2018 Forest Health Watershed Coordinator Program

Grant Application

This is the Application form only for 2018 Watershed Coordinator Program grants under the 2018 Forest Health Watershed Coordinator Program Guidelines (Guidelines). The Guidelines detail the background and requirements to apply for funding under the program.

Applicants should familiarize themselves with the Guidelines prior to completing this Grant Application and refer to it for important dates and questions regarding the content of their submission.

Please use the Grant Application Checklist to ensure that all necessary materials are submitted to facilitate prompt application review. Prior to the application deadline, interested applicants may contact staff with questions.

Please prepare all materials using an easy-to-read font. When complete, please submit a digital version via email to the Department of Conservation wcp@conservation.ca.gov.

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

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:

|  |  |
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| 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*

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| --- | --- |
| **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 | *[e.g., special district, local government, non-profit organization, tribal entity.]* |
| Department/Office |  |
| Federal Employer ID Number |  |
| Mailing Address |  |
|  |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

Narrative questions

1. *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.

1. *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)

1. Current Watershed Conditions/Potential Benefit to the Watershed
2. 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.
3. 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.
4. 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)

1. 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.
2. Describe how each goal relates to at least one recommendation or action outlined in the Forest Carbon Plan.
3. 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.
4. 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.
5. 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)

1. 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:
   1. An explanation of the entity’s relationship with the applicant.
   2. A description of the entity’s jurisdiction as it relates to the watershed.
   3. 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.”

1. 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)

1. 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)

1. 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)

1. 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.
2. *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.

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| --- | --- | --- |
| **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** |  |

1. *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** | **$** | **$** | **$** | **$** | **$** |

1. *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.

1. *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.

1. *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.

1. *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.

1. *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.

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