examples listed on the budget form indicate to which section expenditures should be applied. The actual category names are for illustrative purposes only and

may or may not be an actual expense related to the proposed project. Rows may be added or deleted on the form as needed.

## **8. Supplementary Documents**

### **a. Environmental Documents**

#### **California Environmental Quality Act (CEQA) Documentation** **National Environmental Policy Act (NEPA) Documentation**

#### **California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Form and Supplemental Documentation**

**NOTE:** Applicants proposing projects involving both NEPA and CEQA must consult with their SNC Area Representative as early as possible.

The SNC must comply with CEQA when it authorizes grants. The SNC will file a Notice of Exemption for projects determined to be exempt from CEQA.

All applicants must complete and submit the CEQA/NEPA compliance form included in [Appendix F](#). Please check the box that describes the CEQA status of the proposed project and complete the documentation component of the form. Applicants should also submit any permits, surveys, and/or reports that support the checked CEQA status.

If NEPA is applicable to the proposed project, the applicant must complete the NEPA section of the CEQA/NEPA compliance form. Please check the box that describes the NEPA status of the project and complete the documentation component of the form. Applicants should also submit any permits, surveys, and/or reports that support the NEPA status.

Attach copies of adopted EIRs (Public Review Draft and Final versions), Negative Declarations or Mitigated Negative Declarations and Initial Studies, or Notices of Exemption, if a public agency has acted to provide CEQA compliance.

If applicable, attach copies of all adopted and relevant NEPA environmental compliance documents, such as a Record of Decision/Draft and Final Environmental Impact Statement, Finding of No Significant Impact/Environmental Assessment, or a Decision Notice/Categorical Exclusion. Applicants should ensure that all environmental documents are current enough to describe the current environmental conditions.

If NEPA has been completed, the opportunity may exist for the SNC to act as a Lead Agency to use the completed NEPA documents to create a Negative Declaration or Mitigated Negative Declaration for CEQA compliance.

**b. Maps and Photos**

**Project Location Map**

Provide a city or county map identifying the project site. The map should provide enough detail to allow a person unfamiliar with the area to locate the project.

**Parcel Map with County Assessor's Parcel Number(s)**

Provide an Assessor's Parcel Map (if available) of the project area with the parcel(s) identified by parcel number.

**Topographic Map**

Submit a topographic map (preferred 1:24,000 scale) that is detailed enough to identify the project area and elements as described in the project description narrative. Include all parcels that are part of the project site. Describe and locate any existing buildings on the project site. Applicants are also encouraged to provide a satellite image or aerial photograph of the project site, if available.

**Photos of the Project Site**

Submit no more than 10 photos showing the area(s) to be restored, protected, or acquired. Photos should be appropriately captioned for greatest usefulness.

**c. Additional Submission Requirements for Fee Title Acquisition Applications only**

**Acquisition Schedule**

Provide an acquisition schedule outlining the acreage and parcel number(s) to be acquired and estimated acquisition date. If applicable, include the estimated cost of any relocation resulting from displacement of any eligible person or business.

**Willing Seller Letter**

Land or interests in land acquired with grant funds shall only be acquired from a willing seller. Provide a letter from the seller(s) indicating a willingness to sell a conservation easement.

**Real Estate Appraisal**

Submit two paper copies and an electronic version (CD) of a real estate appraisal that is accurate based on current market values and conducted by a State-Certified General Real Estate Appraiser. An appraiser certified as a Master Appraiser by the Appraisal Institute, and experienced in doing appraisals for state agencies, is preferred. The appraisal must be prepared in accordance with the Uniform Standards of Professional Appraisal Practice. The appraisal will be reviewed by the State as part of the application evaluation process.

**d. Additional Submission Requirements for Site Improvement/Restoration Project Applications only**

**Land Tenure Documents**

In order for SNC to consider projects for funding, agreements must be in place allowing the applicant to access property to construct and maintain the proposed project. Define what, if any, agreements are in place, or plans (including a timeline) to acquire those agreements. Please be aware that a grant agreement will not be executed without proof of land tenure.

**Site Plan**

Provide a drawing or depiction indicating scale, project orientation (North/South), what work the grantee will accomplish, where the work will be done and the approximate square footage of any improvements that are part of the grant scope. The plan should also indicate access points to the site.

**Leases or Agreements**

Provide copies of all leases, agreements, memoranda of understanding, etc., not already addressed affecting project lands or the future operation and maintenance thereof.



## Appendices

**Appendix A - Pre-Application Form**

**SIERRA NEVADA CONSERVANCY  
PROPOSITION 1 – Watershed Improvement Program Pre-Application Form**

**PROJECT NAME**

**APPLICANT NAME** (*Legal name, address, and zip code*)

**AMOUNT OF GRANT REQUEST**

**ESTIMATED TOTAL PROJECT COST**

**DESCRIPTION OF PROJECT** (Limit 5,000 characters including spaces)

**DESCRIPTION OF PROJECT WORKPLAN AND SCHEDULE**

**DESCRIPTION OF COMMUNITY SUPPORT**

**STATUS OF TRIBAL INVOLVEMENT AND CONTACT INFORMATION**

**DESCRIPTION OF LONG-TERM MANAGEMENT PLAN**

**DESCRIPTION OF REGULATORY REQUIREMENTS/PERMITS NEEDED**

**DESCRIPTION OF RESTRICTIONS/AGREEMENTS NEEDED/IN PLACE**

**DESCRIPTION OF ORGANIZATIONAL CAPACITY**

**PROJECT LOCATION** (*County with approx. lat/long, center of project area*)

**SENATE DISTRICT NUMBER**

**ASSEMBLY DISTRICT NUMBER**

**PERSON WITH MANAGEMENT RESPONSIBILITY FOR GRANT CONTRACT**

*Name and title*

*Phone*

*Email Address*

Mr.

Ms.

**COUNTY ADMINISTRATOR OR PLANNING DIRECTOR CONTACT INFORMATION**

*Name:*

*Phone Number:*

*Email address:*

**NEAREST PUBLIC WATER AGENCY CONTACT INFORMATION**

*Name:*

*Phone Number:*

*Email address:*

**BRIEF DESCRIPTION OF THE CEQA STATUS OF THE PROJECT**

<b>BRIEF DESCRIPTION OF THE NEPA STATUS OF THE PROJECT (IF APPLICABLE)</b>	
<p><b>Please identify the appropriate project category below and provide the associated details</b> <i>(Choose One)</i></p> <p> <input type="checkbox"/> Category One Site Improvement                    <input type="checkbox"/> Category Two Pre-Project Activities  <input type="checkbox"/> Category One Acquisition       </p>	
<p><b>Site Improvement/ Acquisition Project Area (for Category One Projects Only)</b></p> <p>Total Acres: SNC Portion (if different):</p> <p><b>Acquisition Projects Only For Acquisitions Only</b></p> <p> <input type="checkbox"/> Appraisal Included  <input type="checkbox"/> Will submit appraisal by       </p>	<p><b>Select one deliverable (for Category Two Projects Only)</b></p> <p> <input type="checkbox"/> Permit  <input type="checkbox"/> CEQA/NEPA Compliance  <input type="checkbox"/> Appraisal  <input type="checkbox"/> Condition Assessment  <input type="checkbox"/> Biological Survey  <input type="checkbox"/> Environmental Site Assessment  <input type="checkbox"/> Plan       </p>
<p><b>ITEMS TO BE SUBMITTED WITH PRE-APPLICATION FORM:</b></p> <p> <input type="checkbox"/> Project Location Map  <input type="checkbox"/> Parcel Map  <input type="checkbox"/> Topo Map  <input type="checkbox"/> Photos of Project Site  <input type="checkbox"/> Site Plan  <input type="checkbox"/> Long-Term Management Plan       </p>	

To be completed by the applicant:

Date of Application

Name and Title of Authorized Representative

Contact Phone Number

## Appendix B - Full Application Checklist

SNC Reference#: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Please mark each box if item is included in the application. Please consult with SNC staff prior to submission if you have any questions about the applicability to your project of any items on the checklist. All applications must include a CD including an electronic file of each checklist item, if applicable. The naming convention for each electronic file is listed after each item on the checklist. (Electronic File Name = EFN: "naming convention". file extension choices)

### Submission requirements for all Category One and Category Two Grant Applications

1.  Completed Application Checklist (EFN: *Checklist.doc,.docx,.or .pdf*)
2.  Table of Contents (EFN: *TOC.doc,.docx, or .pdf*)
3.  Full Application Project Information Form (EFN: *SIform.doc, .docx, or .pdf*)
4.  CCC/Local Conservation Corps Document (EFN: *CCC.pdf*)
5.  Authorization to Apply or Resolution (EFN: *authorization.doc, .docx, or .pdf*)
6.  Narrative Descriptions (EFN: *Narrative.doc or .docx*)
  - a.  Detailed Project Description (5,000 character maximum for section 5a only)
    - Project Description including Goals/Results, Scope of Work, Location, Purpose, etc.
  - b.  Workplan and Schedule
  - c.  Restrictions, Technical/Environmental Documents and Agreements
    - Restrictions / Agreements (EFN: *RestAgree.pdf*)
    - Regulatory Requirements / Permits (EFN: *RegPermit.pdf*)
  - d.  Organizational Capacity
  - e.  Cooperation and Community Support
    - Letters of Support (EFN: *LOS.pdf*)
  - f.  Tribal Consultation Narrative (EFN: *tribal.doc, docx*)
  - g.  Long Term Management and Sustainability
    - Long-Term Management Plan (EFN: *LTMP.pdf*)
  - h.  Performance Measures
7. Budget documents
  - a.  Detailed Budget Form (EFN: *Budget.xls, .xlsx*)
8. Supplementary Documents
  - a. Environmental Documentation
    - California Environmental Quality Act (CEQA) documentation (EFN: *CEQA.pdf*)
    - National Environmental Policy Act (NEPA) documentation (EFN: *NEPA.pdf*)
  - b. Maps and Photos
    - Project Location Map (EFN: *LocMap.pdf*)
    - Parcel Map showing County Assessor's Parcel Number(s) (EFN: *ParcelMap.pdf*)



- Topographic Map (EFN: *Topo.pdf*)
- Photos of the Project Site (10 maximum) (EFN: *Photo.jpg, .gif*)
- c. Additional submission requirements for Fee Title Acquisition applications only
  - Acquisition Schedule (EFN: *acqSched.doc, .docx or .pdf*)
  - Willing Seller Letter (EFN: *WillSell.pdf*)
  - Real Estate Appraisal (EFN: *Appraisal.pdf*)
- d. Additional submission requirements for Site Improvement / Restoration Project applications only
  - Land Tenure Documents (EFN: *Tenure.pdf*)
  - Site Plan (EFN: *SitePlan.pdf*)
  - Leases or Agreements (EFN: *LeaseAgmnt.pdf*)

I certify that the information contained in the Application, including required attachments, is accurate, and that I have been authorized to apply for this grant.

\_\_\_\_\_  
Signed (Authorized Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (print or type)

**Appendix C - Project Information Form**  
(to be included with the full application)

<b>SIERRA NEVADA CONSERVANCY</b>	
<b>PROPOSITION 1 – Watershed Improvement Program Project Information Form</b>	
<b>SNC REFERENCE #</b>	
<b>PROJECT NAME</b>	
<b>APPLICANT NAME</b> <i>(Legal name, address, and zip code)</i>	
<b>AMOUNT OF GRANT REQUEST</b>	
<b>TOTAL PROJECT COST</b>	
<b>PROJECT LOCATION</b> <i>(County with approx. lat/long, center of project area)</i>	
<b>SENATE DISTRICT NUMBER</b>	<b>ASSEMBLY DISTRICT NUMBER</b>
<b>PERSON WITH MANAGEMENT RESPONSIBILITY FOR GRANT CONTRACT</b>	
<i>Name and title</i> <span style="float: right;"><i>Phone</i> <i>Email Address</i></span>	
<input type="checkbox"/> Mr.	
<input type="checkbox"/> Ms.	
<b>TRIBAL CONTACT(S) INFORMATION</b>	
<i>Name:</i> <span style="float: right;"><i>Phone Number:</i></span>	
<i>Email address:</i>	
<b>COUNTY ADMINISTRATOR OR PLANNING DIRECTOR CONTACT INFORMATION</b>	
<i>Name:</i> <span style="float: right;"><i>Phone Number:</i></span>	
<i>Email address:</i>	
<b>NEAREST PUBLIC WATER AGENCY CONTACT INFORMATION</b>	
<i>Name:</i> <span style="float: right;"><i>Phone Number:</i></span>	
<i>Email address:</i>	

**Please identify the appropriate project category below and provide the associated details** *(Choose One)*

Category One Site Improvement

Category Two Pre-Project Activities

Category One Acquisition

**Site Improvement/ Acquisition Project Area (for Category One Projects Only)**

Total Acres:

SNC Portion (if different):

**Acquisition Projects Only For Acquisitions Only**

Appraisal Included

**Select one deliverable (for Category Two Projects Only)**

Permit

CEQA/NEPA Compliance

Appraisal

Condition Assessment

Biological Survey

Environmental Site Assessment

Plan

**Appendix D - Budget Form**  
(Excel Form can be accessed [here](#))

**SIERRA NEVADA CONSERVANCY**  
**SNC Watershed Improvement Program - DETAILED BUDGET FORM**

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

<b>SECTION ONE</b>						
<b>DIRECT COSTS</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>	<b>Total</b>
<i>Project Management Costs</i>						\$0.00
<i>Site Restoration Work Costs</i>						\$0.00
<i>Project Equipment, Building, Land purchases</i>						\$0.00
<i>Project Materials &amp; Supplies Purchased</i>						\$0.00
						\$0.00
						\$0.00
						\$0.00
<b>DIRECT COSTS SUBTOTAL:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>SECTION TWO</b>						
<b>PARTIAL INDIRECT COSTS</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>	<b>Total</b>
<i>Monitoring</i>						\$0.00
<i>Publications, Printing, Public Relations</i>						\$0.00
<i>Reporting, Perf Measures, Invoice Billings</i>						\$0.00
						\$0.00
<b>INDIRECT COSTS SUBTOTAL:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PROJECT TOTAL:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>SECTION THREE</b>						
<b>Administrative Costs (Costs may not exceed 15% of the above listed Project costs) :</b>						<b>Total</b>
<i>*Organization operating/overhead costs</i>						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
<b>ADMINISTRATIVE TOTAL:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SNC TOTAL GRANT REQUEST:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>SECTION FOUR</b>						
<b>OTHER PROJECT CONTRIBUTIONS</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>	<b>Total</b>
<i>List other funding or in-kind contributors to project (i.e. Sierra Business Council, Department of Water Resources, etc.)</i>						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
<b>Total Other Contributions:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**NOTE:** The categories listed on this form are examples and may or may not be an expense related to the project. Rows may be added or deleted on the form as needed. Applicants should contact the SNC if questions arise.

## Appendix E - California Conservation Corps and Certified Community Conservation Corps

### ***Guidelines Pertaining to Chapter 6, Protecting Rivers, Lakes, Streams, Coastal Waters and Watersheds:***

*Division 26.7 of the Water Code, Chapter 6, Section 79734 requires that: "For restoration and ecosystem protection projects funded pursuant to this chapter, the services of the California Conservation Corps or a local conservation corps certified by the California Conservation Corps shall be used whenever feasible."*

Applicants seeking funds from the SNC Watershed Improvement Program to complete Category 1 projects shall consult with representatives of the California Conservation Corps (CCC) AND CALCC (the entity representing the certified community conservation corps) (collectively, "the Corps") to determine the feasibility of the Corps participation. Unless otherwise exempted, applicants that fail to engage in such consultation are not be eligible to receive Proposition 1 funds. The Corps have developed the following consultation process for Proposition 1 projects:

- Step 1: Prior to submittal of an application to the SNC, Applicant prepares the following information for submission to both the California Conservation Corps (CCC) and CALCC (who represents the certified community conservation corps):
- Project Title
  - Project Description (identifying key project activities and deliverables)
  - Project Map (showing project location)
  - Project Implementation estimated start and end dates

- Step 2: Applicant submits the forgoing information via email concurrently to the CCC and CALCC representatives:

California Conservation Corps representative:

Name: CCC Prop 1 Coordinator

Email: [Prop1@ccc.ca.gov](mailto:Prop1@ccc.ca.gov)

Phone: (916) 341-3100

California Association of Local Conservation Corps representative:

Name: Crystal Muhlenkamp

Email: [inquiry@prop1communitycorps.org](mailto:inquiry@prop1communitycorps.org)

Phone: 916-426-9170 ext. 0

- Step 3: Within five (5) business days of receiving the project information, the CCC and CALCC representatives will review the submitted information, contact the applicant if necessary, and respond to the applicant with a Corps Consultation Review Document informing them:

(1) It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project; or

- (2) It is feasible for the CCC and/or certified community conservation corps services to be used on the project and identifying the aspects of the project that can be accomplished with Corps services.

Note: While the Corps will take up to 5 days to review projects, applicants are encouraged to contact the CCC/CALCC representatives to discuss feasibility early in the project development process.

The Corps cannot guarantee a compliant review process for applicants who submit project information fewer than 5 business days before a deadline.

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

Step 5: SNC reviews applications. Applications that do not include documentation demonstrating that the Corps have been consulted will be deemed “noncompliant” and will not be considered for funding.

**NOTES:**

1. The Corps already have determined that it is not feasible to use their services on restoration and ecosystem protection projects that solely involve either planning or acquisition. Therefore, applicants seeking funds for such projects are exempt from the consultation requirement and should check the appropriate box on the Consultation Review Document.
2. An applicant that has been awarded funds to undertake a project where it has been determined that Corps services can be used must thereafter work with either the CCC or CALCC to develop a scope of work and enter into a contract with the appropriate Corps. Unless otherwise excused, failure to utilize a Corps on such a project will result in Funding Entities assessing a scoring penalty on the applicant’s future applications for Proposition 1 funds.

## Appendix F - CEQA/NEPA Compliance Form

(California Environmental Quality Act & National Environmental Policy Act)

*Instructions: All applicants must complete the CEQA compliance section. Check the box that describes the CEQA status of the proposed project. You must also complete the documentation component and submit any surveys, and/or reports that support the checked CEQA status.*

*If NEPA is applicable to your project, you must complete the NEPA section in addition to the CEQA section. Check the box that describes the NEPA status of the proposed project. Submit any surveys, and/or reports that support the NEPA status. For both CEQA and NEPA, submittal of permits is only necessary if they contain conditions providing information regarding potential environmental impacts.*

*NOTE: Effective July 1, 2015, AB52 compliance is required.*

### **CEQA STATUS**

#### **(All applicants must complete this section)**

*Check the box that corresponds with the CEQA compliance for your project. The proposed action is either Categorical Exempt from CEQA, requires a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report per CEQA.*

---

#### **Categorical Exemption or Statutory Exemption**

*If a project is exempt from CEQA, all applicants, including public agencies that provide a filed Notice of Exemption, are required to provide a clear and comprehensive description of the physical attributes of the project site, including potential and known special-status species and habitat, in order for the SNC to make a determination that the project is exempt. A particular project that ordinarily would fall under a specific category of exemption may require further CEQA review due to individual circumstances, i.e., it is within a sensitive location, has a cumulative impact, has a significant effect on the environment, is within a scenic highway, impacts an historical resource, or is on a hazardous waste site. Potential cultural/archaeological resources must be noted, but do not need to be specifically listed or mapped at the time of application submittal. Backup data informing the exemption decision, such as biological surveys, Cultural Information Center requests, research papers, etc. should accompany the full application. Applicants anticipating the SNC to file an exemption should conduct the appropriate surveys and submit an information request to an office of the California Historical Resources Information System (CHRIS).*

1. Describe how your project complies with the requirements for claiming a Categorical or Statutory Exemption per CEQA:



2. If your organization is a state or local governmental agency, submit a signed, approved Notice of Exemption (NOE) documenting the use of the Categorical Exemption or Statutory Exemption, along with any permits, surveys, and/or reports that have been completed to support this CEQA status. The Notice of Exemption must bear a date stamp to show that it has been filed with the State Clearinghouse and/or County Clerk, as required by CEQA.
3. If your organization is a nonprofit, there is no other California public agency having discretionary authority over your project, and you would like the SNC to prepare a NOE for your project, let us know that and list any permits, surveys, and/or reports that have been completed to support the CEQA status. All supplementary documentation must be provided to the SNC before the NOE can be prepared.

- 
- Negative Declaration OR**  
 **Mitigated Negative Declaration**

*If a project requires a Negative Declaration or Mitigated Negative Declaration, then applicants must work with a qualified public agency, i.e., one that has discretionary authority over project approval or permitting, to complete the CEQA process.*

1. Describe how your project complies with the requirements for the use of a Negative Declaration or a Mitigated Negative Declaration per CEQA:

2. Submit the approved Initial Study and Negative Declaration/Mitigated Negative Declaration along with any Mitigation Monitoring or Reporting Plans, permits, surveys, and/or reports that have been completed to support this CEQA status. The IS/ND/MND must be accompanied by a signed, approved Notice of Determination, which must bear a date stamp to show that it has been filed with the State Clearinghouse and/or County Clerk, as required by CEQA.

---

**Environmental Impact Report**

*If a project requires an Environmental Impact Report, then applicants must work with a qualified public agency, i.e., one that has discretionary authority over project approval or permitting, to complete the CEQA process.*

1. Describe how your project complies with the requirements for the use of an Environmental Impact Report per CEQA:

2. Submit the Draft and Final Environmental Impact Report along with any Mitigation Monitoring or Reporting Plans, permits, surveys, and/or reports that have been completed to support this CEQA status. The EIR documentation must be accompanied by a signed, approved Notice of Determination, which must bear a date stamp to show that it has been filed with the State Clearinghouse and/or County Clerk, as required by CEQA.
-

## **NEPA STATUS**

*Check the box that corresponds with the NEPA compliance for your project.*

**Categorical Exclusion**

Submit the signed, approved Decision Memo and Categorical Exclusion, as well as documentation to support the Categorical Exclusion, including any permits, surveys, and/or reports that have been completed to support this NEPA status.

---

**Environmental Assessment & Finding of No Significant Impact**

Submit the signed, approved Environmental Assessment and Finding of No Significant Impact along with any permits, surveys, and/or reports that have been completed to support this NEPA status.

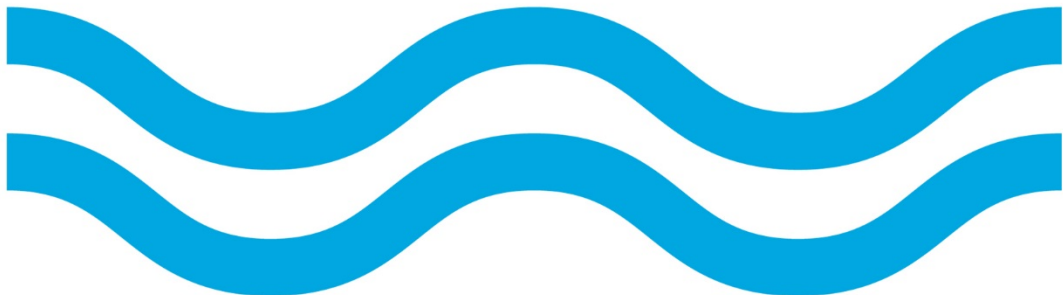
---

**Environmental Impact Statement**

Submit the Draft and approved, Final Environmental Impact Statement, along with the Record of Decision and any permits, surveys, and/or reports that have been completed to support this NEPA status.

Appendix G - Proposition 1 Logo

**PROP 1**



GOVERNOR EDMUND G. BROWN, JR.

**WATER BOND 2014**

RELIABILITY | RESTORATION | RESILIENCE