



PROPOSITION 84 GRANT PROGRAM

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

GRANT APPLICATION PACKET

Fiscal Year 2013-14

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.

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I. Introduction

The Sierra Nevada Conservancy (SNC) has prepared this Grant Application Packet (GAP) to provide instructions for completing the required Project Proposal and a subsequent application for a SNC Proposition 84 grant. **This GAP provides all forms necessary to complete a successful application for either a Category 1 or a Category 2 grant.** Before following the instructions in the GAP, it is necessary for applicants to read the [Proposition 84 Grant Guidelines](#) for Fiscal Year (FY) 2013-14. In addition to providing information on the grant categories, the Grant Guidelines contain critical instructions and requirements regarding qualifying criteria.

The information in the Guidelines and the GAP must be used together in order to construct an eligible and complete Project Proposal, and application.

II. Grant Round Information

A. Applying for a Grant

Prospective applicants must discuss their projects with the appropriate SNC Area Representative prior to completing or submitting this application. The SNC Area Representative will determine initial project eligibility and provide the applicant guidance throughout the application process. Please contact the appropriate SNC Area Representative from the list below, grouped by SNC Subregion from North to South:

North/North Central: Modoc, Lassen, Plumas and Sierra Counties
Linda Hansen: lhansen@sierranevada.ca.gov or (530) 257-2500

North/North Central: Shasta, Tehama and Butte Counties
Chris Dallas: cdallas@sierranevada.ca.gov or (530) 823-4673

Central: Yuba and Placer Counties
Julie Griffith-Flatter: jgriffith@sierranevada.ca.gov or (530) 823-4682

Central: Nevada and El Dorado Counties
Lynn Campbell: lcampbell@sierranevada.ca.gov or (530) 823-4695

South Central: Amador, Calaveras and Tuolumne Counties
Brandon Sanders: bsanders@sierranevada.ca.gov or (530) 823-4709

East: Alpine, Mono and Inyo Counties
Danna Stroud: dstroud@sierranevada.ca.gov or (760) 872-1120

South Central: Mariposa and Madera Counties
Mandy Vance: [mvance@sierranevada.ca.gov](mailto:m Vance@sierranevada.ca.gov) or (209) 742-0482

South: Fresno, Tulare and Kern Counties
Bobby Kamansky: bkamansky@sierranevada.ca.gov or (559) 287-3311

B. Continuous Submission Dates

Project proposals will be developed through a collaborative process working with the applicant's assigned SNC Area Representative. Project proposals developed through this process will be accepted on a continuous basis until funding is no longer available. There is approximately \$2.5 million available for this grant round.

Please Note: Applicants will be **limited to two** projects under consideration at any time.

C. Areas of Focus

For FY 2013-14, SNC grant funds will be allocated to the SNFCI, Biomass Utilization and Abandoned Mine Land Initiatives as defined in the SNC 2013-14 Action Plan. See the FY 2013-14 SNC Grant Guidelines for a detailed description of the areas of focus.

D. Grant Categories

There are two grant categories in this solicitation cycle. Category One grants include site improvement and restoration projects. Category Two grants are limited to pre-project activities that are necessary for a specific future on-the-ground project that meets the SNC grant program criteria. See the FY 2013-14 SNC Grant Guidelines for a detailed description of the grant categories.

E. Project Eligibility Criteria

In order to be eligible to receive a grant award from the SNC under this program, projects must meet [all of the criteria identified](#) in the 2013-14 SNC Grant Guidelines.

F. Evaluation Criteria

Prior to a decision to develop a full application, the SNC will use the following evaluation criteria in determining a project score of up to 100 points (the number in parentheses reflects the maximum number of points allocated to each category):

- Tangible results from the project that will further the purposes of Proposition 84 and the SNC program areas. (35)
- The design and readiness of the project, including the proposed budget, funding sources, and plan for long term management (for Category 1 projects). (25)
- The degree to which a forest health project builds on existing partnerships where SNC has a history of involvement, including grant awards and other activities or the degree to which an abandoned mine land project aligns with the purposes of the Abandoned Mine Initiative included in the SNC's [2013-14 Action Plan](#). (15)
- Likelihood of successful implementation based on the applicant's capacity and experience in implementing similar projects. (10)
- The degree, to which the project has community support, is consistent with similar efforts on nearby or surrounding lands and is a part of larger plans or identified partnerships. (5)
- The degree to which the project leverages resources of other agencies and funding sources, to maximize benefits and outcomes. (5)
- Category 1 projects (projects that result in on-the-ground outcomes) will be given priority. (5)

Projects will need to receive a score of 85 points or better in order to be recommended for funding. The SNC will also consider the geographic distribution of projects (taking into account Regional distribution from previously awarded SNC grants).

G. Public Information

All information submitted in a grant application becomes the 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 special 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, and Web site or intranet postings. The applicant will not be compensated for such use. Please indicate if crediting is requested for any of the photos and/or maps.

H. Grant Provisions

For each awarded grant, the SNC develops an individual grant agreement with detailed provisions and requirements specific to that project. It is the grantee's responsibility to fully understand all terms and conditions of a grant of public funds before entering into a grant agreement.

Please Note: Work on projects funded by grants authorized in FY 2013-14 must be completed and fully invoiced by no later than the date specified in the grant agreement.

III. Application Process Overview

A. Expected Sequence of Activities for Grant Funding

The Grant Guidelines (GG) and the Grant Application Packet (GAP) will be released to the public on June 21, 2013. This will open the Request for Proposals period for the Healthy Forests/Abandoned Mine Lands grant cycle. Those interested in applying for Proposition 84 funds through the SNC must contact the appropriate SNC Area Representative assigned to the county in which the project is located. After initial discussion of the project, the applicant may be invited to complete a Project Proposal. Invited applicants must work closely with the assigned SNC Area Representative to develop a Project Proposal that clearly demonstrates the value of the project and provides SNC with adequate information to evaluate the project. The Project Proposal will be scored based on the criteria identified in the Grant Guidelines.

If the Project Proposal meets the scoring threshold of 85 points, the applicant may be instructed to complete an application. Completed application documents should be sent to the SNC at the Auburn office. Please note that a project's application documents will not be accepted unless a completed project proposal has been submitted for review, scored and a request for an application is offered.

If the applicant does not satisfactorily complete the application during a reasonable time frame, the applicant will be notified by SNC of any further disposition of the project.

Once an application is deemed complete, it will go through a final legal review and, if Board timing allows and absent unforeseen circumstances, will be placed on the next SNC Board agenda for consideration. If authorized by the SNC Board, a grant agreement for the award amount will be prepared by SNC staff. Most grant agreements will be delivered to the grantee via email within 60 days. SNC staff will be assigned to help manage the grant award with the grantee, and will be making contact with the grantee during the agreement development to confirm the schedule and budget details included in the agreement.

A helpful booklet, [Managing Your SNC Grant](#), is available as a reference document, so that grantees can be better informed about their responsibilities and requirements for implementation of the project included in the agreement.

[Sample grant agreements](#) are available on the SNC Web site.

The sample agreements are provided to highlight general agreement provisions, and are not intended to substitute for a project-specific agreement. Each agreement may have unique characteristics pertinent to the individual awarded project, subject to legal review and consent.

IV. Project Proposal

A. Project Proposal Instructions

Please read the instructions below in order to submit a complete, clear and responsive Project Proposal. All hard-copy materials submitted must be single-sided, sized 8 ½" x 11" with maps and other supplemental submissions not exceeding 11" x 17". All files should be included on CD using the file formats provided by the SNC Area Representative.

1. Detailed Project Description Narrative

In all project descriptions as identified below, applicants should include enough detail so that a person unfamiliar with the project could understand the project's location, purpose, goals, outcomes, design or methodology, staffing and costs. The narrative should be provided as one document, with the individual sections clearly labeled.

a. Project Description

Applicant must submit a detailed project description that clearly explains project goals, location, purpose and the scope of work for the project. The detailed project description will be used by evaluators to determine the extent to which the project meets the requirements of Proposition 84, furthers the mission and program goals of the SNC, and contributes to SNC Action Plan items.

When describing the project goals, applicant should be sure to identify the specific deliverables and the desired end results of the work to be completed. The scope section should describe in detail the nature and extent of the work to be completed with SNC grant funds and whether the work to be funded by the SNC is part of a larger project.

b. Workplan and Schedule Narrative

Provide a detailed project work plan including a description of major tasks, milestones, and work products or deliverables associated with the project, as well as the resources and dates expected to complete the tasks. This narrative should be supplemented with a table displaying the schedule, deliverables and resources needed (see sample below). Include all six-month progress reports and the final report (indicating project completion in the schedule).

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

c. **Restrictions, Technical/Environmental Documents and Agreements Narrative**

Restrictions/Agreements

Identify any property restrictions and/or encumbrances that could adversely impact project completion.

d. **Organizational Capacity Narrative**

Provide an Organizational Capacity narrative that details the applicant's ability to complete the project as proposed. The narrative should identify the resources (staff, project partners or contractors) intended to complete the tasks described in the work plan and should explain the applicant's expertise or experience completing similar projects.

e. **Cooperation and Community Support Narrative**

Indicate the degree to which the project has community support, is consistent with similar efforts on nearby or surrounding lands and is a part of larger plans or identified partnerships.

- Describe any known project opposition with an explanation of the nature of the concerns, and any efforts that have been taken to address the concerns.

f. **Long-Term Management and Sustainability Narrative**

Provide a narrative describing plans and/or planning for the long-term management and sustainability of the project.

2. **Supplemental Documents**

a. **Cooperation and Community Letters of Support**

Provide letters of support for the project. 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 submittal of the Project Proposal.

b. **Long-Term Management and Sustainability**

Site improvement and restoration projects must be maintained to protect the value of the resource; applicants should provide a copy of the long-term management plan for site improvement/restoration projects. These plans must be for a minimum of a 10-year period or for a period determined to be necessary by the SNC for successful project implementation.

c. **Maps and Photos**

Project Location Map

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

Parcel Map with County Assessor’s Parcel Number(s)

Provide an Assessor’s Parcel Map of the project area with the parcel(s) identified by parcel number.

Topographic Map

Submit a topographic map (preferred 1:24,000 scale) that is detailed enough to identify the project area and elements as described in the project description narrative. Include all parcels that are part of the project site. 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.

Photos of the Project Site

Submit no more than 10 photos showing the area(s) to be restored, protected, or acquired. Photos should be appropriately captioned for greatest usefulness.

d. Additional Submission Requirements

Site Plan

Provide a drawing or depiction indicating scale, project orientation (north-south), what work the grantee will accomplish, where the work will be done and the approximate square footage of any improvements that are part of the grant scope. The plan should also indicate access points to the site.

3. Financial Forms

a. Detailed Budget Form

Using the [Detailed Budget Form](#), identify all project costs for which SNC funds are being requested, and provide detail for each category identified in the detailed budget form (Direct, Indirect and Administrative Costs). All information needed to determine the cost effectiveness of the project should be provided in this form. Include staff time associated with completing the work of the project and any hard costs related to the specific tasks or deliverables outlined in the Detailed Project Description and/or the Workplan and Schedule. Applicants should also include financial contributions toward project completion provided by others as well as the cost of performance measure reporting as a cost category when developing the project budget on this form. Note that funding requests should not exceed limits noted in the Grant Guidelines.

Applicants must also identify **Other Project Contributions** if receiving funding for the project from a source other than the SNC. List the amount expected and the funding entity in the Budget Form. Budget estimate details such as the status of other funding contributions or explanations of revenues should be included in the Budget Narrative.

NOTE: The examples listed on the budget form are for illustrative purposes only and may or may not be an actual expense related to the proposed project. Rows may be added or deleted on the form as needed.

b. Cost Allocation Plan

The Cost Allocation Plan should be tailored to fit the specific policies of each organization. If your organization's policies are different in any of the categories, please specifically identify the methodology used. Although there are different methodologies available for allocating costs, the methodology used should result in an equitable distribution of costs to programs. Recipients must have a system in place to equitably charge costs. A [sample Cost Allocation Plan](#) has been provided on the SNC Web site.

V. Application

As described in the preceding section, all prospective applicants will be **required** to submit a project proposal for use by SNC staff in determining the eligibility of a project relative to the overall SNC grant program requirements and goals as well as in evaluating the project. Invitations to submit an application will be sent to applicants as project proposals are successfully evaluated. Applicants should only complete and submit application materials upon receiving an official invitation to submit an application.

Once an invitation to submit an application has been received, applicants will work with their assigned SNC Area Representative to complete the application.

Applicants who are invited to submit an application will be required to submit documents to the SNC Auburn office at 11521 Blocker Drive, Suite 205, Auburn, CA 95603. Application documents may be delivered to the SNC Auburn office at any time after an invitation to submit an application has been received.

A. Application Instructions

All hard-copy materials submitted as part of an application must be single-sided, sized 8 ½" x 11" with maps and other supplemental submissions not exceeding 11" x 17". All files should be included on CD using the file formats provided by the SNC Area Representative.

The following information will provide applicants with specific instructions on what is expected in each section of the application.

1. Authorization or Resolution to Apply

Applicants will be required to provide a copy of documentation authorizing them to submit an application for grant funding to the SNC. A project-specific governing board resolution is required for nonprofit organizations, tribes 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 [nonprofit organizations](#) and [local government](#) agencies are provided on the SNC web site.

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. In lieu of a resolution, state and federal agencies may submit a letter authorizing the application. The letter must be on the agency's letterhead, and must identify the position (job title) of the authorized

representative.

2. Documents Required of Nonprofit Applicants

Nonprofit applicants are required to submit Articles of Incorporation, IRS letters as well as signed Bylaws. If a nonprofit organization has submitted these documents to the SNC in prior funding cycles and its status has not changed, the applicant should notify the SNC Area Representative.

Please Note: If these documents are not already on file at the SNC, they must be submitted to the SNC if invited to complete an application.

A nonprofit must meet eligibility requirements at the time of project proposal submittal. Nonprofits incorporated outside of California must submit documentation from the California Secretary of State at the time of the 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 has charitable purposes that are consistent with the purposes of the Conservancy.

3. Supplemental Documents

Land Tenure Documents

In order for SNC to consider projects for funding, agreements must be in place allowing the applicant to access property to construct and maintain the proposed project. Define what, if any, agreements are in place, or plans (including a timeline) to acquire those agreements. Please be aware that a grant agreement will not be executed without proof of land tenure.

Leases or Agreements

Provide copies of all leases, agreements, memoranda of understanding, etc., not already addressed affecting project lands or the future operation and maintenance thereof.

4. Environmental Documentation

a. California Environmental Quality Act (CEQA) Documentation

b. National Environmental Policy Act (NEPA) Documentation

California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Form and Supplemental Documentation

The SNC must comply with The California Environmental Quality Act (CEQA) when it authorizes grants. The SNC will file a Notice of Exemption for projects determined to be exempt from CEQA. For projects requiring a Negative Declaration, Mitigated Negative Declaration, or Environmental

Impact Report (EIR), the applicant must provide a document previously adopted by another state or local agency.

All applicants, including federal agencies, must complete and submit the [CEQA/NEPA compliance form](#). Please check the box that describes the CEQA status of the proposed project and complete the documentation component of the form. Applicants should also submit any permits, surveys, and/or reports that support the checked CEQA status.

If NEPA is applicable to the proposed project, the applicant must complete the NEPA section of the CEQA/NEPA compliance form. Please check the box that describes the NEPA status of the project and complete the documentation component of the form. Applicants should also submit any permits, surveys, and/or reports that support the NEPA status.

Attach copies of adopted EIRs (Public Review Draft and Final versions), Negative Declarations or Mitigated Negative Declarations and Initial Studies, or Notices of Exemption, if a public agency has acted to provide CEQA compliance.

If applicable, attach copies of all adopted and relevant NEPA environmental compliance documents, such as a Record of Decision/Draft and Final Environmental Impact Statement, Finding of No Significant Impact/Environmental Assessment, or a Decision Notice/Categorical Exclusion. Applicants should ensure that all environmental documents are current enough to describe the current environmental conditions.

If NEPA has been completed, the opportunity may exist for the SNC to act as a Lead Agency to use the completed NEPA documents to create a Negative Declaration or Mitigated Negative Declaration for CEQA compliance.

NOTE: All applicants will consult with their SNC Area Representative during the Project Proposal phase regarding the appropriate process and documents required in demonstrating NEPA compliance.

5. Supplemental and Supporting Documents

a. Performance Measures

The Performance Measure [page](#) on the SNC website provides detailed information and descriptions of SNC performance measures which are used to track progress toward project goals and desired outcomes. Tracking against identified performance measures provides a means of reliably measuring and reporting the outcomes and effectiveness of a project and how it contributes to SNC achieving its programmatic goals.

Applicants are required to identify performance measures for the project submitted for grant funding. Please contact your Representative to identify the relevant Performance Measures for the project.

b. Regulatory Requirements/Permits

Regulatory Requirements/Permits: Provide a list and descriptions of existing and additional required permits for the project. If not applicable, declare that permits are not applicable, and provide the reason(s) why. The SNC maintains a [list](#) of potential permitting agencies and permits.