**Prop 1 GRANT APPLICATION**

**CONTACT INFO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** |  | | |
| **Contact Person** |  | **Email** |  |
| **Phone** |  | **Fax** |  |
| **Address** |  | | |

**PROJECT INFO**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name** |  | | | | | | |
| **Summary** |  | | | | | | |
| **Total Project Cost** | **$** | | | **Amount Requested** | **$** | | |
| **Start Date** |  | | | **End Date** |  | | |
| **Project Type** (check all that apply) | Planning Acquisition  Resource Protection  Access Climate Change  Habitat Conservation/Restoration Urban Greening | | | | | | |
| **Acres** |  | **Trail**  **Miles** |  | **APNs** (Acquisition Only) | |  |

**LOCATION INFO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **County** |  | **Specific Location** |  | |
| **Latitude** |  | **Longitude** |  |
| ***What point is represented by the lat/longs (e.g., parking lot, center of site, etc):*** | |  | | |

**ELECTED OFFICIALS**

|  |  |  |
| --- | --- | --- |
| **Districts** | **Number(s)** | **Name(s)** |
| **State Senate** |  |  |
| **State Assembly** |  |  |
| **Congressional** |  |  |

**GRANT APPLICATION – PROJECT DESCRIPTION**

Complete each of the elements of the project description below with clear, but detailed answers. Limit your response to Questions 1-7; they should not exceed four pages. All applications must be provided in 12 point type.

1. **Need for the project.** Describe the specific problems, issues, or un-served needs the project will address.
2. **Goals and objectives.** The goals and objectives should clearly define the expected outcomes and benefits of the project.
3. **Site Description.** Describe the project site or area, including site characteristics that are tied to your project objectives (i.e.: for acquisition of habitat, describe current vegetation assemblages, condition of habitats, known wildlife migration corridors, etc.). When relevant, include ownership and management information.
4. **Specific Tasks.** Identify the specific tasks that will be undertaken and the work that will be accomplished for each task.

|  |  |  |
| --- | --- | --- |
| **#** | **Task Name** | **Description** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

*Add or delete rows as necessary.*

1. **Work Products.** List the specific work products or other deliverables that the project will result in.

1. **Measuring Success.** For projects involving restoration, construction or land acquisition, describe the plan for monitoring, evaluating and reporting project effectiveness, and implementing adaptive management strategies if necessary. Who will be responsible for funding and implementing ongoing management and monitoring?
2. **Project Maps and Graphics.** Provide the following project graphics with your application. Project maps and design plans should be combined into one pdf file with a maximum size of 5 MB. Project photos should be provided in jpg format.

* Regional Map – Clearly identify the project’s location in relation to prominent area features and significant natural and recreational resources, including regional trails and protected lands.
* Site-scale map – Show the location of project elements in relation to natural and man-made features on-site or nearby. Any key features discussed in project description should be shown.
* Design Plan – Construction projects should include one or more design drawings or graphics indicating the intended site improvements.
* Site Photos – One or more clear photos of the project site.

**GRANT APPLICATION – PRELIMINARY BUDGET AND SCHEDULE**

In the budget matrix below, relist the tasks identified in #4 above and for each provide: 1) the estimated completion date for the task, 2) the estimated cost of the task, and 3) the funding sources (applicant, Conservancy, and other) for the task. The table will automatically sum the totals for each row and column. To do this, highlight the whole table and hit F9.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task Number** | **Task** | **Completion Date** | **Applicant’s Funding** | **Baldwin Hills Conservancy Funds** | **Other Funds** | **Total Cost** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
|  |  |  |  |  |  | **$ 0** |
| **TOTAL** |  |  | **$ 0** | **$ 0** | **$ 0** | **$ 0** |

**In Kind Services**

*In-kind services or contributions include volunteer time and materials, bargain sales, and land donations. Describe and estimate the value of expected in-kind services.*

**GRANT APPLICATION – ADDITIONAL INFORMATION**

Provide clear, concise answers to each question below. Unless otherwise specified, please limit your answer to one concise paragraph. See grant application instructions for more information. For question #4, limit your answer to 1-3 sentences per relevant plan. Most questions should be answered by all applicants, enter “***not applicable***” if a question does not pertain to your project.

1. **Proposition 1 Goals.** Which of the following purposes of Chapter 6 of Proposition 1 are achieved by the project (check all that apply):

* Protect and increase the economic benefits arising from healthy watersheds, fishery resources and in-stream flow.
* Implement watershed adaptation projects for which Grantee has consulted with the state and local conservation corps and included their services if feasible (for restoration and ecosystem protection projects only). Grantees must submit a completed Corps Consultation Review Document. The process for obtaining this required consultation is described in Appendix D.
* Restore river parkways throughout the state, including but not limited to projects pursuant to the California River Parkways Act of 2004 and urban river greenways.
* Protect and restore aquatic, wetland and migratory bird ecosystems including fish and wildlife corridors and the acquisition of water rights for in-stream flow.
* Fulfill the obligations of the state of California in complying with the terms of multiparty settlement agreements related to water resources.
* Remove barriers to fish passage.
* Collaborate with federal agencies in the protection of fish native to California and wetlands in the central valley of California.
* Implement fuel treatment projects to reduce wildfire risks, protect watersheds tributary to water storage facilities and promote watershed health.
* Protect and restore rural and urban watershed health to improve watershed storage capacity, forest health, protection of life and property, storm water resource management, and greenhouse gas reduction.
* Protect and restore coastal watersheds including but not limited to, bays, marine estuaries, and near shore ecosystems.
* Reduce pollution or contamination of rivers, lakes, streams, or coastal waters, prevent and remediate mercury contamination from legacy mines, and protect or restore natural system functions that contribute to water supply, water quality, or flood management.
* Assist in the recovery of endangered, threatened, or migratory species by improving watershed health, in stream flows, fish passage, coastal or inland wetland restoration, or other means, such as natural community conservation plan and habitat conservation plan implementation.
* Assist in water-related agricultural sustainability projects.

1. **Conservation Corps.** For restoration and ecosystem protection projects, Grantee to include each signed and completed Corps Consultation Review Document as evidence that applicant has consulted with the state and local conservation corps and included their services if feasible. The process for obtaining this required consultation is described in Attachment 1 to this application.
2. **Consistency with other State Plans:** If the proposed project will help to implement or promote the goals of any of the State Plans listed below, check that plan and specify which goals, objectives, priority actions, etc. will be furthered by the project. Limit your answers to 1-3 sentences per plan.

California @ 50 Million: The Environmental Goals and Policy Report

CA Climate Adaptation Strategy/Safeguarding California: Reducing Climate Risk Plan

California Water Action Plan

CA Wildlife Action Plan

California Essential Habitat Connectivity Strategy for Conserving a Connected California

Habitat Conservation Plans/Natural Community Conservation Plans (specify the plan)

Other relevant state or regional plan(s) (specify the plan, refer to Appendix C)

1. **California Water Action Plan.** 
   1. Identify which goals of the California Water Action plan the project will promote or implement.
   2. Identify the Integrated Watershed Management Plan(s) and any other regional or watershed plans that apply to the specific project area. For each, list those goals, objectives, priority actions, etc. that the project will promote or implement.
2. **Best Scientific Practices.** Describe how the project is consistent with best scientific practices where achievable and appropriate.
3. **New Technology.** Does the project employ new or innovative technology or practices? If yes, describe those technologies and/or practices.
4. **Sustainability.** Described how the project will deliver sustainable outcomes in the long-term.
5. **Project and Applicant History:** Provide a history of the project, and any background information not provided in the project description. Is the project related to any previous or proposed Baldwin Hills Conservancy projects? If so, which ones and how are they related?
6. **Environmental Review**: Projects funded by the Coastal Conservancy must be reviewed in accordance with the California Environmental Quality Act (“CEQA”). CEQA does not apply to projects that will not have either a direct or indirect effect on the environment. For all other projects, if the project is statutorily or categorically exempt under CEQA, no further review is necessary. If the proposed project is not exempt, it must be evaluated by a public agency that is issuing a permit, providing funding, or approving the project, to determine whether the activities may have a significant effect on the environment. The evaluation results in a “Negative Declaration (Neg. Dec),” “Mitigated Negative Declaration (MND),” or “Environmental Impact Report.”

The proposed project…. (select the appropriate answer):

Is not a project under CEQA. Briefly specify why.

Is exempt under CEQA. Provide the CEQA exemption number and specify how the project meets the terms of the exemption.

Requires Negative Declaration, MND, or EIR. Specify the lead CEQA agency (the agency preparing the document) and the (expected) completion date. Please note that the Conservancy will need to review and approve any CEQA document, and cannot present a project to the Conservancy Board for funding consideration without a completed CEQA document. For more information on CEQA, visit: <http://ceres.ca.gov/topic/env_law/ceqa/flowchart/index.html> .

1. **Support:** List the public agencies, non-profit organizations, elected officials, and other entities and individuals that support the project.
2. **Regional Significance:** Describe the regional significance of the project with respect to recreation (regional trails and parks, staging areas, environmental education facilities, etc.), agricultural resources, and natural resources (including listed species, identified high priority habitat, wildlife corridors, watersheds, and agricultural soils).
3. **Disadvantaged Communities.** Does the project benefit a disadvantaged community? Proposition 1 defines a disadvantaged community as “a community with an annual median household income that is less than 80 percent of the statewide annual median household income.” (CA Water Code Section 79505.5.) The Department of Water Resources has developed an online [map viewer](http://www.water.ca.gov/irwm/grants/resourceslinks.cfm) which shows the maps of California’s disadvantaged communities, based on census data including the American Community Survey. Communities are defined at different geographic scales, including county, census tract and census place.

If yes, specify which community and how it will be benefited by the project.

1. **Need for Conservancy Funds:** What would happen to the project if no funds were available from the Conservancy? What project opportunities or benefits could be lost and why if the project is not implemented in the near future?
2. **Vulnerability from Climate Change Impacts Other than Sea Level Rise:** Using the latest regional scenarios, predictions and trends, describe how the project objectives or project may be vulnerable to impacts (fire, drought, species and habitat loss, etc.) from climate change, other than sea level rise, coastal erosion or flooding. Identify design, siting, or other measures incorporated into the project to reduce these vulnerabilities.
3. **Greenhouse Gas Emissions/Climate Change:** If the proposed project will result in production of greenhouse gas emissions (including construction impacts and vehicle miles travelled as part of a public access component), describe the measures your project includes to reduce, minimize or avoid greenhouse gas emissions through project design, implementation construction, or maintenance. What, if any, are the possible sources or sinks of greenhouse gases for your project, such as carbon sequestration from habitats at the site? If one of the project goals is to sequester carbon (reduce greenhouse gas concentrations), how do you intend to ensure continued long term sequestration while achieving project objectives? Do you have any plans to seek carbon credits for the carbon sequestration activities on the project site?
4. **Willing Seller:** Projects that involve acquisition of property must involve a willing seller. If your project includes property acquisition, please describe the status and expected conclusion of landowner negotiations.

**GRANT APPLICATION CHECKLIST**

A complete application ***must*** consist of the following files:

* Cover Letter (option) – no more than one page.
* Table of Contents w/ corresponding page numbers
* Grant application form (in Microsoft word or rtf format), includes cover page, project description, preliminary budget and schedule, and additional questions.
* Project maps and design plans (in one pdf file, 10 MB maximum size)
* Project photos (in jpg format)
* Conservation Corps Consultation Review Document (Part C. above) signed off by the Conservation Corps
* For Nonprofit Organizations, please submit completed Nonprofit Organization Pre-Award Questionnaire (Part D above)

Applications should be emailed to [daniel.sciolini@bhc.ca.gov](file:///C:\Users\dsciolini\AppData\Roaming\Microsoft\Word\daniel.sciolini@bhc.ca.gov). If you are unable to email your application, you may send the electronic files on a CD or other common electronic storage device. Mail the files to: Baldwin Hills Conservancy, 5120 West Goldleaf Circle Drive, L.A. CA 90056

**Grant applications must be received by the Baldwin Hills Conservancy by**

**5:00 p.m. (PST) on September 30, 2018**

## Attachment 1 – Conservation Corps Consultation

Applicants for grants from the Conservancy for restoration and ecosystem protection projects shall consult with representatives of the California Conservation Corps (CCC) and the California Association of Local Conservation Corps (CALCC), the entity representing the certified community conservation corps, (collectively, “the Corps”) to determine the feasibility of the Corps participation.

The Corps have already determined that it is **not feasible** to use their services on restoration and ecosystem protection projects that solely involve either planning or acquisition. Applications for these projects are exempt from the consultation requirement. All other applications will be considered incomplete unless they include the Corps consultation described below.

Grantees awarded funds to undertake a project where it has been determined that Corps services can be used will be required to include the Corps in the scope of work as a condition of the Conservancy’s grant agreement unless the Corps subsequently declines to participate in the project.

**Applicants are encouraged to contact the CCC/CALCC representatives to discuss feasibility as early in the project development process as possible**. The Corps will complete its review in 5 business days, but will not be able to review project applications in less than 5 business days. The process for consultation is provided below:

Step 1: Prior to submittal of an application, the Grantee will compile the following information:

* Project Title
* Project Description (identifying key project activities and deliverables)
* Project Map (showing project location)
* Project Implementation estimated start and end dates

Step 2: Grantee submits the information via email concurrently to the CCC and CALCC representatives:

California Conservation Corps Send to: Julie Wosley

Email: [Prop1@ccc.ca.gov](mailto:Prop1@ccc.ca.gov) Phone: (530) 223-3045

CA Association of Local Conservation Corps Send to: Crystal Muhlenkamp

Email: [inquiry@prop1communitycorps.org](mailto:inquiry@prop1communitycorps.org) Phone: 916-426-9170 ext. 0

Step 3: Both the CCC and CALCC representatives will review the submitted information, contact the Grantee if necessary, and respond to the applicant with a Corps Consultation Review Document indicating:

1. It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project; or
2. It is feasible for the CCC and/or certified community conservation corps services to be used on the project and identifying the aspects of the project that can be accomplished with Corps services.

Step 4: Grantees submits both signed and completed Corps Consultation Review Document in the Conservancy Grant Application.

## Corps Consultation Review Document

Within five (5) business days of receiving the project information, both the CCC and CALCC representatives will review the submitted information, contact the Grantee if necessary, and respond to the applicant with this Corps Consultation Review Document. Two (2) copies of this Corps Consultation Review Document (one completed by the CCC and one from the CALCC) must be included in applications to the Conservancy for Proposition 1 funded grants.

1. Name of Applicant: Project Title:

Department/Conservancy to which you are applying for funding**:**

**To be completed by Applicant:**

Is this application solely for planning or acquisition?

* Yes (application is exempt from the requirement to consult with the Corps)
* No (proceed to #2)

**To be completed by Corps:**

This Consultation Review Document is being prepared by:

* The California Conservation Corps (CCC)
* California Association of Local Conservation Corps (CALCC)

2. Applicant has submitted the required information by email to the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC):

* Yes (applicant has submitted all necessary information to CCC and CALCC)

* No (applicant has not submitted all information or did not submit information to both Corps – application is deemed non-compliant)

3. After consulting with the project applicant, the CCC and CALCC has determined the following:

* It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project (deemed compliant)
* It is feasible for the CCC and/or certified community conservation corps services to be used on the project and the following aspects of the project can be accomplished with Corps services (deemed compliant).

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Authorizing Representative Name Signature Date

(Please Print)

CCC AND CALCC REPRESENTATIVES WILL RETURN THIS FORM AS DOCUMENTION OF CONSULTATION BY EMAIL TO APPLICANT WITHIN FIVE (5) BUSINESS DAYS OF RECEIPT AS VERIFICATION OF CONSULTATION. APPLICANT WILL INCLUDE A COPY OF EACH DOCUMENT AS PART OF THE PROJECT APPLICATION.

## Attachment 2. Non-Profit Organization Pre-Award Questionnaire

All nonprofit organizations must complete this questionnaire and include it in their application.

**CONTACT INFO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** |  | | |
| **Contact Person** |  | **Email** |  |
| **Phone** |  | **Fax** |  |

**GENERAL INFORMATION**

1. Please attach a copy of your most recent financial reports with your response to this questionnaire.
2. Have you had a financial audit within the last three years by an independent auditor? Yes  No   
   If yes, please provide a copy of the audit report.
3. Does your organization have appropriate segregation of duties to prevent one   
   individual from processing an entire financial transaction? Yes  No
4. Does your organization have controls to prevent expenditure of funds in   
   excess of what is approved in your project budget? Yes  No
5. Does your organization have a conflict of interest policy? Yes  No
6. How much unrestricted money does your organization raise annually?
7. Is there a Finance Committee of the board of directors, or does the Board make all financial decisions?
8. What are the Treasurer’s duties?

**CASH MANAGEMENT**

1. Are grant funds accounted for through segregated accounts? Yes  No
2. Are all disbursements properly documented with evidence of receipt of goods   
   or performance of service? Yes  No

**PAYROLL**

1. Does your organization have a time reporting system developed to determine and   
   explain proper labor and overhead charges billed to the grant? Yes  No
2. Have you developed procedures to ensure fair and competitive contracting? Yes  No
3. Is there an effective system of identifying expenditures for time, travel and   
   purchase of supplies to determine relevancy to individual grant projects? Yes  No

**PROPERTY MANAGEMENT**

*(Complete this section, if State grants will be used to purchase physical assets.)*

1. Are detailed records of individual capital assets kept and periodically balanced   
   with the general ledger accounts? Yes  No
2. Are there effective procedures for authorizing and accounting for the disposal of   
   property and equipment? Yes  No

**INDIRECT COSTS**

1. Does the organization have an established methodology for calculating indirect   
   costs or overhead? Yes  No
2. Is this used consistently for all grants and contracts? Yes  No

**COST SHARING**

1. Does the organization have a means to determine and document that it has met   
   cost-sharing goals for each project? Yes  No
2. Do your financial records identify the receipt and expenditure of funds separately   
   for each grant or contract? Yes  No

**COMPLIANCE**

1. Does your organization have a formal system for complying with the payment   
   of prevailing wages? Yes  No
2. Does your organization have a system in place to ensure it does not use  
   contractors who may be suspended or debarred from receiving federal or state  
   contracts? Yes  No

***I certify that the above information accurately represents the organization of which I am a representative.***

**Name of person completing questionnaire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**