# Appendix E: Application

This is the application for Riparian Corridor Restoration Grants under the Working Lands and Riparian Corridors Program.

Prior to July 1, 2020, interested applicants are encouraged to contact staff with questions pertaining to the application and to provide technical assistance.

## Application instructions

* Each application must contain all of the materials listed in the checklist below.
* Materials should be presented in the order indicated on the checklist.
* Please complete all materials using an easy-to-read font, 11 point or larger.
* In the header or footer of each page of the application, applicants must include: (1) name of applicant and (2) sequential page numbers.
* Materials not specifically requested (e.g., press clippings or brochures) will not be considered during the evaluation.

## Application checklist

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## Cover Sheet

**General Information**

Project Title:

Property Location (County and Nearest City):

Landowner Name(s) and Ownership Structure:

Project APN:

5-year agricultural history:

Severely Disadvantaged Community Yes  No

**Project Information**

Restoration Type:

Proposed Restoration Acreage:

Adjacent River/Stream Name:

Site Access Agreement:

**Funding Information**

Grant Request Amount:

Match Amount:

Total Estimated Project Cost:

Advance Payment Requested:

**Applicant Information**

Applicant Name:

Federal Employer ID Number:

Mailing Address:

Contact Person:

Title:

Phone Number:

Email Address:

Additional Applicants/Partners:

**Co-Applicant Information**

Applicant Name:

Federal Employer ID Number:

Mailing Address:

Contact Person:

Title:

Phone Number:

Email Address:

## Project Narrative *(2-page maximum)*

This section will provide a brief overview of:

* The project being proposed
* How the project will be made durable
* Status of designs, permitting, and any compliance requirements
* Any critical deadlines.

## Applicant Eligibility

To demonstrate eligibility, lead applicants must provide all the following to demonstrate compliance with Public Resources Code section 9084:

* + - Documentation showing that entity is a resource conservation district organized under Division 9 of the California Public Resources Code.
    - Copy of the applicant’s current annual plan compliant with Public Resources Code section 9413.
    - Copy of the applicant’s current long-range work plan that reflects input from local agencies and organizations regarding land use and resource conservation goals compliant with Public Resources Code section 9413.
    - Copies of meeting notices and minutes from six most recent meetings, including special meetings. Applicants with a website may provide the link to their website if that website contains the same information. All meetings must comply with open meeting requirements of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code and the requirements of Division 9 of the Public Resources Code.
    - Documentation of required match funding.

## Application Questions *(5-page maximum)*

The questions below are designed to solicit specific facts about the proposal. Please respond to all questions in the order listed and clearly label each question and answer. Points will be attributed to each section and not to individual questions. If a question does not apply to your proposed work, indicate that it is not applicable (“N/A”).

1. How does the proposal meet the program objectives and goals identified in the Working Lands and Riparian Corridors Program Guidelines and the Riparian Corridor Restoration and Conservation solicitation? How will the proposed design deliver the benefits claimed?
   1. Describe how the proposed project provides climate change adaptation and resilience benefits to the State. If greenhouse gas emissions are likely to be reduced or avoided by the project, how will such reductions or avoidances be quantified? How will the proposed design deliver the benefits claimed?
   2. Describe how the proposed project will: (i) protect and/or restore natural resources; (ii) achieve State wildlife conservation objectives; (iii) be compatible with agricultural uses on the property; and (iv) be consistent with existing statewide and regional planning efforts, including the [California Water Action Plan,](http://resources.ca.gov/docs/california_water_action_plan/Final_California_Water_Action_Plan.pdf) and the [California State Wildlife Action Plan](https://www.wildlife.ca.gov/SWAP). How will the proposed design deliver the benefits claimed?
   3. Describe the public benefit(s) provided by the proposal. How do these benefits address critical statewide needs and priorities?
   4. Describe how the proposed project will provide for the (1) efficient use and conservation of water supplies, (2) use of recycled water, (3) capture of stormwater to reduce runoff, reduce water pollution, or recharge groundwater supplies, and/or (4) provision of safe and reliable drinking water supplies to park and open-space visitors.
2. Describe the project team’s qualifications and experience implementing similar projects. Describe any internal resources and capacity available to complete the proposed work, including any professional staff, subcontractors, licensed professionals, or registered professionals qualified to develop and successfully implement the proposed project. If a licensed professional such as a licensed engineer or geologist is required to design/plan a component of your project, include these individuals in the project team discussion or provide justification for why their services are not necessary.
3. Explain how the project will serve severely disadvantaged communities (e.g., through provision of workforce education and training, contractor, and job opportunities for residents of disadvantaged communities). Describe the community served, and provide documentation supporting how the project serves that community. Documentation supporting how the project serves the community may include letters or emails of support from local community-based organizations and/or residents supporting the proposed project, public comments from meetings attended by local residents and/or community groups supporting the proposed project, or other documentation that demonstrates the proposed project addresses a community need.
4. Describe the existing support for the project, including from any co-applicants, stakeholders, partners, and neighboring landowners. How will these stakeholders or collaborators be engaged in the project? What is their expected involvement?

## Work Plan

Applicants must provide a detailed work plan that specifies the tasks and subtasks that will be performed during the grant term.

The work plan will also include a schedule of target completion dates, cost estimates, and a list of deliverables to be provided as proof of project completion. The schedule should be of sufficient detail to allow assessment of the progress through the work plan at regular intervals. Cost estimates should be consistent with the budget. If awarded funding, this work plan will be incorporated into the Grant Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK 1** | **Timeline**  **[Start and End Date]** | **Deliverables** | **Total Requested Grant Funds** |
| **Subtask A:**  **Subtask B:**  **Subtask …** |  |  | $ |
| **TASK 2** |  |  |  |
| **Subtask A:**  **Subtask B:**  **Subtask …** |  |  | $ |
| **TASK 3** |  |  |  |
| **Subtask A:**  **Subtask B:**  **Subtask …** |  |  | $ |
| **TASK …** |  |  |  |
| **Subtask A:**  **Subtask B:**  **Subtask …** |  |  | $ |
|  |  | **GRAND TOTAL** | **$** |

## Budget

Applicants must provide a budget broken down by cost type and by task. Cost estimates should be consistent with the work plan. All costs must be eligible. If awarded funding, this Budget will be incorporated into the Grant Agreement. Please refer to the [Department’s website](https://www.conservation.ca.gov/dlrp/grant-programs/SALCP) for an excel version of this spreadsheet.

## Project Map(s)

The following maps must be included in the application:

* A location map that identifies the project relative to nearby cities and/or landmarks
* A site map that identifies the project location, extent, and areas of impact relative to property boundaries and relevant landscape features (e.g., stream corridors)
* A parcel map that depicts the APNs of the parcels impacted by the project.
* Additional maps that further describe or otherwise support the proposal may be included.

All maps must be of sufficient resolution to be legible if printed on an 8 ½” x 11” sheet of paper.

The applicant may submit geographic information system (GIS) data along with any maps.

## Design Plans

Applicants must include design plans that are 65% complete or greater in the application. The applicant should clearly indicate what stage plans are being submitted in the application. Minimum design plan requirements are discussed in Appendix A of the solicitation.

## Monitoring and Reporting Plan

Applicants must provide a copy of the draft or final monitoring and reporting plan for the project site in the application. If a final monitoring plan has not been prepared as of application submission and the project is approved for funding, a final monitoring plan and sufficient baseline information to capture the “before” condition of the property must be included as a deliverable in the work plan and must approved by the Department before the grantee can begin restoration activities. The monitoring and reporting plan must be consistent with Appendix B: Monitoring and Reporting of this solicitation.

## Management Plan

Applicants must provide a copy of the draft or final management plan governing management and maintenance of the project site for a minimum of thirty years following project completion in the application. If a final management plan has not been prepared as of application submission, a final management plan must be included as a deliverable in the work plan. The management plan must be consistent with Appendix C: Monitoring and Reporting of this solicitation.

## Site Access Documentation

Applicants must provide a copy of an agreement demonstrating site access for the duration of the Project Life. The agreement must comply with the requirements outlined in the solicitation.

If the site access agreement is not executed, the applicant may submit a plan for obtaining the necessary site access prior to commencement of restoration and enhancement activities.

If the project is awarded, a agreement that meets the requirements outlined in the solicitation must be provided prior to commencement of work under the grant agreement, except where such work is related to the purchase of an approved conservation easement identified in a project’s work plan.

## CEQA Documentation

Applicants must provide proof that the lead agency has met the environmental compliance requirements outlined in Appendix D of the solicitation.

## Permits

Applicants are responsible for obtaining all permits necessary to complete project work. Applicants must provide copies of all permits obtained as of the date of application submission. Where obtaining permits is included as part of the work plan, applicants must provide a list of permits to be obtained and an estimated timeline for when permitting will occur.

## Photos

Applicants must provide photos of the proposed project site sufficient to convey the before condition of the site in the application.

## California Conservation Corps Consultation Verification

Applicants must consult with the California Conservation Corps or a certified local conservation corps following the process outlined in the [Corps Consultation Process document](https://ccc.ca.gov/wp-content/uploads/2019/08/Prop-68-Corps-Consultation-Process-and-Form-Rev.-04152019.pdf) to determine the feasibility of using their services to execute the proposed project prior to submitting an application. Applicants must provide a completed Corps Consultation Review Document for the project in their application. Where the Corps determines their participation is feasible, applicants must describe the project components that would involve the Corps, identify these components in their work plan, and provide estimated costs for those components within the project budget.

## Authorizing Resolution from Governing Body

Applicants must submit a signed Resolution of Support adopted by the entity’s governing body that evidences authority to submit the application and, if awarded funding, to enter into and perform under the terms of the template Grant Agreement ([Appendix B](#_Appendix_B:_Grant)).

The resolution must:

* Authorize the submittal of the grant application for a Working Lands and Riparian Corridors Program riparian corridor restoration grant.
* Certify that the Applicant understands the assurances and certification in the application,
* Authorize entrance into a grant agreement with the Department for the project and accept the template terms and conditions, if the project is awarded funding.
* Authorize a designated individual to, as agent, accept the award of grant funding and to execute tasks, such as signing documents, related to the application, grant agreement, payment requests, if the project is awarded funding.

## Payee Data Record

Applicants must complete the payee data record (fillable PDF format) with all appropriate tax information.

Form can be found at: <https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx> . Enter STD 204 into the Form # field and select “contains” for the current version.

## Collaboration and Support Letters

For projects that include multiple project partners, include letters of support from those partners. Collaboration letters should include:

* + An explanation of the entity’s relationship with the applicant.
  + A description of the entity’s jurisdiction as it relates to the project.
  + A description of any intended contributions (e.g. financial contributions, donated staff time or resources) to support the project.
  + A description of the entity’s role in the collaboration or planning process.

Letters of support may be addressed to “Department of Conservation.”

## Signage Plan

Include a draft of the sign proposed for placement on the project site, should the project be funded. The draft sign must comply with the signage requirements outlined in the Working Lands and Riparian Corridors Program Guidelines.

## Greenhouse Gas Benefits

Applicants are required to report on the greenhouse gas benefits anticipated to accrue from their project in the application. Greenhouse gas benefits anticipated to accrue from projects should be measured using available emissions estimator tools such as [Carbon in Riparian Ecosystems Estimator for California (CREEC) tool](https://secure.conservation.ca.gov/creec/). The Department is available to provide technical assistance in estimating project greenhouse gas benefits