

---

**SIERRA NEVADA**  
C O N S E R V A N C Y



**SIERRA NEVADA CONSERVANCY  
PROPOSITION 84 GRANTS PROGRAM**

**FUNDED BY THE  
Safe Drinking Water, Water Quality and Supply, Flood Control, River and  
Coastal Protection Bond Act of 2006**

**GRANTS APPLICATION PACKET  
CATEGORY TWO APPLICATIONS  
Fiscal Year 2010-11**

**APPLICATION SUBMITTAL DEADLINE: September 13, 2010**

*The Sierra Nevada Conservancy initiates, encourages, and supports efforts that improve the environmental, economic, and social well-being of the Sierra Nevada Region, its communities, and the citizens of California.*

[www.sierranevada.ca.gov](http://www.sierranevada.ca.gov)

---

## Table of Contents

I. Introduction.....	3
II. Grant Program Information.....	5
A. General Category Information .....	5
B. Grant Provisions.....	5
C. Performance Measures .....	5
D. Eligible Costs.....	6
E. Ineligible Costs .....	6
III. Category Two Grants Application Requirements and Checklist	
A. Applying for a Grant .....	6
B. Application Checklist .....	8
IV. Approval Process for Category Two Grants.....	25
V. Grant Agreement Process	
A. Sample Grant Agreements.....	25
APPENDIX A	
Glossary of Terms.....	26
APPENDIX B	
Category Two Pre-Application Form .....	31
APPENDIX C	
Examples of Agency Permit Requirements .....	32
APPENDIX D	
DETAILED BUDGET FORM.....	33

## I. Introduction

The Sierra Nevada Conservancy (SNC) has prepared two Grants Application Packets (GAPs) that provide instructions for completing an application for a SNC Proposition 84 grant. **This GAP provides all forms necessary to complete a successful application for a Category Two Grant.** Category Two applications are for pre-project planning activities up to \$250,000 that will lead to a specific future project that itself is eligible for funding under Proposition 84 criteria. There is a similar GAP for Category One grants.

Before implementing the instructions in the GAP, it is necessary to read the Proposition 84 [Grants Guidelines FY 2010-11](#). **The information in the Guidelines and the GAPs must be used together in order to construct an eligible and complete application.** The applicant should also consult with SNC staff to determine if the project under consideration is eligible for funding under Proposition 84. In addition to providing information on the grant categories, the Grants Guidelines contain critical instructions and rules regarding qualifying criteria. Once the applicant decides which type of grant to apply for and understands the general rules from the Grants Guidelines, the applicant is ready to use the appropriate GAP.

Applicants should consult with SNC staff regarding any questions, in addition to regularly reviewing the SNC Web site at <http://www.sierranevada.ca.gov/grants.html> for the most current information involving Proposition 84 and future funding sources.

All information submitted in a grant application becomes property of the SNC and part of the public record. These materials may be viewed by the public. In the SNC's effort to conduct business in an open and transparent manner, application content may also be posted to the SNC Web site.

However, in some instances, applicants may request that certain information submitted in an application be considered confidential. Upon request of the applicant, SNC staff will determine if the information can legally be treated as confidential, and if so, will not share that information publicly.

By submitting application materials, the applicant agrees to give the SNC permission to use them for not-for-profit governmental purposes including, but not limited to, education and awareness. Examples of materials that may be used by the SNC are photographs, maps, text, graphics, and forms. This permission to SNC includes publication of printed material, television broadcasts, Web sites, or intranet. The applicant will not be compensated for such use.

**SIERRA NEVADA CONSERVANCY  
Proposition 84 Grant Guidelines**

**Funding Distribution  
FY 2010 – 11**

- Approximately \$10 million\* available for awards of grants up to \$1 million
- Eligible project types:
  - Category One – Acquisition or Site Improvement/Restoration (\$5,000 to \$1 million)
  - Category Two – Pre-project Planning (up to \$250,000)

**Subregions**

60% of available funds for Category One and/or Category Two projects will be distributed equally among the six Subregions.

**Regional**

40% of available funds for Category One and/or Category Two Grants will be awarded without regard to geographic location.

The SNC Board will determine the disposition of remaining funds if a Subregion does not award its entire allocation.

\* Consistent with the terms of Proposition 84 and the SNC program goals, it is the SNC's intent to award approximately 75% of the available funds to Category One projects.

## II. Grant Program Information

### A. General Category Information

The Sierra Nevada Conservancy (SNC) offers Proposition 84 grants in two categories: (1) Acquisition and Site Improvement/Restoration Projects and (2) Pre-Project Planning Activities. Each Category has a corresponding Grant Application Package (GAP) with information specific to the Category. Information about of the funding distribution for the two grant categories is summarized on the flow chart on the previous page.

When deciding which category of grant to apply for, there is one primary consideration:

- Type of project (acquisition or site improvement/restoration vs. other types)

An applicant may not combine requests for planning, acquisition, or site improvements/restoration in a single grant request. However, applicants can break a large project into phases and submit applications for each phase, such as a Category Two application for an appraisal for a specific future project that is eligible for Proposition 84 funds, and a subsequent Category One application for the project itself. Applicants should consult with SNC staff to determine the most appropriate approach to applying for potential projects.

### B. Grant Provisions

Grant-eligible costs may be incurred by a recipient entity only after the entity has entered into a written agreement with the SNC defining the terms and conditions. Only costs incurred after a grant agreement is fully executed will be eligible for reimbursement. The SNC may provide technical assistance to the grantee to ensure efficient administration of the grant.

Work on projects funded by grants authorized in Fiscal Year (FY) 2010-11 (July 1, 2010 through June 30, 2011) must be completed and fully invoiced by no later than the date specified in the grant agreement, but in no case later than March 1, 2014.<sup>1</sup>

The SNC may request that grantees provide public recognition to the SNC's Proposition 84 grant program through signage or written materials for public distribution, as appropriate.

### C. Performance Measures

At the time of application submittal, applicants must propose project-specific performance measures and describe how they will be used to quantify the benefits claimed by the project. **Applicants must refer to Appendix C of the [Grants Guidelines FY 2010 - 11](#) for further information and recommended performance measures.** Applicants may also propose alternative performance measures, which will be subject to the approval of SNC staff if a grant is authorized. The measures will be finalized in consultation with SNC staff prior to grant agreement approval.

All grantees will be required to provide periodic progress reports and a final report. The final report must include data related to the project performance measures. See Exhibit B of the sample grant agreements at: [http://www.sierranevada.ca.gov/grant\\_applications.html](http://www.sierranevada.ca.gov/grant_applications.html) for additional information on the required contents of these reports.

---

<sup>1</sup> This time limit is subject to final control language in the state's budget. Specific time limits for individual projects will be addressed in the project grant agreements.

## D. Eligible Costs

Only direct project costs for items within the scope of the project and within the time frame of the project agreement are eligible. Project-specific performance measurements and reporting should be included in the project budget.

**NOTE:** Applicants must refer to the [Grants Guidelines FY 2010-11](#) for complete information regarding eligible costs.

## E. Ineligible Costs

**NOTE:** All applicants must refer to the [Grants Guidelines FY 2010-11](#) for complete information regarding ineligible costs.

## III. Category Two Grants Application Requirements and Checklist

The Sierra Nevada Conservancy (SNC) offers grants for pre-project planning activities that are associated with a current or future on-the-ground project that addresses one or more of the SNC Program goals and meets the requirements of Proposition 84. This section outlines the process and requirements for applying for Category Two grants.

Category Two grants include, but are not limited to, the following activities:

- Preparing and completing plans for specific project design
- Acquiring permits
- Completing the environmental review process (CEQA, etc.)
- Performing appraisals and other pre-acquisition tasks
- Performing necessary studies, surveys, and assessments related to a specific project
- Preparing plans or supplementing existing plans that will result in a specific project or a set of projects

Category Two grant requests may be any amount not to exceed \$250,000.

Grants less than \$50,000 may be authorized by the Board, or by the Executive Officer in rare instances where there are extenuating circumstances or time constraints, and the project is ranked as high benefit by the SNC staff. The total amount of such authorizations by the Executive Officer will be limited to a maximum of \$250,000 within a fiscal year, and any authorizations shall be reported to the Board at the next scheduled Board meeting. All requests exceeding \$50,000 require Board approval.

### A. Applying for a Grant

#### 1. General Information

##### (a) Pre-application

It is **STRONGLY RECOMMENDED** that all applicants consult with SNC staff as soon as a project idea is identified, or at least 30 days prior to the filing deadline in order to receive pre-application assistance. Applicants seeking assistance should provide a pre-project description of no more than one page in length (Please see the pre-application form in [Appendix B](#) of this GAP). Staff feedback can help the applicant develop a more successful application.

(b) Application

Applicants are required to submit a complete application packet to the SNC. An applicant may submit applications for more than one project; however, each project must have its own application. All application materials and forms are included in the [Grants Guidelines FY 2010-11](#) and this GAP, both of which are available on the Grants page of the SNC Web site or at the SNC offices by request. Applicants should consult with SNC staff to coordinate submittal and ensure timely receipt.

All application materials must be single-sided. All attachments are preferred to be sized 8 ½" x 11" and are not to exceed 11" x 17".

**Applications must include one unbound original with all appropriate signatures, two bound copies for review purposes, and a CD containing the entire application converted to electronic files. These electronic files should be saved in a version of Microsoft Word or PDF.**

**The electronic files must include the identical information as in the hard copy application. The files should consist of the items appearing on the application checklist.**

**The naming conventions for the files can be found listed with each individual application item on the checklist. Applicants must use the naming convention as it appears on the checklist.**

**If unable to provide electronic files of the application on a CD, the applicant must consult with SNC staff for assistance in identifying potential technical resources to complete the process prior to the submission deadline.**

**Applications must be delivered to the SNC at 11521 Blocker Drive, Suite 205, Auburn, CA 95603 by 5:00 pm on the application due date or postmarked no later than the due date. The SNC is unable to accept on-line or email submittal of applications at this time.**

**NOTE: All projects funded by the SNC, including those subject to National Environmental Policy Act (NEPA), must meet the requirements of the California Environmental Quality Act (CEQA). Any public agency applicant having a project subject to CEQA must submit completed CEQA compliance documents and required permits with the application. The CEQA documents must have been adopted by the lead agency. Please refer to the Grants Guidelines for more information regarding CEQA compliance. It is strongly recommended that applicants consult with the SNC staff as soon as a project is identified to receive information about required environmental documentation.**

## B. Application Checklist

The following Checklist is required with every application. All checklist items must be addressed and items which are not applicable marked, "N/A". **Items which are applicable (required) must be completed and submitted with the application by the deadline, unless otherwise noted.** Applications that are incomplete may not be processed or evaluated by the SNC.

Within the application, each item must be clearly labeled and presented in the order in which it appears on the checklist. Each item is explained in more detail on the following pages, with examples or forms provided where appropriate. The instructions for these items should not be included in the submitted application.

**Note:** You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

## Application Checklist for Category Two Grants

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Please mark each box: check if item is included in the application; mark "N/A" if not applicable to the project. Please consult with SNC staff prior to submission if you have any questions about the applicability to your project of any items on the checklist. All applications must include a CD including an electronic file of each checklist item, if applicable. The naming convention for each electronic file is listed after each item on the checklist. (Electronic File Name = EFN: "naming convention". file extension choices)

1.  Completed Checklist (EFN: Checklist.doc,.docx,.rtf, or .pdf)
2.  Table of Contents (EFN: TOC.doc,.docx,.rtf, or .pdf)
3.  Application Form (EFN: AppForm.doc, .docx, .rtf, or .pdf)
4.  Authorization to Apply or Resolution (EFN: AuthRes.doc, .docx, .rtf, or .pdf)
- 5a.  Articles of Incorporation [501(c)(3)s only] (EFN: ArtInc.doc, .docx, .rtf, or .pdf)
- 5b.  Bylaws [501(c)(3)s only] (EFN: Bylaws.doc, .docx, .rtf, or .pdf)
- 5c.  Tax Exempt Status letter from the Internal Revenue Service [501(c)(3)s only] (EFN: ProjSum.doc, .docx, .rtf, or .pdf)
6.  Project Summary (Two Page Maximum) (EFN: ProjSum.doc, .docx, .rtf, or .pdf)
7.  Evaluation Criteria Narrative (EFN : EvalCrit.doc, .docx, .rtf, .pdf)
8.  Detailed Budget Form (EFN: Budget.xls, .xlsx)
9.  Performance Measures (EFN: Perform.doc, .docx, .rtf, or .pdf)
10.  Environmental Setting and Impacts (EFN: EnvSetImp.docx, .docx, .rtf, .pdf))
11.  Project Location Map (EFN: LocMap.pdf)
12.  Parcel Map showing County Assessor's Parcel Number(s) (EFN: ParcelMap.pdf)
13.  Topographic Map (EFN: Topo.pdf)
14.  Photos of the Project Site (10 maximum) (ENF: Photo.jpg, .gif)
15.  Land Tenure (EFN: Tenure.pdf)
16.  Leases or Agreements (EFN: LeaseAgrmnt.pdf)
17.  California Environmental Quality Act (CEQA) (EFN: CEQA.pdf)
18.  National Environmental Policy Act (NEPA) (If applicable) (EFN: NEPA.pdf)
19.  Regulatory Requirements / Permits (ENF: RegPermit.pdf)
20.  Demonstrations of Support (EFN: DOS.pdf)
21.  Executive Officer Authorization Request Form(**only** for time-sensitive projects up to \$50,000) (EFN: EOrequest.pdf)

## 1. Checklist

**All applications must include a completed Checklist to be eligible for consideration.** The checklist is a recitation of required elements of the application. All boxes on the checklist must be appropriately marked: a check if the item is included or an “N/A if the information is not applicable to the project.

## 2. Table of Contents

Each application must include a Table of Contents with the applicable documents in the order listed on the checklist. All pages shall be numbered (handwritten numbers are acceptable).

## 3. Application Form

The following application form is available within this GAP on the SNC Web site and may be filled out electronically, but must be printed, signed with an original signature, and submitted in hard copy and on CD with the application. For projects that have confidentiality requirements regarding some aspect of the project, applicants must consult with SNC staff prior to application submission.

Instructions for selected fields of the application are as follows:

**(Note:** Not all fields on the application appear on this list and thus the numbering of fields in this list is not sequential.)

### Field

1. The project name should be concise and descriptive of the proposed use of the grant.
2. Provide the SNC reference number if one has previously been assigned through the pre-application process. Otherwise, leave blank.
3. The applicant name must be the legal name of the applicant and spelled out completely, i.e., no acronyms. If the entity doing the work is using a fiscal sponsor, then the fiscal sponsor should be the applicant and all of the other submitted paperwork, such as the authorization to apply, must reflect that fact.
5. The form must be completed and signed by the applicant’s authorized representative as defined in the Glossary of Terms.
8. “Other Funds” should include funds that have been requested from other sources as well as those that have been committed by the applicant or other sources.
9. Choose the one Project Category that best suits the project. For 9a., choose the one primary deliverable that best fits the chosen Project Category. Contact SNC staff if assistance is needed.
10. “Project address” refers to the physical location of the project. If there is no physical project site, enter the address for the applicant’s office location.
11. For determination of latitude and longitude, use the project address or the center point of the project. Insert multiple entries as necessary. If there is no physical project site, insert the latitude and longitude for the applicant’s office location. We ask all applicants to please use the California Department of Fish and Game BIOS website to acquire their project’s specific latitude and longitude:
  - a. [www.bios.dfg.ca.gov](http://www.bios.dfg.ca.gov)
  - b. Use this link for [detailed instructions](#) for navigating the site.
12. Stipulate what type of CEQA or NEPA document is being provided with the application.
13. Provide the State Clearinghouse (SCH) Number for the environmental document listed in Item 15 if the document was filed with SCH.



<b>12. COUNTY</b>	<b>13. CITY</b> <i>(Is project within city limits? If so, which one?)</i>
<b>14. NEAREST PUBLIC WATER AGENCY (OR AGENCIES) CONTACT INFORMATION:</b> <i>Name:</i> _____ <i>Phone Number:</i> _____ <i>Email address:</i> _____	
<i>Name:</i> _____ <i>Phone Number:</i> _____ <i>Email address:</i> _____	
<b>15. CEQA OR NEPA DOCUMENT TYPE</b> (if applicable) <input type="checkbox"/> Notice of Exemption <input type="checkbox"/> Finding of No Significant Impact <input type="checkbox"/> Negative Declaration <input type="checkbox"/> Environmental Impact Statement <input type="checkbox"/> Environmental Impact Report <input type="checkbox"/> Joint CEQA/NEPA Document	
<b>16. State Clearinghouse Number</b>	
<b>17. Executive Officer Authorization</b> Is an EO Authorization being requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	

I certify that the information contained in the Application, including required attachments, is accurate.

\_\_\_\_\_  
Signed (*Authorized Representative*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (*print or type*)

#### 4. Authorization to Apply or Resolution

##### Resolutions and Letters

Provide a copy of documentation authorizing applicant to submit application. A project-specific resolution is generally required for non-profit organizations and local government agencies. However, if the organization's governing board has delegated authority to a specific officer to act on behalf of that organization, that officer may, in lieu of a resolution, submit a letter of authorization along with documentation of the delegated authority. The documentation of delegated authority must include the language granting such authority and the date of delegation. Sample resolutions for non-profit organizations and local government agencies are provided immediately following the directions for this checklist item.

For both letters and resolutions, the authorized representative may be a particular person (or persons) or a position (or positions). The advantage of having a position named as the authorized representative is that a new letter or resolution would not be required should the person currently holding the position change.

##### State and Federal Agencies

Resolutions are not required for applications by state or federal agencies. In lieu of a resolution, agencies must submit a letter authorizing the application. The letter must be on the agency's letterhead, and identify the position (job title) of the authorized representative.

**SAMPLE RESOLUTION #1**  
***For grant application coming from Non-Governmental Organization***  
***Resolution for Governing Board (Board of Directors)***

**Board of Directors Resolution No. \_\_\_\_\_**

In the matter of: A RESOLUTION APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE _____ GRANT PROGRAM UNDER THE _____ ACT OF _____ [DATE]	Resolution No: _____ Date: _____
--	-------------------------------------

The following RESOLUTION was duly passed by the Board of Directors of the \_\_\_\_\_ [NGO name] at a regular meeting held \_\_\_\_\_ [date], by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Absent: \_\_\_\_\_

Signed and approved by:

\_\_\_\_\_  
Chair, Board of Directors

---

WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the \_\_\_\_\_ [NGO name] has identified the \_\_\_\_\_ [project name] as valuable toward meeting its mission and goals.

BE IT HEREBY RESOLVED by the Board of Directors of the \_\_\_\_\_, [NGO name] that this Board:

1. Approves the submittal of an application for the \_\_\_\_\_ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. Appoints \_\_\_\_\_, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED AND ADOPTED by the \_\_\_\_\_ [NGO name] on the \_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_.

- End of Sample #1 -

**SAMPLE RESOLUTION #2**  
***For grant application coming from county government***  
***Resolution for Governing Board (Board of Supervisors)***

**Before the Board of Supervisors**

**County of \_\_\_\_\_, State of California**

In the matter of: A RESOLUTION  
APPROVING THE APPLICATION FOR  
GRANT FUNDS FOR THE

Resolution No: \_\_\_\_\_

\_\_\_\_\_  
GRANT PROGRAM UNDER THE  
\_\_\_\_\_  
OF \_\_\_\_\_ ACT  
[DATE]

Order No: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following RESOLUTION was duly passed by the Board of Supervisors of the County of \_\_\_\_\_ at a regular meeting held \_\_\_\_\_ [date], by the following vote on roll call:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
Clerk of said Board

\_\_\_\_\_  
  
WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the County has identified the \_\_\_\_\_ [project name] project as valuable toward meeting its mission and goals.

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of \_\_\_\_\_, State of California, that this Board:

1. Approves the submittal of an application for the \_\_\_\_\_ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. Appoints \_\_\_\_\_, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

- End of Sample #2 -

## 5. Nonprofit Organizations

Nonprofit organizations must also submit:

- a. Articles of incorporation
- b. Bylaws
- c. 501 (c)(3) tax exempt status letter from the Internal Revenue Service

If a non-profit organization has submitted these documents to the SNC in prior funding cycles, the non-profit may check with SNC staff to determine if the documents are on file. If so, the non-profit may certify in a letter that the documents on file with the SNC are current and that no changes have been made. A non-profit must meet eligibility requirements at the time of application submittal. Non-profits incorporated outside California must submit documentation from the [California Secretary of State](#) at the time of application showing that they are permitted to do business in the State of California.

As required by statute, an eligible nonprofit organization is one that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code, and that has charitable purposes that are consistent with the purposes of the Conservancy.

## 6. Project Summary

Using the following form, provide a summary (**two-page maximum**) that describes key elements of the project. There are spaces on the form to describe the project goal or purpose, scope, deliverables and schedule, and costs. Information desired for each section is described below:

**Project Goal:** The project goal section should include a clear and concise statement of what the project is intended to accomplish. Include a description of how the project addresses one programmatic goal of the SNC and how the project will contribute to the Proposition 84 goals of protection and restoration of rivers, lakes and streams, their watersheds and associated land,

water, and other natural resources.

**Project Scope:** The scope section should clearly describe the nature and extent of the work to be completed with SNC grant funds, including any applicable quantitative information to be gathered by the performance measures chosen for the project area and whether the work to be funded by the SNC is part of a larger project. Applicants should identify the role of any project partners, major project tasks, specific work products, and/or any other benchmarks. This section should also address the desired outcomes of the SNC portion of the project and, if applicable, how they fit into larger project goals. The larger projects goals must include a future on-the-ground project that meets the criteria of the SNC Proposition 84 Grants Program. Finally, this section should include information on any other sources of funds or in-kind support committed or received that would be necessary to accomplish the project goal.

**Letters of Support:** In this section please list the name and organization for any letters of support that are included with the application. Letters of support are optional; however, any letters of support an applicant wishes to have considered for scoring purposes must be included at the time of application. Letters must be printed on organizational letterhead and signed by an officer of the organization.

**Project Deliverables and Schedule:** Please list all major tasks, milestones and work products or deliverables associated with the work to be funded by the SNC, as described in the Project Scope section, including the anticipated date of completion of each. Assume a start date beginning 60 days after grant authorization by the SNC Board in March 2011, and include all six-month progress reports and the final report (indicating project completion) in the schedule.

**Project Costs:** Please list, by category as listed on the detailed budget form, all major project costs for which SNC funds are being requested, including staff time associated with completing the work of the project and any hard costs related to the specific tasks or deliverables outlined in the Project Scope and/or the Deliverables and Schedule. Be sure to include the cost of performance measure reporting as a cost category when developing the project budget.

This form is available in this GAP on the SNC Web site and may be filled out electronically, but must be printed and submitted with the application.

**Note:** You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

## PROJECT SUMMARY

**County:**     **Select**

**Applicant:**   **Insert Name**

**Project Title:** **Insert Title**

### PROJECT GOAL

Provide a clear and concise statement of what the project is intended to accomplish. Include a description of how the project addresses one programmatic goal of the SNC and how the project will contribute to the Proposition 84 goals of protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources.

### PROJECT SCOPE

Clearly describe the nature and extent of the work to be completed with SNC grant funds and whether that work is part of a larger project. Identify the project’s desired outcomes and any partners and/or other sources of funds or in-kind support necessary to accomplish the project. Use verb tense that assumes the project is approved – i.e., “This grant will...”

### LETTERS OF SUPPORT

Insert list of letters of support included with application.

### SNC PROJECT DELIVERABLES AND SCHEDULE

DETAILED PROJECT DELIVERABLES	TIMELINE
INCLUDE SPECIFIC TASKS IDENTIFIED IN SCOPE AND ALL REPORTS, ETC.	ASSUME START DATE 60 DAYS AFTER SNC BOARD AUTHORIZATION

### SNC PROJECT COSTS

PROJECT BUDGET CATEGORIES	TOTAL SNC FUNDING
Refer to the Detailed Budget Form for category titles.	\$
	\$
	\$
	\$
<b>SNC GRANT TOTAL</b>	<b>\$</b>

## 7. Evaluation Criteria

In order to be eligible for Proposition 84 funding a project must: a) contribute to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources; AND b) address one or more of the seven SNC program areas.

Projects will be evaluated based on criteria identified in the Grants Guidelines.

In evaluating proposals for Category Two funding, Project Quality and Readiness, Land and Water Benefits, and SNC Program Goals are primary considerations. Cooperation and Community Support, Project Management, and Additional Ranking Factors are secondary considerations.

- For the Evaluation Criteria section, provide a written answer to each question or respond to each statement as it pertains to the project.
- Please include the criteria headings in your response, i.e., Project Quality and Readiness, Land and Water Benefits, etc., but not the questions or directions in this section.
- In addition to a narrative description for the budget portion, please provide detailed budget information on the Detailed Budget Form located on the following page of this GAP.
- Limit the response to the Evaluation Criteria section to no more than 13 pages (including the budget form), 8 ½" x 11" paper, single-spaced with 12-point font.
- Any pages beyond the 13-page limit will not be reviewed. Attachments do not count as part of the 13-page requirement.

The total number of points the Evaluation Criteria section application is 100. Other application components are used to better understand the project and to determine eligibility and completeness.

**NOTE: To complete this section of the application, the applicant must refer to the [Grants Guidelines FY 2010-11](#).**

## 8. Detailed Budget Form

### Instructions for completing the Detailed Budget Form

The Detailed Budget form is organized into four sections in order to categorize expenses and manage invoicing in the event that the application is approved for funding. They are:

- **Direct Costs**

Direct costs are expenses necessary to acquire, construct, or to adapt property to a new or different use or to improve property including land, buildings and equipment. The property/expense must have a useful life longer than one year.

Examples of direct costs expenses might include:

- Acquisition of land or buildings
- Equipment
- Architectural or engineering services
- Surveying
- Soil testing
- Travel expenses
- Fuel for rental equipment
- Meetings directly related to an on-the-ground project.

- Indirect Costs

Expenses involve ongoing operations, repair or maintenance costs, regardless of whether the repair or maintenance may last more than one year.

Examples of operations and maintenance expenses might include:

- Incidental or routine repair or maintenance of the project
- Workers compensation insurance
- Outreach, education
- Trainers or facilitators fees
- Education publications, brochures, visitor guides, public notices, or advertising
- Performance measure reporting,
- Clerical support and housekeeping,
- Operating expenses and the associated equipment costs.

- Administrative Costs

Eligible administrative costs must be directly related to the project and may not exceed 15 percent of the total project cost as described in the Budget Detail form. To determine the amount of eligible administrative costs, the applicant must first determine the cost of implementing the project. Once the project implementation cost has been determined, the applicant may calculate administrative costs and include them in the total grant request.

- Other Project Contributions

If receiving funding for total project costs from a source other than the SNC, list the amount, funding entity, and the status of the request.

When completing the “Other Project Contributions” section, enter information regarding what other funding sources, if any, that will be used to complete the project. List the source, the amount, and the status of the funding as described in the footnotes.

**NOTE:** The categories listed on the forms are examples and may or may not be an expense related to the project. Rows may be added or deleted on the form as needed.

## 9. Performance Measures

Appendix C of the [Grants Guidelines FY 2010-11](#) provides information on performance measures which are used to track progress toward project goals and desired outcomes. They provide a means of reliably measuring and reporting the outcomes and effectiveness of a project and how it contributes to SNC achieving its programmatic goals.

When identifying the performance measures for your project, list them by title.

**NOTE:** Refer to the [Grants Guidelines FY 2010 -11](#) particularly Appendix C, for information on Performance Measures and how to choose them.

## **10. Environmental Setting and Impacts**

Describe the environmental setting, current land uses on and surrounding the project area any proposed changes in land use, any sensitive habitats and species, any potential for addressing climate change impacts (increasing carbon sequestration, reducing greenhouse gas emissions, etc.), and any known cultural resources.

**NOTE:** Refer to the [Grants Guidelines FY 2010-11](#) for details required to describe the Environmental Setting and Impacts of the project.

## **11. Project Location Map**

Provide a city or county map indicating the project site. The map should provide enough detail to allow a person unfamiliar with the area to locate the project.

## **12. Parcel Map with County Assessor's Parcel Number(s) noted**

Provide a parcel map with the parcel(s) identified by parcel number.

## **13. Topographic Map**

Submit a topographic map (specify scale) showing parcels involved in project. Describe and locate any existing buildings on the project site. Applicants are encouraged to provide a satellite image or aerial photograph of the project site, if available.

## **14. Photos of the Project Site**

Submit no more than 10 photos to show the project area(s) as appropriate. Photos should be appropriately captioned for greatest usefulness.

## **15. Land Tenure**

Applicants must demonstrate and document to the SNC that they have adequate tenure to, and site control of<sup>2</sup>, properties where access may be required for project implementation and maintenance purposes.

**NOTE:** For complete information required to complete this section, the applicant must refer to the [Grants Guidelines FY 2010-11](#).

## **16. Leases or Agreements**

Provide a list of all other leases, agreements, memoranda of understanding, etc., affecting project lands or the future operation and maintenance thereof (if applicable), excluding those relevant to land tenure. If not applicable, state that it is not applicable, and provide the reason(s) why.

---

<sup>2</sup> Adequate site control is the power or authority to conduct activities that are necessary for completion of the project consistent with the terms and conditions of the grant agreement.

## 17. California Environmental Quality Act (CEQA)

All projects funded by the SNC must meet the requirements of CEQA. **The applicant must refer to the [Grants Guidelines FY 2010-11](#) to find information concerning the required environmental documents to be included in all applications.** In some instances, proposed activities may not meet the definition of a “project” according to the provisions of CEQA. In those instances, the applicant will not be required to submit any CEQA documentation. Any public agency applicant with a project subject to CEQA must submit completed CEQA documents with the application. The documents must have been adopted by the lead agency.

All applicants should consult with SNC staff as soon as possible regarding the appropriate process and documents required. Applicants are also encouraged to refer to <http://ceres.ca.gov/ceqa/> for additional information about CEQA review.

## 18. National Environmental Policy Act (NEPA) Compliance

Any public agency applicant with a project subject to NEPA must submit completed NEPA and CEQA documents with the application. Note: All grants funded through Proposition 84 are subject to CEQA, even if the project occurs on federally controlled land. The documents must have been adopted by the lead agency. All applicants are strongly urged to consult with SNC staff as soon as possible regarding the appropriate process and documents required.

**NOTE: All grants funded through Proposition 84 are subject to CEQA, even if the project occurs on federally controlled land.**

**NOTE: Applicants must refer to the [Grants Guidelines FY 2010-11](#) for additional information about CEQA and NEPA requirements.**

## 19. Regulatory Requirements / Permits

Provide a list of existing and additional required permits, along with a full description of status as outlined in the [Grants Guidelines FY 2010-11](#). If not applicable, declare that permits are not applicable, and provide the reason(s) why.

Examples of potential permitting agencies include:

- California State Lands Commission
- California Department of Fish and Game
- U.S. Fish and Wildlife Service
- U.S. Army Corps of Engineers
- Regional Water Board
- State Historic Preservation Office
- California Native American Heritage Commission
- CAL FIRE
- Local government agencies

[Appendix C](#) in this GAP contains more examples of permitting agencies and the types of permits that may be required.

**NOTE:** Refer to the [Grants Guidelines FY 2010-11](#) for complete information regarding Regulatory Requirements and Permits.

## **20. Demonstration of Support**

Letters of support or other indications of support are optional; however, to be considered in the evaluation process, they must be included in the application on the supporting agency's or organization's letterhead. Applications that include a project-specific resolution of support from the affected city and/or county, and, if appropriate, the local water agency, may be deemed to have met the SNC's requirement to cooperate and consult with local agencies.

## **21. Executive Officer Authorization Request Form**

Category Two grants of less than \$50,000 may be authorized by the Board, or by the Executive Officer in rare instances where there are extenuating circumstances or time constraints, and the project is ranked as high benefit by the SNC staff. The total amount of such authorizations by the Executive Officer will be limited to a maximum of \$250,000 in each fiscal year, and any authorizations shall be reported to the Board at the next scheduled Board meeting.

Applicants interested in this process must complete the following request form, and clearly describe why the proposed project is infeasible unless authorized by the Executive Officer (rather than waiting for the next scheduled Board meeting). If the Executive Officer authorization request is denied, a revised grant application may still be considered by the Board. The SNC staff will contact applicants to discuss this possibility.

**Note:** You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

## **Request for Executive Officer Authorization Category Two Grant Application**

Project Title:

Applicant:

Contact Person/email/phone:

Amount Requested: \$

---

Demonstration of need for Executive Officer authorization: Clearly describe the time-sensitive nature of the project and why the project would not be feasible if approval were delayed to the next scheduled SNC Board meeting.

---

Applicant Signature

---

Date

## IV. Approval Process for Category Two Grants

- Applicants submit a complete grant application to the Sierra Nevada Conservancy (SNC) by the deadline.
- Application is reviewed by staff for completeness and eligibility.
- Complete, eligible applications are evaluated by the SNC staff. In evaluating projects, the SNC staff may involve other parties as necessary and appropriate.
- In evaluating applications, the SNC may consider authorizing partial funding with concurrence from the grant applicant and with agreement that meaningful progress toward the project goals can be made.
- As part of the evaluation process, site visits will be scheduled as necessary and appropriate.
- For the purposes of final rankings, Category Two projects will be considered together and placed in one of three ranks: High Benefit, Medium Benefit, and Low Benefit. Recommendations for authorization by the SNC Board will be made for each Subregion as well as the Region-wide area, in consultation with Board committees, based on these rankings.
- The SNC staff recommends projects for funding to the Board or the Executive Officer, as appropriate.
- The Board or Executive Officer determines the final authorizations.

## V. Grant Agreement Process

Once a grant is authorized, an agreement for the grant amount will be entered into between the Sierra Nevada Conservancy (SNC) and the grantee. The grant agreement will include a detailed description of the scope of work to be accomplished and performance measures to be included. It will also contain certain standard State agreement language. The SNC will prepare the agreement, which will then be signed by the grantee and returned to SNC for approval.

Grant agreements may be amended by mutual agreement between the Grantee and SNC. Any request by the Grantee for amendments must be in writing stating the amendment request and reason for the request. The Grantee must make requests in a timely manner, and, if feasible, not less than 60 days before the effective date of the proposed amendment.

### A. Sample Grant Agreements

Sample grant agreements for each project type are available separately at: [http://www.sierranevada.ca.gov/grant\\_applications.html](http://www.sierranevada.ca.gov/grant_applications.html) for those who desire as much information about requirements as possible in the event that their grants are authorized. The sample agreements are provided to highlight particular agreement provisions, and are not intended to substitute for a project-specific agreement. Each agreement will have unique characteristics pertinent to the individual agreement. The agreement provisions cover topics such as advances, payments, accounting, auditing, reporting requirements, and performance measures.

# APPENDIX A

## Glossary of Terms

Unless otherwise stated, the terms used in the Sierra Nevada Conservancy (SNC) Proposition 84 Grants Guidelines and Grants Application Packets shall have the following meanings:

**Acquisition** – To obtain ownership of the fee title or any other permanent interest in real property, including easements and development rights. Leaseholds and rentals do not constitute acquisition.

**Applicant** – Eligible entities as defined by the SNC Program.

**Application** – The individual application form and its required attachments for grants pursuant to the SNC Program.

**Appraisal** – An estimate of the value of real property for sale or acquisition.

**Authorized Representative** – The officer authorized in the Resolution to sign all required grant documents including, but not limited to, the grant agreement, the application form, and payment requests. The authorized representative may designate an alternate by informing SNC in writing.

**Biological /Other Survey** – An evaluation or collection of data regarding the conditions in an area using surveys and other direct measurements.

**Board** – The governing body of the SNC as established by PRC Section 33321.

**Bond or Bond Act** – Proposition 84, Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006 (Public Resources Code Section 75001 et seq.).

**Capital Improvement Projects** – Projects that utilize grant funds for acquisition of land or site improvement/restoration.

**CEQA** – The California Environmental Quality Act (CEQA) as set forth in the Public Resources Code Section 21000 et seq. The CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of a proposed project to be undertaken, funded, or approved by a local or state agency. For more information, refer to: <http://ceres.ca.gov/ceqa/>.

**CEQA/NEPA Compliance** – Activities an entity performs to meet the requirements of CEQA or NEPA.

**Collaborative Process** – Willing cooperation between stakeholders with different interests to solve a problem or make decisions that cut across jurisdictional or other boundaries; often used when information is widely dispersed and no single individual, agency or group has sufficient resources to address the issue alone.

**Competitive** – A process whereby projects are ranked and selected on the basis of program-specific criteria.

**Condition Assessment** – Characterization of the current state or condition of a particular resource.

**Conservancy** – The SNC as defined in Public Resources Code Section 33302 (b).

**Conservation Easement** – Any limitation in a deed, will or other instrument in the form of an easement, restriction, covenant or condition which is or has been executed by or on behalf of the owner of the land subject to such easement and is binding upon the successive owners of such land, and the purpose of which is to retain land predominantly in its natural, scenic, historical, agricultural, forested or open-space condition. (Civil Code Section 815.1)

**Data** – A body or collection of facts, statistics, or other items of information from which conclusions can be drawn.

**Design/Permit** – Preliminary project planning or identification of methodologies or processes to achieve project goals, and the process of obtaining any regulatory approvals or permits necessary from appropriate governmental agencies in order to conduct the work of the project.

**Easement** – An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists, or to restrict the use or enjoyment of the land by the owner of the fee title.

**Eligible Costs** – Expenses incurred by the grantee during the agreement performance period of an approved agreement, which may be reimbursed by the SNC.

**Enhancement** – Modification of a site to increase/improve the condition of streams, forests, habitat and other resources.

**Environmental Site Assessment** – Phase I, Phase II or other reports which identify potential or existing contamination liabilities on the underlying land or physical improvements of a real estate holding.

**Executive Officer** – The person appointed the manager of the SNC.

**Fair Market Value** – The value placed upon property as supported by an appraisal that has been reviewed and approved by the California Department of General Services or other designated authority.

**Fee Title** – Land ownership that gives an owner maximum interest in the land and that entitles the owner to use the property consistent with federal, state and local laws and ordinances.

**Fiscal Sponsor** – An organization that is eligible to receive SNC Proposition 84 grants and is willing to assume fiscal responsibility for a grant project, although another entity would carry out the grant scope of work.

**Grant** – Funds made available to a grantee for eligible costs during an agreement performance period.

**Grant Agreement** – An agreement between the SNC and the grantee specifying the payment of funds by the SNC for the performance of the project scope within the agreement performance period by the grantee.

**Grant Agreement Performance Period** – The period of time during which the eligible costs may be incurred under the grant, and in which the work described in the grant scope must be completed.

**Grant Agreement Term** – The period of time that includes the agreement performance period, plus time for all work to be billed and paid by the state. This period is the same as the beginning and ending dates of the agreement.

**Grantee** – An entity that has an agreement for grant funds.

**Grant Scope** – Description of the items of work to be completed with grant funds as described in the application form and cost estimate.

**Historical Resource** – Includes, but is not limited to, any building, structure, site, area, place, artifact, or collection of artifacts that is historically or archaeologically significant from a statewide perspective.

**Infrastructure Development/Improvement** – The physical improvement of real property, including the construction of facilities or structures (such as bridges, trails, culverts, buildings, etc.).

**In-kind Contributions** – Non-monetary donations that are utilized on the project, including materials and services. These donations shall be eligible as “other sources of funds” when providing budgetary information for application purposes.

**Land Tenure** – Legal ownership or other rights in land, sufficient to allow a grantee to conduct activities that are necessary for completion of the project consistent with the terms and conditions of the grant agreement. Examples include: fee title ownership; an easement for completion of the project consistent with the terms and conditions of the grant agreement; or agreements or a clearly defined process where the applicant has adequate site control or landowner permission for the purposes of the project.

**Model/Map** – Representations to visually show the organization, appearance or features of an area or subject.

**Monitoring/Research** – To search, observe or record an operation or condition with tools that have no effect upon the operation or condition.

**Natural Resource Protection** – Those actions necessary to prevent harm or damage to rivers, lakes, and streams, their watersheds and associated land, water, and other natural resources, or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, restoration, preservation and education.

**NEPA** – The National Environmental Policy Act (NEPA) of 1969, as amended. The NEPA is a federal law requiring consideration of the potential environmental effects of a proposed project whenever a federal agency has discretionary jurisdiction over some aspect of that project. For more information, refer to:  
[www.epa.gov/compliance/basics/nepa.html](http://www.epa.gov/compliance/basics/nepa.html)

**Nonprofit Organization** – A private, nonprofit organization that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code, and has charitable purposes that are consistent with the purposes of the Conservancy.

**Other Sources of Funds** – Cash or in-kind contributions necessary or used to complete the acquisition or site improvement/restoration project beyond the grant funds provided by this program.

**Performance Measure** – A quantitative or qualitative metric used by the SNC to track progress toward project goals and desired outcomes.

**Plan** – A document or process describing a set of actions to address specific needs or issues or create specific benefits.

**Planning** – The act or process of creating a plan.

**Pre-Project Planning** – The analysis necessary to identify all aspects influencing a project and determine the risks associated with a project.

**Preservation** – Rehabilitation, stabilization, restoration, development, and reconstruction, or any combination of those activities.

**Project** – The work to be accomplished with grant funds.

**Project Coordinator** – An employee of the SNC who acts as a liaison with the applicants or grantees and administers grant funds, ensuring compliance with guidelines and the grant agreement.

**Proposition 84** – See Bond.

**Public Agencies** – Any city, county, district, or joint powers authority; State agency; public university; or federal agency.

**Region** – The Sierra Nevada Region as defined in Public Resources Code Section 33302 (f).

**Region-wide** – Providing benefits that affect the overall breadth of the SNC Region or multiple Subregions within the Region.

**Resource Protection** – Those actions necessary to prevent harm or damage to natural, cultural, historical or archaeological resources, or those actions necessary to allow the continued use and enjoyment of property or resources, such as acquisition, development, restoration, preservation or interpretation.

**Restoration** – Activities that initiate, accelerate or return the components and processes of a damaged site to a previous historical state, a contemporary standard, or a desired future condition including, but not limited to, projects for the control of erosion, the control and elimination of exotic species, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement.

**Site Improvements** – Project activities involving the physical improvement or restoration of land.

**SNC** – Sierra Nevada Conservancy.

**Stewardship Plan** – A plan to provide ongoing implementation and management associated with the acquisition of a conservation easement or site improvement/restoration project.

**Study/Report** – Research or the detailed examination and analysis of a subject.

**Total Cost** – The amount of the Other Sources of Funds combined with the SNC Grant request amount that is designated and necessary for the completion of a project.

**Trail** – A thoroughfare or track for pedestrians (including assistive mobility devices), skating or skateboarding, equestrian, skiing, canoeing, kayaking, bicycling or off-highway vehicle activities.

**Tribal Organization** – An Indian tribe, band, nation, or other organized group or community, or a tribal agency authorized by a tribe, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified on pages 52829 to 52835, inclusive, of Number 250 of Volume 53 (December 29, 1988) of the Federal Register, as that list may be updated or amended from time to time.

**Working Landscape(s)** – Lands producing goods and commodities from the natural environment (such as farms, ranches, and forests in timber production). For many communities, these lands are an important part of the local economy, culture, and social fabric.

**Working Landscape Preservation** – Actions that preserve activities occurring on ranches, farms, and forestlands that result in sustainable economic, ecological, and social benefits to communities, people, and their environments.

**Note:** You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

**APPENDIX B**  
**SIERRA NEVADA CONSERVANCY**  
**Proposition 84 Grants Program**  
**Category Two Pre-Application Form**

Date:

Project:

Applicant:

Contact Person/email/phone:

Amount Requested: \$

Total Project Cost: \$

Provide a general description of the project, including project goal, key actions or deliverables, and basic staffing and budget information. Include the project's nexus to the Proposition 84 goals of contributing to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources; AND how it addresses one or more of the seven SNC program areas.

## APPENDIX C

### Examples of Agency Permit Requirements

(List is NOT inclusive. It is the applicant's responsibility to comply with all applicable permits.)

Permitting Agency	Type of Requirement
<b>Local</b>	
City / County Planning Department	Planning Permits (use, subdivisions, lot line adjustments, etc.) Discretionary permits subject to CEQA Ministerial Permits
City / County Building	Building Permits
City / County Public Works	Grading Permits
City / County Environmental Health Department	Hazardous materials, Septic systems, Water quality
Flood Control Districts	Floodway and Hydrological (stream permits, easements, etc.)
Local Resource Conservation District	Voluntary Consultation
<b>State</b>	
CA Department of Fish and Game	Streambed Alteration Agreement (Sec. 1600) Incidental Take Permit (State listed threatened and endangered species – CESA)
Caltrans	Encroachment Permit
CA Regional Water Quality Control Board	401 Water Quality Certification or Waste Discharge Requirement (Check with Army Corps of Engineers first)
State Water Resources Control Board	Water Rights Permit General Industrial Storm Water Permit
State Lands Commission	Permit required if using State-owned property
State Office of Historic Preservation	Cultural Resources- Submission of Findings to State Historic Preservation Officer (National Historic Preservation Act. Section 106)
<b>Federal</b>	
U.S. Fish and Wildlife Service (USFWS)	Incidental take - Endangered Species Act, Section 7 consultation if federal nexus (see ACOE), or Section 10 Permit
Army Corps of Engineers (ACOE)	Wetlands & Water bodies Clean Water Act, Section 404 Permit, will consult w/ USFWS & NMFS Section 7 Rivers and Harbors Act, Section 10 Permit
U.S. National Resources Conservation Service	Voluntary Consultation (assistance with agriculture owner permitting)

**Note:** You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Excel version of this form, which you can fill out and save.

## APPENDIX D DETAILED BUDGET FORM

<b>Detailed Budget</b>
<b>State of California - Sierra Nevada Conservancy</b>
<b>APPLICANT NAME:</b>
<b>SNC REF #:</b>
<b>PROJECT TITLE:</b>
<b>PROJECT TYPE (choose one):</b> <input type="checkbox"/> ACQUISITION <input type="checkbox"/> SITE IMPROVEMENT <input type="checkbox"/> RESTORATION <input type="checkbox"/> PRE PROJECT PLANNING

SECTION ONE DIRECT COSTS	QTY	UNIT*	UNIT COST	TOTAL	SNC Grant Request
Staff/Personnel Expense - Project Related Wages/Benefits					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
Travel/Meeting Expense - Project Related					
			\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
Contracts/Consultants - Project Related					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>

Materials/Supplies - Project Related					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
Equipment Use Expenses - Project Related Rental/Insurance/Maintenance/Fuel					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
Equipment Leases/Purchases - Project Dependent					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
Fees - Appraisal/Permits/CEQA/Easement (For Category Two Projects)					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
<b>DIRECT COSTS SUBTOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>

SECTION TWO INDIRECT COSTS	QTY	UNIT*	UNIT COST	TOTAL	SNC Grant Request
Staff/Personnel Expense - Wages/Benefits/Consultants/Contract Labor					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
Printed Materials - Project related Publications/Communications/Public Outreach					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
Outreach/Education - Trainers fees/ facilitators/Facility Expense					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
Equipment Use Expenses - Insurance/Registrations/Maintenance/Rental					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
Performance Measure Reporting					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>

<b>MAINTENANCE SUBTOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
<b>PROJECT TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
<b>SECTION THREE</b>					
<b>Administrative Costs (Description - Not to exceed 15% of Project Total):</b>					
	0		\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>ADMINISTRATIVE TOTAL:</b>				<b>\$0.00</b>	<b>\$0.00</b>
<b>SNC TOTAL GRANT REQUEST:</b>				<b>\$0.00</b>	<b>\$0.00</b>
<b>SECTION FOUR</b>			<b>UNIT</b>		
<b>OTHER PROJECT</b>			<b>COST</b>	<b>Contribution</b>	<b>Status**</b>
<b>CONTRIBUTIONS</b>		<b>QTY</b>	<b>UNIT*</b>		
List other funding or in-kind contributors to project					
(i.e. Sierra Business Council, Department of Water Resources, etc.)			\$0.00	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>Total Other Contributions:</b>				<b>\$0.00</b>	

\*UNIT: Enter the appropriate unit of measures (e.g. hours = hrs., months = mos., each = ea., feet=ft., miles = mi.)  
\*\*Status: Please indicate the status of your other project contributions - Identified, Applied for, Pending, Approved, Received, etc.