# **Local and Regional Planning Project Grant Application**

This is the application for Local and Regional Planning Project Grants under the Working Lands and Riparian Corridors Program. The grant application is composed of a Cover Sheet, Executive Summary, Application Question Responses, Work Plan, Budget, Project Area Map, and Resolution from Governing Body, and a Payee Data Record. Applicants applying for the Priority/Strategic Planning project type must also submit Collaboration and Support Letters.

Prior to July 1, 2019, interested applicants may contact staff with questions pertaining to the application. The Department will post responses to all questions to the program website by July 8, 2019.

**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.

|  |  |
| --- | --- |
|  | 1. Cover Sheet |
|  | 1. Executive Summary |
|  | 1. Application Questions |
|  | 1. Work Plan |
|  | 1. Budget |
|  | 1. Project Area Map |
|  | 1. Authorizing Resolution from Governing Body |

## **Cover Sheet**

|  |  |
| --- | --- |
| **Project Information** | |
| Project Title |  |
| Applicant Name |  |
| Department/Office |  |
| Federal Employer ID Number |  |
| Mailing Address |  |
|  | |
| Project(s) Proposed |  |
| Project Location (County and/or City) |  |
| Grant Request Amount | $ |
| Matching Funds | $ |
| Matching Funds Sources | $ |
| Total Estimated Project Cost | $ |
|  | |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

\* Matching funds are not a requirement of the grant but will be used to evaluate the application in accordance with the cost share line in Table 2, Selection Criteria.

## **Executive Summary**

This section (**2-page** maximum) will provide a brief overview of:

* Describe the planning project(s) being proposed.
* Why the proposed project is an appropriate planning project for protecting natural and working lands, specifically agricultural lands, in your jurisdiction.
* Who are participating stakeholders and how will they be incorporated into the plan.
* Any critical deadlines.

## **Questions**

The questions below are designed to solicit specific facts regarding the proposed project. 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”). Please limit your response to seven (7) pages

1. Describe the proposed planning project(s). Which project type is being proposed? Describe the natural and working lands base, specifically agricultural land, within the project’s boundaries. Explain why and to what extent agricultural land is being converted to other uses within project’s boundaries and to what extent those conversion risks are expected to continue. How will the proposed project address those conversion risks? What is the project’s outcome and what benefits will arise from the project?
2. What are the project’s primary objectives and how does those objectives relate to the Working Lands and Riparian Corridors Program Objectives, the Local and Regional Planning grant objectives, and the statutory and policy objectives identified for the project type proposed?
3. Describe how the proposed project contributes to climate change adaptation? If greenhouse gas emissions are likely to be reduced or avoided by the project, how will such reductions or avoidances be quantified?
4. Describe how the proposed project will complement other regional, state and federal plans. Identify the plan and specify which goals, objectives, priority action(s), etc. will be furthered by the project and provide a brief basis for that determination.
5. How will the project’s outcomes be implemented and made durable? Over what period is the proposed plan expected to be effective?
6. Describe your experience developing and implementing similar projects. Do you have the internal resources and capacity to complete the proposed work or will consultants or contractors be required? Do you have the professional staff qualified to develop and successfully implement the proposed project? If not, please describe how you will acquire this expertise.
7. What stakeholders and partners are expected to participate in the project? How will stakeholders, partners and the community be engaged in preparing the plan and kept abreast of planning activities?
8. Will the Project serve disadvantaged communities or severely disadvantaged communities? Please provide sufficient detail about the disadvantaged community or severely disadvantaged community, 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. Documentation will not apply to the 7-page limit.

## **Work Plan**

Applicants must provide a detailed work plan that specifies the tasks, sub-tasks, and deliverables that will be performed, including a schedule and cost estimates. The cost estimate and schedule should be of sufficient detail to allow assessment of the applicant’s progress through the work plan at regular intervals. The work plan will be a component of the Grant Agreement if the project is awarded funding.

|  |  |  |
| --- | --- | --- |
| **TASK 1** | **Timeline [Start and End Date]** | **Total Requested Grant Funds** |
| **Subtask A:**  **Subtask B:**  **Subtask …:**  **Performance Measures:** [any appropriate deliverables, metrics, milestones] |  | $ |
| **TASK 2** |  |  |
| **Subtask A:**  **Subtask B:**  **Subtask …:**  **Performance Measures:** |  | $ |
| **TASK 3** |  |  |
| **Subtask A:**  **Subtask B:**  **Subtask …:**  **Performance Measures:** |  | $ |
| **TASK 4…** |  |  |
| **Subtask A:**  **Subtask B:**  **Subtask …:**  **Performance Measures:** |  | $ |
|  | **GRAND TOTAL** |  |

## **Budget**

This section will identify the total estimated project cost using the budget table below. The total estimated cost should be broken down to clearly delineate grant funds requested and any match funding. Additional rows may be added to each section as appropriate. The budget will be a component of the Grant Agreement if the project is awarded funding. All costs must comply with the Guidelines.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL  *(including staff, contractors, and consultants)*** | **Hourly Rate/**  **Unit Cost** | **Number of hours/units** | **Task 1** | **Task 2** | **Task…** | **Program Request** | **Match Funding** | **Total Funding** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Subtotal** | $ | $ | $ | $ | $ | $ |
| **OUTREACH COSTS** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Subtotal** | $ | $ | $ | $ | $ | $ |
| **EDUCATION/TRAINING** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Subtotal** | $ | $ | $ | $ | $ | $ |
| **TRAVEL COSTS** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Subtotal** | $ | $ | $ | $ | $ | $ |
| **ADMINISTRATIVE COSTS (maximum of 20% of grant)** |  |  |  |  |  |  |  |  |
| Example: Office space (prorated) |  |  |  |  |  |  |  |  |
| Example: Supplies |  |  |  |  |  |  |  |  |
| Example: Legal or Management staff |  |  |  |  |  |  |  |  |
|  |  | **Subtotal** | $ | $ | $ | $ | $ | $ |
|  |  | **TOTAL** | **$** | **$** | **$** | **$** | **$** | **$** |

## **Project Area Map**

Applicants must provide a map or image depicting the area to be covered by the proposed plan. The map should generally depict the area, including the extent of its agricultural resources, urban and/or rural land uses, and any ancillary map data to support the need for the project. Maps or images must print into an 8 ½” x 11” piece of paper.

Geographic information system (GIS) data or Google Earth (.kmz) files may be submitted along with digital map products.

## **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).

The resolution must:

* Authorize the submittal of the grant application for a Local and Regional Planning Grants Program.
* 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, and so on if the project is awarded funding.