

Forest Health Watershed Coordinator Grant Program



**2018 REQUEST FOR PROPOSALS AND
GRANT APPLICATION**



California
**Department of
Conservation**



Howard. NPS. Upper Lewis Creek, Rough Fire before and after. Public Domain. Shows area treated for fuel reduction, and survival of trees after wildfire.

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Forest Health Watershed Coordinator Grant Program At-A-Glance

Program

The Forest Health Watershed Coordinator Grant Program is designed to facilitate the development and implementation of watershed improvement plans consistent with the Forest Carbon Plan and Executive Order B-52-18. This program is administered by the Department of Conservation.

Funding Source

This program is funded by the California Environmental License Plate Fund.

Critical Dates

Draft Guidelines released for comment—November 8, 2018
Close public comment period—November 23, 2018
Guidelines released—December 7, 2018
Applications due—February 15, 2019
Awards made—March 1, 2019 (proposed, subject to change)

Contact for Questions

Department of Conservation
Division of Land Resource Protection
Watershed Coordinator Program Manager
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Section 1: Introduction and Program Summary

This program funds watershed coordinator positions to develop and implement watershed improvement plans consistent with the recommendations of the California Forest Carbon Plan and Executive Order B-52-18. Watershed coordinators will facilitate watershed-scale collaborations, promote integrated watershed management efforts, and support local implementation activities to restore resilience to forestlands.

Background

Historical watershed coordinator program

Between 2000 and 2015, the Department of Conservation (Department) provided grants for watershed coordinators to facilitate collaborative efforts to improve and sustain the health of California's watersheds. In 2016, the Department commissioned the Sierra Institute for Community and Environment (Sierra Institute) to evaluate the success of these grants.

Preliminary findings of the Sierra Institute study, contracted by the Department, indicate that watershed coordinators successfully leveraged over seven times the funds invested in those positions to develop watershed management plans and implement watershed restoration projects. Watershed coordinators successfully facilitated collaborations between diverse groups of stakeholders and cultivated numerous partnerships in order to address multiple social and ecological issues on a watershed scale, improving the efficiency with which state funds were utilized to meet multiple watershed improvement and management goals.

Forest Carbon Plan and Executive Order B-52-18

In May 2018, the Forest Climate Action Team released the Forest Carbon Plan that calls for significant increases in the pace and scale of forest and watershed improvements to restore the health and resilience of California's forests and ensure that California's forests remain net carbon sinks that provide a range of ecosystem and social benefits. Additionally, the Forest Carbon Plan encourages the protection of California's forested lands, reduction of conversion to non-forest uses, and the pursuit of innovations in wood products and biomass utilization to reduce or offset GHG emissions; promotes land stewardship; and strengthens rural economies and communities.

The Forest Carbon Plan emphasizes that collaboration between diverse entities at the regional scale is critical to efficiently meet the plan's goals and address variations in forest conditions throughout California. Specifically, in relation to the watershed coordinator, the plan calls for:

- Watershed-scale collaborations to:
 - Define critical biophysical and social units for analysis and projects.
 - Establish regional priorities for forest areas most in need of treatment to improve forest health and watershed conservation.
- Identification and pursuit of traditional and new sources of public funding, and public-private partnerships, to support the actions proposed in the plan.
- Watershed-scale implementation of the actions proposed in the plan.

To facilitate these efforts, the Forest Carbon Plan recommends, for purposes of restoring forest health and sequestering greenhouse gases, among other things, that state and federal agencies:

- Provide training on methods for successful collaboration on watershed projects.
- Provide staff or fund contractors to provide facilitation services, collect and analyze data, perform environmental review, and provide other support to collaborative efforts.
- Seek support from nongovernmental organizations or other appropriate private sector entities.
- Provide cost-share grants or other financial support to allow local governments and nongovernmental organizations to meaningfully participate in collaborative efforts.
- Work to strengthen the social and financial connections between downstream water users and forested source watersheds through available mechanisms.

In response to the Forest Carbon Plan, Governor Edmund G. Brown, Jr., issued Executive Order B-52-18 directing state agencies to implement these and other recommendations outlined in the Forest Carbon Plan. Following Executive Order B-52-18, the Governor established the Forest Management Task Force comprised of state, federal, and local agencies to implement the executive order and the recommendations of the Forest Carbon Plan.

Given the Watershed Coordinator Program's prior success, the Watershed Coordinator Program was identified as integral to implementing the Forest Carbon Plan's regional capacity building and collaboration recommendations, as well as facilitating coordinated implementation of priority projects.

The Budget Act of 2018 (Mitchell, Ch. 29, Statutes of 2018) appropriated \$1.89 million to the Department for grants to local entities to fund watershed coordinator positions to develop and implement watershed improvement plans consistent with the Forest Carbon Plan. The Forest Health Watershed Coordinator Grant Program will implement this appropriation.

Request for grant applications

These 2018 Forest Health Watershed Coordinator Grant Program Guidelines (Guidelines) serve as the Request for Grant Applications for the Forest Health iteration of the Watershed Coordinator Program. Through these Guidelines, the Department will fund watershed coordinators to develop and implement watershed improvement plans consistent with the recommendations of the Forest Carbon Plan in the watersheds identified in the watershed coordinator zones shown in Appendix A. Grants will be available to 1) single entities that qualify under the program, 2) multiple entities applying under one application as a regional collaborative, or 3) a single entity representing multiple entities through formal membership represented in an MOU or other document. To leverage available funds, no more than one (1) full-time watershed coordinator (or 100% full time equivalent) will be funded by a single grant. Regional collaborative proposals may be eligible for more than one grant-funded full-time-equivalent watershed coordinator position, at the sole discretion of the Department.

Program goals and objectives

The principal goal of the Watershed Coordinator Program is to improve watershed health by providing support for local, collaborative watershed improvement efforts. The Forest Health Watershed Coordinator Grant Program aims to restore health and resilience to forests at the watershed scale for multiple benefits, including water quality. To that end, watershed coordinators will work toward the following objectives:

- Develop and implement watershed improvement plans consistent with the Forest Carbon Plan.
- Facilitate watershed-scale collaborations with diverse stakeholders to execute watershed improvements consistent with the recommendations of the Forest Carbon Plan.

Watershed coordinators will be expected to complete the following tasks, as relevant, to meet the above objectives:

- Identify key stakeholders and communities, including, but not limited to, landowners; agricultural groups; environmental groups; non-governmental organizations; academics; federally recognized California Native American tribe and non-federally recognized California Native American tribes; and local, regional, state, and federal agencies.
- Cultivate relationships with diverse stakeholders and communities.
- Facilitate collaborations and resolve conflicts between diverse stakeholders and communities.
- Collaborate to define critical biophysical and social units for analysis and project development.
- Collaborate to identify watershed-scale priorities to enhance forest health and resilience, protect forests, and promote innovations in wood products and biomass utilization as outlined in the Forest Carbon Plan.
- Prioritize projects that meet the objectives outlined in the Forest Carbon Plan.
- Prioritize projects that provide multiple benefits, such as protection of the State's water supply and biodiversity, and support for local economies.
- Identify and secure funding to execute projects consistent with the watershed improvement plan.
- Facilitate development and execution of projects as needed.
- Coordinate activities with the relevant regional prioritization subgroups of the Governor's Forest Management Task Force.

Funding

Funding for this program comes from the California Environmental License Plate Fund; \$1.89 million is available under these Guidelines. Grants will be awarded in the following manner:

- Eight (8) grants of up to \$235,000 each will be available to fund watershed coordinators in the watershed coordinator zones shown in Appendix A. The distribution of grants will be prioritized as follows:
 - Six (6) grants will be awarded to the top applicants representing watersheds within the Sierra Nevada and Cascade watershed coordinator zone.
 - Two (2) grants will be awarded to the top applicants representing the North and Central Coast watershed coordinator zone.
 - If regional collaborative grants are awarded, the Department has discretion to combine grants accordingly.

The Department will not make partial grant awards and will not request that applicants reduce their budgets to fund additional projects.

If additional funding remains after grants have been awarded, the Department may allocate additional funds to awardees at its discretion.

Should additional funding consistent with the purposes of this program become available in future years, the Department may, at its discretion, allocate funding to renew grants funded under these Guidelines. Under these circumstances, grantees may not be required to submit a new application and may only be required to update their work plan and/or projected outcomes.

Grant term

The grant term will be approximately 2 years. The grant may be renewed for an additional term at the Department's discretion.

Confidentiality

Details, documents, and any other materials related to this program, such as applications, grant agreements, reports, expenditures, photos, etc., are public records that may be publicly released in accordance with the California Public Records Act (Cal. Gov. Code §§ 6250 et seq.).

Section 2: Eligibility and Selection

Eligible applicants

Eligible applicants are local entities as follows: (1) special districts; (2) nonprofit groups (tax exempt 501(c)(3)); (3) local governments; and (4) tribal governments, located within one of the two watershed coordinator zones, as these terms are defined in these Guidelines, Appendix A. The program is not open to federal or state agencies.

The applicant's proposal must be located within one of the watershed coordinator zones and must demonstrate collaboration with relevant federal, state, and local agencies, as well as other stakeholder groups (e.g., California Native American tribes, non-governmental organizations, and community members). However, the proposal must designate a single, eligible entity as the primary applicant.

Applicant capacity

Documentation of the applicant's capacity to manage grants must be provided in the application. Documentation includes at least two of the following for the applicant:

1. Evidence of previous experience successfully implementing grants similar in size and scope within the last three (3) years.
2. A copy of the current annual organizational budget.
3. A copy of the most recent financial audit (if an audit is not available, a copy of the organization's recent financial statements).
4. If the applicant is a non-profit, copies of the most recent Federal form 990 and IRS 501(c)(3) Tax Determination Letter.
5. Letters of support from previous clients, partners, or grantors that reference the organization's experience.

Watershed coordinator zones

The Department has identified priority watersheds for this program based on a number of factors consistent with the Forest Carbon Plan and has grouped these watersheds into watershed coordinator zones, as indicated in Appendix A. Proposed project areas must be located within one of the watershed coordinator zones to be eligible for funding. The applicant must identify the proposed project area based on hydrologic areas or hydrologic sub-areas in their application. The watershed coordinator funded by the proposal must focus his/her activities in the project areas identified by the applicant in the application and approved by the Department.

Required activities

Applicants must integrate the following activities into their proposals in order to be considered for funding:

1. Support local watershed activities:

- a. Develop or update a watershed improvement plan to prioritize improvement activities and support relevant recommended actions outlined in the Forest Carbon Plan.
 - b. Solicit funding for and implement watershed restoration, maintenance, and conservation activities that support the goals and objectives of the program, including improved forest health and resilience.
2. Facilitate and improve coordination and assistance between government agencies, other organizations, diverse watershed stakeholders, and community members to meet the goals of the Forest Carbon Plan.

Eligible activities

In addition to the above activities, applicants are highly encouraged to integrate the following activity types into their proposals to the extent that they are consistent with the required activities:

1. Improve Forest Management and Restoration: collaborate with state and local entities, stakeholders, and landowners to implement forest practices called for in the Forest Carbon Plan.
2. Provide Regulatory Relief: participate in or support activities to streamline or expedite regulatory review or permitting processes in order to facilitate implementation of the Forest Carbon Plan.
3. Reduce Barriers for Prescribed Fire and Other Fuels Reduction: participate in or support activities to increase opportunities to implement and monitor prescribed fire and fuel reduction projects.
4. Boost Education and Outreach to Landowners: support resource conservation education at the local watershed level, facilitate identifying critical areas and strategic acquisition of conservation easements, and provide organizational and administrative support to watershed programs.
5. Support Wood Products Innovation: participate in or support activities that facilitate research and use of wood or manufactured wood products.
6. Support Watershed Monitoring and Assessment Protocols: facilitate monitoring efforts consistent with program goals and support watershed activities that ensure application of adaptive management processes.

Eligible costs

Eligible costs must be incurred during the Grant Term except as explicitly noted in these Guidelines. All costs must be reasonable, as defined in Section 5 of these Guidelines. Eligible costs are:

Watershed coordinator staff costs

Watershed coordinator staff costs may include benefits, taxes, and leave, in addition to the hourly rate. The proposal can request up to one full-time position, which may be split between two people. In the case of a regional collaborative proposal, up to two full-time-equivalent positions may be requested. Administrative costs should not be included in the staff rate or salary. Administrative costs should be budgeted separately and must comply with the requirements outlined below.

Travel costs

In-state travel for the watershed coordinator as specified below and in the Grant Agreement:

1. Accommodation-related travel costs: maximum reimbursement rates based on county as shown here: <http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>, with no option for approval of an "excess lodging rate."
2. Mileage will be reimbursed at the Reimbursement Rate Per Mile for Personal Vehicle as shown here: <http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx>.

3. Train or airfare will only be reimbursed to attend those meetings outlined in the Conditions of Funding section, and then only if it is the typical method used to get from one location to the other.
4. No other travel-related costs will be reimbursed through this grant program.

Administrative costs

Administrative costs may account for no more than 20 percent of the total grant award and may include those costs incurred by an organization to administer the grant, such as:

1. Office space
2. Supplies and equipment
3. Legal or management oversight
4. Prorated general liability, Workers' Compensation (may be included in payroll), and automotive insurance

Ineligible costs

Common examples of ineligible costs are:

1. Costs that are not related to the Forest Health Watershed Coordinator Grant Program
2. Costs that occur outside of the Grant Agreement term, except as explicitly specified in these Guidelines
3. Meals, incidentals, tips, per diems, or refreshments for meetings or travel
4. Incentive/participation gifts or payments
5. Out-of-state travel and activities

Conditions of funding

The applicant will be required to participate in the following activities, should he/she receive funding:

1. An orientation that will include training
2. Watershed coordinator summits at six-month intervals
3. Meetings with the relevant Forest Management Task Force Regional Prioritization Group

Note that the orientation and summits will likely occur in Sacramento. Awardees will be required to attend these events in person. Expenses related to travel and lodgings for these meetings are reimbursable. It is estimated that eight (8) days of travel will be required for meetings during the grant period. These expenses must be included in the proposed grant budget.

Watershed coordinators who do not participate in the above activities will risk forfeiting their award.

The grantee may request reimbursement of eligible expenses associated with participating in the orientation in their first invoice, even if said orientation occurs prior to grant agreement execution. With the exception of the costs related to the orientation, no other costs incurred prior to grant execution will be reimbursed.

Eligibility and selection criteria

Below are the Eligibility and selection criteria upon which each proposal will be evaluated.

| Eligibility Criteria | |
|---|-----|
| Applicant is a "local entity" as defined in these Guidelines. | Y/N |
| Applicant has selected watershed(s) within one of the two eligible watershed coordinator zones shown in Appendix A. | Y/N |
| Proposal will support local watershed activities consistent with the recommendations of the Forest Carbon Plan. | Y/N |
| The proposal demonstrates commitment to collaborate with governmental entities and diverse stakeholder groups (e.g., environmental organizations, agricultural organizations, NGOs, and community members). | Y/N |
| Applicant demonstrates overall capacity to administer the grant and proposal. | Y/N |
| Application is complete and was received by the deadline. | Y/N |
| Applicant addressed CEQA compliance. | Y/N |

| Selection Criteria | Points |
|--|---------------|
| Demonstrated need | /20 |
| Description of need based on prioritized forest land characteristics | (/10) |
| Description of how watershed coordinator would benefit watershed(s) | (/10) |
| Consistency with the recommendations of the Forest Carbon Plan | /25 |
| Collaboration | /25 |
| Consistency with additional planning efforts | /15 |
| Co-benefits | /10 |
| Long-term success | /5 |
| Total proposal points/Total possible points | /100 |

Description of selection criteria

Demonstrated need (20 Points)

10 points: Proposals must describe how the watershed(s) encompass(es) forest lands with characteristics and indicators prioritized by the Forest Carbon Plan:

- Forests projected to be at risk due to climatically driven stressors.
- Forests at greatest risk to high-severity events (e.g., fire, insect outbreak).
- Stands with existing large trees.
- Forests at high risk of type-conversion (e.g., forest to shrub or grass vegetation).
- Areas with high habitat values at risk, such as spotted owl activity centers.
- Headwater areas that provide significant water supply.
- Areas that need to be reforested after high mortality events.
- Forests at risk of conversion to other uses, including development and agriculture.
- Previously treated areas that are in need of follow-up “maintenance” treatments, which are generally less costly and may be able to be accomplished via prescribed fire.

Note: Proposals are not required to address the entire list of characteristics above. Proposals will be awarded points based on both the extent to which each characteristic is present within the watershed(s), as well as the number of characteristics present.

10 points: Proposals must describe how a watershed coordinator position would benefit the watershed(s). Proposals that clearly explain and fully outline the following will receive more points:

- Current watershed conditions and need for a watershed coordinator position.
- Connection between the Forest Carbon Plan and the watershed-related goals outlined in the applicant’s long-range or strategic plan.
- Importance, impact, and direct benefits a watershed coordinator would have on the watershed(s).
- Existing watershed coordination efforts and any gaps the watershed coordinator would fill.
- Methods used to measure and evaluate the watershed coordinator’s direct benefits to the watershed(s).

Consistency with the recommendations of the Forest Carbon Plan (25 Points)

Each proposal must include a comprehensive work plan that describes how the watershed coordinator will support the implementation of the Forest Carbon Plan within his/her selected watershed(s). A work plan consists of goals, tasks, sub-tasks, and performance measures. The work plan should identify specific tasks with anticipated sub-tasks and a detailed implementation schedule.

The work plan will be scored based on:

- Consistency with the goals and recommendations of the Forest Carbon Plan.
- Correlation between the proposal and the watershed-related goals and objectives of the applicant’s long-range or strategic plan.
- The extent to which the required and eligible activities are integrated into the work plan.
- Manageability, feasibility, and integration of the goals, tasks, sub-tasks, and performance measures.
- The extent to which the proposed budget supports the work plan to address the needs of the watershed(s).

Collaboration (25 Points)

Proposals that demonstrate multiple, committed partnerships and coordination with other agencies, organizations, or entities will receive more points. Proposals should describe existing collaborations to address watershed issues and how the watershed coordinator would catalyze existing relationships to unify planning and project implementation efforts.

Partnerships or collaboration must be evidenced by letters of support and/or other documentation such as memoranda of understanding or resolutions. Letters and supporting documentation should include the following:

- An explanation of the entity's relationship with the Applicant.
- A description of the entity's jurisdiction as it relates to the watershed.
- A description of any intended contributions (e.g. financial contributions, donated staff time or resources) to support the watershed coordinator.

Proposals that demonstrate the following will receive more points:

- Evidence of collaboration with a diverse set of watershed stakeholders.
- Evidence of collaboration with stakeholders and jurisdictions geographically distributed throughout the watershed.
- Evidence of collaboration with entities with decision-making power within the watershed (e.g. public agencies, landowners).

Consistency with additional planning efforts (15 Points)

Proposals that demonstrate contributions toward existing published watershed or other water-related goals of the State or other entities will receive more points. Proposals should illustrate a comprehensive understanding of existing issues and plans for the watershed as a whole. The narrative proposal needs to identify watershed goals from the State, other agencies, and watershed organizations, and explain how these goals will be supported by the proposal. For example, proposals could address California's Integrated Regional Water Management Plans (IRWMPs), regional water quality goals, or approved Habitat Conservation Plans.

Co-benefits (10 Points)

Proposals must describe all potential anticipated co-benefits to the watershed(s). Proposals will be awarded points based on the extent to which individual co-benefits are supported within the watershed(s), as well as the number of co-benefits supported. Potential co-benefits may include:

- Supporting biodiversity
- Improving water quality
- Improving water supply
- Improving local socioeconomic conditions
- Improving carbon sequestration
- Providing recreational and educational opportunities
- Protecting spiritual and cultural resources

Long-term success (5 Points)

Proposals should have the potential to result in long-term sustainable benefits. Proposals that provide feasible methods to sustain the watershed coordinator position and build upon the accomplishments of the work plan beyond the life of the grant will receive more points.

Section 3: Application Submittal and Review

Application components

The application template can be found in Appendix B and is also available on the Department's website at <http://www.conservation.ca.gov/dlrp/grant-programs/watershed>.

Applicants should familiarize themselves with the Guidelines, including the template Grant Agreement (Appendix C) prior to completing this grant application, and refer to the Guidelines for important dates and questions regarding the content of their submission.

Environmental documents

The Department is required to comply with the California Environmental Quality Act (CEQA). 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.

Application review process

The Checklist on page B-1, Appendix B, is provided to assist the applicant in ensuring that the necessary documents are included in the application. Prior to the application deadline, interested applicants may contact staff with questions.

Please complete all materials using an easy-to-read font. Unless otherwise notified, all materials should follow the provided naming convention and should be emailed to the Department of Conservation at wcp@conservation.ca.gov, no later than 11:59 p.m. on the date due.

You will receive acknowledgement upon the receipt of the application via email.

Applications will be reviewed by a review panel, that collectively are referred to as "reviewers" within this document.

All proposals will first be reviewed to ensure that they meet all Eligibility Criteria – proposals that don't meet all Eligibility Requirements are not eligible for funding. Proposals that meet all of the Eligibility Criteria are then scored using the Selection Criteria.

Reviewers will review all eligible proposals and award points for each Selection Criterion on a sliding scale from zero to the maximum number of points available. More points will be given to concise proposals with strong detail and support. Likewise, more points will be given to proposals that provide more detail and support for fewer elements within each criterion compared to proposals that provide superficial responses for all elements within each criterion.

Applications will then be ranked based on their scores. Awards will be made to those applications within each watershed coordinator zone with the highest scores. If multiple applications are submitted for a single watershed, only the highest ranking application within that watershed will be eligible to receive an award, based on available funding.

Section 4: Grant Awards, Execution, and Administration

Overview of the grant awards and execution

1. The Department will determine awardees based on the review process described in Section 3.
2. The Department will notify the applicant of his/her award.
3. The awardee must sign and return two copies of the grant agreement to the Department.
 - a. The awardee risks forfeiting the grant award if he/she does not submit signed agreements within three months of the award date.
4. The grant agreement is considered fully executed once the Department's authorized signatory has signed the grant agreement cover page.
5. Once the Department notifies the grantee that the agreement has been fully executed, the watershed coordinator should promptly commence work.

Reporting

Grantees are required to submit regular reporting, as specified in the grant agreement.

Funding and accounting

Payment of grant funds

1. Advance payments are not permitted.
2. Payments will be made on a reimbursement basis.
3. Funds cannot be disbursed until there is a fully executed Grant Agreement between the Department and the Grantee.
4. Only those eligible costs incurred as outlined in these Guidelines and in accordance with the Grant Agreement will be eligible for reimbursement.
5. Grantees may request reimbursement monthly, and in accordance with the terms and conditions of the Grant Agreement.
6. The Department may withhold 10 percent of the final invoice until all final reports and documentation have been received and approved.

Accounting of grant funds

It is essential that complete and accurate records be maintained. Grant recipients must maintain an accounting and record keeping system that reflects sound fiscal controls and safeguards. The accounting information must be sufficient so that the total cost of each aspect of the project can be readily determined and records are readily available upon demand. Grant recipients must retain all grant transaction records for a period of four years after final payment.

Auditing of fund expenditures

All expenditures of public funds under this program are subject to audit by the State of California. All grant recipients shall maintain books, records, documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds (including state funds, interest earned, and matching funds by the grant recipient) and the total cost of the project.

Purchasing

Grant recipients are expected to adhere to the jurisdiction's or organization's competitive bid, internal contracting, and purchasing guidelines. Documentation of the grantee's contracting or purchasing guidelines, processes, and project-specific approvals may be requested in the event of an audit by the State of California.

Section 5: Definitions and Reference Material

Definitions

Collaboration: Partnership or cooperation involving multiple and diverse stakeholders (including agencies, as appropriate) to improve natural resource conditions within the same watershed in ways that do not duplicate efforts.

Department: California Department of Conservation.

Local entity: Eligible applicants are local entities, as defined in these Guidelines, that maintain an office and focus on issues within the watershed that is subject of the application, as follows: (1) special districts; (2) nonprofit groups (tax exempt 501(c)(3)); (3) local governments; and (4) federally recognized California Native American tribes and non-federally recognized California Native American tribes.

Project area: Project area is a GIS mapped area comprised of one or more HUC 10 hydrologic sub-areas or HUC 8 hydrologic areas selected from one of the watershed coordinator zones.

Reasonable costs: A cost that, in its nature and amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration must be given to:

- a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the entity or the proper and efficient performance of the project.
- b. The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; federal, state, local, tribal, and other laws and regulations; and terms and conditions of this project.
- c. Market prices for comparable goods or services for the geographic area.
- d. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to its employees, the public at large, and the state.
- e. Whether the cost significantly deviates from the acquiring entity's established practices and policies regarding the incurrence of costs.

Watershed: All land enclosed by a continuous hydrologic drainage divide and lying upslope from a specified point on a stream, river, lake, or other waterbody. Total land areas draining to any point in a stream.

Watershed coordinator zone: One of two zones identified in Appendix A.

Reference material

- *California Forest Carbon Plan: Managing our Forest Landscapes in a Changing Landscape*, May 2018, California Natural Resources Agency, California Environmental Protection Agency, California Department of Forestry and Fire Protection
- Executive Order B-52-18

Appendix A: Map of Priority Watersheds and Watershed Coordinator Zones



Appendix B: Application Instructions and Template

2018 Watershed Coordinator Program Application

This is the Application for the 2018 Forest Health Watershed Coordinator Grant Program. The Guidelines detail the background and requirements to apply for funding under the program.

Application instructions

- Each application must contain all of the materials listed in the checklist below, including the checklist itself.
- Materials should be presented in the order indicated on the checklist.
- In the header or footer of each page of the application, applicants must include: (1) name of applicant, (2) watershed, and (3) sequential page numbers.
- Materials not specifically requested (e.g., press clippings or brochures) will not be considered during the evaluation.

All applications must include the following:

| Checklist for Watershed Coordinator Program Grant Application | |
|---|--|
| 1. | Cover Sheet |
| 2. | Executive Summary |
| 3. | Application Questions |
| 4. | Work Plan |
| 5. | Budget |
| 6. | Map(s) |
| 7. | Authorizing Resolution from Governing Body |
| 8. | Collaboration and Support Letters |
| 9. | Proof of Applicant Capacity |
| 10. | Payee Data Record (STD 204) |

1. Cover sheet for watershed coordinator program

| Project Information | |
|---|--|
| Project Title | |
| Location (County and/or City) | |
| District Number(s): | Senate: |
| | Assembly: |
| Watershed Coordinator Zone | |
| Target Watershed(s) (HUC 10 and/or HUC 8) | |
| Grant Request Amount | [\$[Maximum is \$235,000]] |
| Watershed Coordinator Costs | \$ |
| Administrative Costs | [\$[Maximum is 20% of total grant amount]] |
| Applicant Information | |
| Applicant Name | |
| Organization Type | <i>[e.g., special district, local government, non-profit organization, tribal entity.]</i> |
| Department/Office | |
| Federal Employer ID Number | |
| Mailing Address | |
| | |
| Contact Person | |
| Title | |
| Phone Number | |
| Email Address | |

Narrative questions

2. *Executive summary*

Concisely summarize the purpose of the proposal, including how it relates to the Forest Carbon Plan. In addition, this section should list any participating local governments or other partners and include a brief description of the watershed characteristics and demographics.

3. *Application questions*

The questions below are designed to solicit specific facts regarding how the proposal addresses the Forest Health Watershed Coordinator Program goals and objectives. 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”).

Demonstrated need (20 Points)

I. Current Watershed Conditions/Potential Benefit to the Watershed

- a. Describe how the watershed encompasses forest lands with characteristics and indicators prioritized by the Forest Carbon Plan:
 - Forests projected to be at risk due to climatically driven stressors.
 - Forests at greatest risk to high-severity events (e.g., fire, insect outbreak).
 - Stands with existing large trees.
 - Forests at high risk of type-conversion (e.g., forest to shrub or grass vegetation).
 - Areas with high habitat values at risk, such as spotted owl Activity Centers.
 - Areas that need to be reforested after high mortality events.
 - Forests at risk of conversion to other uses, including development and agriculture.
 - Previously treated areas that are in need of follow-up “maintenance” treatments, which are generally less costly and may be able to be accomplished via prescribed fire.
- b. Describe the watershed’s current condition and cite any formal studies, reports, or research papers that support the description. Do not attach the actual studies or reports; citations are sufficient.
- c. Describe how the watershed coordinator would benefit the watershed. The response should address:
 - The watershed-related goals in your organization’s strategic or long-range plan, the connection between the Forest Carbon Plan and those goals, and how a watershed coordinator would help your organization achieve these goals. Specific problems and issues on public and/or private land within the watershed, and how a watershed coordinator would help to address these problems.
 - Direct benefits a watershed coordinator would provide to the watershed and what methods will be used to measure and evaluate the watershed coordinator's direct benefits to the watershed. Any existing watershed coordination efforts currently in place, gaps in coordination, and how the watershed coordinator will fill those gaps.

Consistency with the recommendations of the Forest Carbon Plan (25 Points)

- II. List the overall goal(s) that the watershed coordinator will focus on during the grant period. Goals are a statement of the long-term, broad vision for the watershed; they should exhibit significant benefits for the watershed and may take a while to achieve. For example, a goal may be: To improve forest health in the XYZ River watershed.
 - a. Describe how each goal relates to at least one recommendation or action outlined in the Forest Carbon Plan.
 - b. Identify and discuss the tasks that will be implemented to support each goal. Each goal must have one or more tasks. A task is a significant step that must be completed to achieve a goal. Tasks must focus on outcomes rather than the methods used. For example, a task related to the goal above may be: Conduct thinning and removal of dead and dying trees in XYZ Watershed. Tasks must be directly related to the required and eligible activities outlined in the Guidelines.
 - c. For each task, discuss the sub-tasks that will be completed. Describe why this approach was chosen to address issue(s) within the watershed. Describe the connection between sub-tasks and tasks and how they will contribute to the completion of each goal.
 - d. Performance Measures: Explain the methods that will be used to measure the effectiveness of the watershed coordinator's efforts. Each task must include a performance measure. Performance measures are quantifiable standards that measure the success of a task and the task's direct benefit to the watershed. Performance measures are verified through data or information collection. Performance measures are generally reported as numbers, ratios, or counts. Performance measures go a step beyond reporting the completion of activities, the number of meetings held, or the number of attendees at an event. Effective performance measures should quantify the direct benefit to the watershed. For example, the number of acres treated or the percent type conversion avoided could be used to measure direct benefits to the watershed. A performance measure should not be a list of tasks completed.

Collaboration (25 Points)

- III. Describe any existing partnerships that will be leveraged to meet the goals identified above. Identify all partners and describe their contribution to the proposal, including cash or in-kind match, and the history of the partnership. Provide letters of support from partners that clearly outline the partner's role in the proposal and any direct support they will provide the watershed coordinator. Letters of support should include:
 - a. An explanation of the entity's relationship with the applicant.
 - b. A description of the entity's jurisdiction as it relates to the watershed.
 - c. A description of any intended contributions (e.g. financial contributions, donated staff time or resources) to support the watershed coordinator.

Letters of support should be provided as an attachment to this application and addressed to "Department of Conservation."

- IV. Describe any existing or planned collaborations with other organizations operating in the watershed. What efforts are currently under way to encourage cooperation between organizations?

Consistency with additional planning efforts (15 Points)

- V. Describe how the proposal will complement other planning efforts in the watershed. How does the proposal support published watershed goals identified by the State or other entities?

Co-benefits (10 Points)

- VI. Provide a qualitative description of the co-benefits anticipated to result from successful completion of the proposed tasks, as well as any quantitative information to support your claims (e.g., support biodiversity, promote a clean water supply, support local economies, provide recreational and educational opportunities, protect spiritual and cultural resources).

Long-term success (5 Points)

- VII. Describe any methods or plans to sustain the watershed coordinator position and build upon the accomplishments of the work plan beyond the life of the grant. Include an explanation of how the organization will attempt to maintain funding for the watershed coordinator position after the grant term.

4. *Work plan*

Applicants must provide a detailed work plan that specifies the tasks, subtasks, and performance measures that will be performed during the grant term. The work plan will also include a schedule of target completion dates and cost estimates. 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] | 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 ... | | |
| Subtask A: Subtask B: Subtask ...: Performance Measures: | | \$ |
| GRAND TOTAL | | |

5. Budget applicants must provide a budget broken down by cost type and by task. All costs must be eligible. Applicants may use the Excel template provided. If awarded funding, this Budget will be incorporated into the Grant Agreement.

| PERSONNEL | Hourly Rate/ Unit Cost | Number of hours/units | Task 1 | Task 2 | Task 3 | Task ... | Total Requested Grant Funds |
|---|-----------------------------------|----------------------------------|---------------|---------------|---------------|-----------------|--|
| Watershed Coordinator A | | | | | | | |
| Watershed Coordinator B | | | | | | | |
| | | Subtotal | \$ | \$ | \$ | \$ | \$ |
| TRAVEL COSTS | | | | | | | |
| Travel: Within watershed | | | | | | | |
| Travel: To required meetings | | | | | | | |
| | | Subtotal | \$ | \$ | \$ | \$ | \$ |
| ADMINISTRATIVE COSTS (maximum of 20% of grant) | | | | | | | |
| Example: Office space (prorated) | | | | | | | |
| Example: Supplies | | | | | | | |
| Example: Travel | | | | | | | |
| Example: Legal or Management staff | | | | | | | |
| | | Subtotal | \$ | \$ | \$ | \$ | \$ |
| | | TOTAL | \$ | \$ | \$ | \$ | \$ |

6. *Map(s) of the project geographic area*

A PDF map of the watershed in which the coordinator will work must be included in the application. Watershed location will be used to evaluate the extent to which the proposal meets the priorities outlined in the selection criteria. Additional maps that further describe or otherwise support the proposal may be included. All maps must be of sufficient resolution that it would be legible if printed on an 8 ½" x 11" sheet of paper.

The applicant may submit geographic information system (GIS) data in addition to any .pdf maps provided.

7. *Signed authorizing resolution*

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 C).

The resolution must:

- Authorize the submittal of the grant application to the Forest Health Watershed Coordinator Grant Program.
- 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.
- Certify that no conflict of interest or appearance of conflict of interest exists for any member of the applicant's Board of Directors as relates to the project.
- Authorize a designated individual to execute tasks, such as signing documents, related to the application, grant agreement, and acquisition, if the project is awarded funding.

8. *Collaboration and support letters*

Provide copies of letters from collaborating entity/entities within the project geographic area and from the local community demonstrating match or in-kind support and their specific role in the development or implementation of the Watershed Coordinator Program.

9. *Proof of applicant capacity*

Applicants should provide a short narrative description of their capacity to successfully implement the grant, should the project be funded. This description should address:

- How the applicant's board and/or management structure will contribute to the effective execution of project tasks.
- Any professional staff within the applicant's employ who are qualified to develop and successfully implement the tasks outlined in the proposal. The response should include a description of the skills and experience of such staff or, if the applicant does not possess such expertise, how the applicant will acquire this expertise.
- Any financial resources at the applicant's disposal to support the implementation of the grant.
- Any additional resources the applicant can draw on to ensure his/her success. Resources include, but are not limited to volunteers, physical capital, and existing partnerships.

In addition to the above narrative, applicants must provide at least two of the following documents as evidence of their capacity to manage the grant, if the project is awarded funding:

- Evidence of previous experience successfully implementing grants similar in size and scope within the last three (3) years.
- A copy of the current annual organizational budget.
- A copy of the most recent financial audit (if an audit is not available, a copy of the organization's recent financial statements).
- If the applicant or is a non-profit, copies of the most recent Federal form 990 and IRS 501(c)(3) Tax Determination Letter.
- Letters of support from previous clients, partners, or grantors that reference the organization's experience.

10. STD 204 – 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.