**California Department of Conservation Application for:   
2020 Sustainable Groundwater Management Watershed Coordinator Program Grants**

**PUBLIC RELEASE**

**June 15, 2020**



Contacts

For questions about this solicitation, please contact the Department by email at [wcp@conservation.ca.gov](mailto:wcp@conservation.ca.gov).

This is the application for 2020 Sustainable Groundwater Management Watershed Coordinator Grant Program. The Solicitation 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.
* 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

1. Cover Sheet
2. Executive Summary
3. Applicant Capacity
4. Applicant Questions
5. Work Plan
6. Budget
7. Project Maps
8. CEQA Documentation
9. Authorizing Resolution from Governing Body
10. Partner Letters/Documents
11. Cooperator Letters/Documents

## Cover Sheet

|  |  |
| --- | --- |
| **Project Information** | |
| Project Title |  |
| Location (County and City) |  |
| Senate District Number(s) |  |
| Assembly District Number(s) |  |
| SGMA Sub-basin(s) (see Appendix D – List of SGMA High and Medium Priority Basins) |  |
| Severely Disadvantaged Community | Yes  No |

|  |  |
| --- | --- |
| **Project Funding** | |
| Grant Request Amount | $[XXX] |
| Total Estimated Project Cost |  |

|  |  |
| --- | --- |
| **Applicant Information** | |
| Applicant Name |  |
| Organization Type | *[e.g., special district, local government, 501(c) non-profit organization, tribal entity.]* |
| Federal Employer ID Number |  |
| Mailing Address (Line 1) |  |
| Mailing Address (Line 2) |  |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

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## Executive Summary *(1/2-page maximum)*

This section will concisely summarize the purpose of the proposal, including how it relates to the SGMA. In addition, this section should list any participating local governments or other partners and include a brief description of the watershed area characteristics and demographics.

## Applicant Eligibility and Capacity

### Eligibility

Applicants must provide all the following to demonstrate eligibility:

* + - Documentation showing that applicant falls under one of the following categories: (1) special districts; (2) nonprofit groups with 501(c) status; (3) local governments; (4) federally recognized California Native American tribes, (5) non-federally recognized California Native American tribes; or (6) Groundwater Sustainability Agencies.

Non-profit groups must provide copies of the most recent Federal form 990 and IRS 501(c) Tax Determination Letter.

* + - Evidence of strong working connection with local stakeholders or communities.
    - Evidence that applicant focuses on issues within the Project’s watershed area or community.
    - Copy of the applicant’s current long-range or strategic work plan having watershed-related goals.

### Capacity

Applicants must 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 activities.
* Any professional staff within the applicant’s employ who are qualified to develop and successfully implement the activities 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.

Applicants must provide at least two of the following to demonstrate capacity:

* 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).

## 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. Program Priorities. Identify watershed goals from the state, other agencies, and watershed organizations, and explain how these goals will be supported by the proposal. Describe how the project will contribute towards existing published watershed, groundwater, or other water-related goals of the state or other entities. Proposals should illustrate a comprehensive understanding of existing issues and plans for the watershed area.

Project must be consistent with the Sustainable Groundwater Management Watershed Coordinator Program and must:

* Be consistent with the priorities, goals and objectives of Sustainable Groundwater Management Watershed Coordinator program;
* Support implementation of local groundwater sustainability agency recommendations and plans
* Promote local community involvement.

1. Describe how the project’s goals and objectives are community-based by explaining how it:

* Promotes community and landowner involvement;
* Has demonstrable community support;
* Contributes to on-going local watershed management;
* Fosters the development and maintenance of local watershed efforts;
* Reaches out to and encourage participation of local leadership;
* Reaches out to and encourage participation of individuals with diverse interests; and
* Fosters collaboration among multiple interests.

1. Describe how the project addresses multiple watershed issues by explaining how it:

* Addresses multiple ecosystem issues;
* Is consistent with related resource protection activities and applicable regulations;
* Contributes to beneficial environmental results;
* Improves ecosystem values and watersheds that directly or indirectly impact the Bay-Delta system;
* Is consistent with general principles of good watershed management.

1. Describe how the project is coordinated and supported at multiple levels by explaining how it:

* Enhances coordination between government agencies and local community groups.

1. Disadvantaged Community Benefits. Explain how the project will serve disadvantaged communities (e.g., through increased collaboration, participation in watershed and groundwater project planning, 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. Describe any issues related to access to safe drinking water, and how the proposal will address access to safe drinking water. 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.
2. Benefits to the Watershed. Proposals must describe all potential benefits to the watershed and related groundwater basin(s)and demonstrate the need for a coordinator position. Proposals that clearly explain and fully outline the following will receive more points.
3. Current watershed conditions and need for a watershed coordinator position.
4. Importance, impact, and direct benefits a coordinator would have on the watershed and related groundwater basin(s).
5. Strong correlation between the proposed activities of the watershed coordinator and watershed-related goals and objectives of the applicant’s long-range or strategic plan.
6. Methods used to measure and evaluate the watershed coordinator’s direct benefits to the watershed area and related groundwater basin(s).
7. Performance Measures. Describe the quantifiable standards that will be used to measure the success of an activity and the activities’ direct benefit to the watershed area. These quantifiable performance measures should be well-defined and will be incorporated into the work plan. Proposals that provide quantifiable performance measures that clearly demonstrate the proposal’s benefit to the Program priorities, goals and objectives will be awarded more points.

Every work plan activity and sub-activity must include a performance measure. Performance measures are used to establish benchmarks that will allow applicants and grant administrators to evaluate the effectiveness of the coordinators’ efforts. For example, if an objective is to slow and spread surface water runoff to the maximum extent practically feasible above and upslope of a groundwater basin, a performance measure may be to create a watershed management plan element to increase and restore textural diversity to the landscape throughout that basin.

Performance measures are generally reported as numbers, ratios, or percentages. They should show how actions will directly benefit the watershed area. A performance measure should not be a list of activity completions. Performance measures should go beyond counting numbers of meetings held, numbers of attendees, numbers of mailings. For example, if a set number of meetings will be held, what is the measurable outcome for those meeting? Will a memorandum of understanding that formalizes contributions to watershed improvement efforts be signed by stakeholders? Will a watershed management plan be created, updated, or implemented?

1. Work Plan. Applicants must provide a detailed work plan that specifies the activities and sub-activities that will be performed during the grant term. The work plan will also include a schedule of target completion dates, performance measures, 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.
2. Sustainability. Describe the potential to result in long-term sustainable benefits. Proposals with feasible methods or plans 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.
3. Budget. Applicants must provide a budget broken down by cost type (line item). Cost estimates should be consistent with the work plan. All costs must be eligible.

## Work Plan

Applicants must provide a detailed work plan that specifies the activities and sub-activities that will be performed during the grant term. The work plan will also include a schedule of target completion dates, performance measures, 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.

**2020 Sustainable Groundwater Management Watershed Coordinator Program**

|  |  |  |
| --- | --- | --- |
| **Applicant:** |  |  |
| **Watershed Name:** |  |  |
| **Project Goal:** |  |  |
| **Objective:** |  |  |
| **Performance Measure:** |  |  |
| **Activity/Sub Activity Number** | **Activity Description** | **Beginning and End Date** |
| **1** | (example) Watershed Management Plan Development/Update/Implementation |  |
| **1a** | (examples) LIDAR Mapping; stream gage installation; monitoring data collection |  |
| **2a** | (example) stakeholder meetings |  |
|  |  |  |

## Budget

Applicants must provide a budget broken down by cost type (line item). Cost estimates should be consistent with the work plan. All costs must be eligible. The following BUDGET SUMMARY must include total costs for line item. The BUDGET DETAIL must include adequate detail for each line item. 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/watershed) for an excel version of this spreadsheet.

**2020 Sustainable Groundwater Management Watershed Coordinator Program:**

**BUDGET SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Hourly rate/unit cost** | **Number of hours** | **Total cost** |
| **Direct Costs** |  |  |  |
| **Watershed Coordinator** |  |  |  |
| **Technical Support** |  |  |  |
| **Travel** |  |  |  |
| **Supplies** |  |  |  |
| **Equipment** |  |  |  |
| **Software** |  |  |  |
| **Other (specify)** |  |  |  |
| **Subtotal** |  |  |  |
| **Administrative** **Costs** |  |  |  |
| **TOTAL** |  |  |  |
|  |  |  |  |

**2020 Sustainable Groundwater Management Watershed Coordinator Program: BUDGET DETAIL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Items** | **Hourly rate/ unit cost** | **Number of hours** | **Total Cost** |
| **Direct Costs** |  | | |
| **Watershed Coordinator Salary and Benefits (s)** |  |  |  |
| **(example) Coordinator 1** |  |  |  |
| **(example) Coordinator 2** |  |  |  |
| **Technical Support** |  |  |  |
| **(example) GIS or LIDAR** |  |  |  |
| **Travel** |  |  |  |
| **Supplies** |  |  |  |
| **Equipment** |  |  |  |
| **Software** |  |  |  |
| **Other (specify)** |  |  |  |
| **Total** |  |  |  |

## Project Map(s)

The following maps must be included in the application:

* A location map (in PDF) that identifies the project relative to nearby cities and/or landmarks
* 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.

## CEQA Documentation

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

## 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 Grant Agreement template ([Appendix C](#_Appendix_C:_Grant)).

The resolution must:

* Authorize the submittal of the grant application for a 2020 Sustainable Groundwater Management Watershed Coordinator Grant Program 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, reimbursement requests, if the project is awarded funding.

## Partner letters/documentation

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide funds or in-kind services. Proposals that demonstrate multiple, committed partnerships and extensive coordination with other agencies, organizations, or entities will be given more points. Partnerships must be evidenced by letters of commitment and/or other signed documents, which explain the relationship and outline the contributions. Do not submit general letters of support that do not specify financial contributions, as these will not increase the number of points awarded.

Provide copies of letters/documentation from partnering entity/entities within the project geographic area and from the local community stating their specific role in the development or implementation of the Watershed Coordinator Program.

## Cooperator letters/documentation

Cooperation is defined as working with other organizations, government agencies, or groups to ensure that all entities work in agreement and are non-duplicative of each other’s activities. Applicants are urged to work cooperatively with other groups and agencies to avoid multiple proposals for the same watershed areas. Applicants must demonstrate that their efforts are part of a larger plan to improve the overall watershed. Proposals that demonstrate cooperation within the watershed between different entities will receive more points.

If two organizations cooperate to submit two separate proposals that work in conjunction with one another, both proposals will receive more cooperation points. In order to do this, both organizations must identify the cooperating proposal on the proposal cover sheet and attach the cover sheet of the cooperating entity. The proposals may then be submitted together or separately.

Provide copies of letters/documentation from cooperating entity/entities within the project geographic area and from the local community stating their specific role in the development or implementation of the Watershed Coordinator proposal.