

Wildlife Conservation Board

Lower American River Conservancy Program

Final Draft 2018 Proposal Solicitation Notice

The Wildlife Conservation Board (WCB) is seeking high quality grant proposals for the Lower American River Conservancy Program (Program), for projects that restore, enhance, interpret, protect, or improve public access to the American River Parkway's natural, recreational, educational, and cultural resources. Eligible projects shall be consistent with the [American River Parkway Plan \(PDF\)](#) (Sacramento County, 2008), and be located within or adjacent to the Lower American Parkway which is between Hazel Avenue and the confluence of the American River with the Sacramento River. Projects proposed on adjacent lands shall contribute to the advancement of American River Parkway values.

The Program supports capital improvements, land acquisitions, program operations, and other purposes consistent with the enabling statute of [Assembly Bill 1716 \(PDF\)](#). Typical projects include:

- Acquisition, restoration, enhancement and maintenance of fish and wildlife habitat and other natural resources, including resources impacted by wildfire
- Mapping and control of invasive species, and the propagation of native plant species
- Enhancement and expansion of public access, recreational areas, and recreational facilities, including trails
- Enhancement and expansion of interpretive and educational facilities related to the American River Parkway and its natural, cultural, and historic resources.
- Planning, design and implementation of stormwater capture and treatment projects to improve the quality of water that flows within and into the American River Parkway and to increase habitat for fish and wildlife. Stormwater projects may include lands within and adjacent to the American River parkway and its tributaries downstream of the Nimbus Dam and within Sacramento County.

Proposals may include a combination of the above project types; for example, a project which includes both public access and habitat improvement elements.

This document provides general eligibility information as well as priorities, pertinent dates, scoring criteria, and important documents specific to the 2018 grant cycle. Potential applicants are encouraged to read this Proposal Solicitation Notice (PSN) and associated documents prior to deciding to submit a proposal.

2018-19 Funding

Up to \$2.5 million will be available in this proposal solicitation

Deadline

In order to be considered for funding, all applicants must submit a Pre-Application by 5:00 p.m. Pacific Standard Time on **September 28**. If requested to submit a full application after WCB review of pre-applications, Full Applications must be submitted by 5:00 p.m. Pacific Standard Time on **October 31 2018**. Pre-Application and Full Application must be submitted electronically to LARCP@wildlife.ca.gov

**Wildlife Conservation Board
Lower American River Conservancy Program
Final Draft 2018 Proposal Solicitation Notice**

with *2018 LARC Program Grant Proposal* in the Subject line. All information requested in this PSN is mandatory unless otherwise indicated. Failure to complete all required application components will make the proposal incomplete. Incomplete proposals will not be scored or considered for funding.

Eligibility Information

Entities eligible to submit grant proposals in response to this PSN include local public agencies and nonprofit organizations. If someone other than the applicant owns all or any part of the project site, the applicant will be required to secure a written agreement with the landowner(s) acknowledging and consenting to the proposed project on the landowner’s land and allowing the applicant to access, implement, and when applicable, operate, monitor and maintain the project improvements.

2018 Priorities

For the 2018 grant cycle, priority will be given to projects that adhere to the Lower American River Conservancy Program Guidelines (PDF) with a focus on acquisition, restoration, and maintenance of fish and wildlife habitat and other natural resources, and public access projects consistent with the enabling statute, as listed on Page 1.

2018-19 Timeline

Table 1 identifies the schedule and associated milestone activities for the 2018 grant cycle.

Table 1: 2018 Grant Cycle Timeline

Schedule	Milestone/ Activity
July 31, 2018	LARC Program Advisory Committee meeting: Review proposed solicitation notice (PSN)
August 30, 2018	Wildlife Conservation Board Meeting: Board approval of LARC Program Guidelines and PSN
August 31, 2018	PSN Posted on WCB website and LARCP web page
August 31 – September 28, 2018	Pre-Application concepts & consultation period
October 31, 2018	Full Application proposals due to WCB
November 13, 2018 – January 31, 2019	Responsive proposals scored by technical reviewers and final selection panel.
TBD: early-February – early-March	LARC Program Advisory Committee meeting: review & prioritize final proposal selection
TBD: May 2019 Board Meeting	Wildlife Conservation Board Meeting: review and approve proposal projects for funding
May 2019 – October 2019	WCB develops and executes grant agreements with successful applicants

Wildlife Conservation Board
Lower American River Conservancy Program
Final Draft 2018 Proposal Solicitation Notice

2018 Evaluation Criteria

The Lower American River Conservancy Program Guidelines (PDF) include the general Program evaluation process. The specific evaluation scoring method and evaluation for the 2018 grant cycle is provided below.

WCB staff will evaluate pre-applications and contact applicants to provide direction on the proposal’s applicability to Program objectives, applicability to guidelines, and feasibility. Staff will identify any ineligible costs, and request a full proposal if appropriate.

An administrative review of full applications will determine if the proposal is complete and meets all the requirements for technical review. This review will use a pass/fail scoring method on the criteria presented in Table 2. Proposals that receive a “Fail” for one or more of the Table 2 criteria will be considered incomplete and will not be considered for funding under this PSN.

Table 2: Administrative Review Evaluation Criteria

Administrative Criteria	Pass/Fail
A pre-application was received.	Pass/Fail
Proposal was received by the deadline.	Pass/Fail
Applicant is an eligible entity.	Pass/Fail
Proposal represents an eligible project type.	Pass/Fail
All proposal components have been completed in the required formats.	Pass/Fail
Every question has been answered.	Pass/Fail
20% match provided for projects that do not benefit a severely disadvantaged community	Pass/Fail
Applicant contact information, including person authorized to sign grant agreement as grantee and as landowner, is included.	Pass/Fail
California Environmental Quality Act (CEQA) documents are current and complete, or will be complete by May 1, 2019. Projects that are recommended for funding but fail to have CEQA complete by May 1, 2019 will not move forward to the Board and will not receive funding.	Pass/Fail
Applicant has demonstrated their ability and willingness to maintain and operate the proposed improvements over the management term of 25 years. A written agreement from landowner, if appropriate, was included with the proposal.	Pass/Fail

All complete and eligible proposals will be evaluated and scored by technical reviewers, which will include, in part, at least two Committee members and the WCB program manager, in accordance with the scoring criteria documented in Table 3. Technical reviewers may make narrative comments that support their scores. A project must score a minimum of 75 points to be considered for funding.

Each criterion will be scored by technical reviewers and assigned a point value between zero and five based on the extent to which the proposal addresses the criteria. Each score will then be multiplied by the applicable weighting factor to calculate the criterion score. A total score for the proposal will be generated by averaging the scores from each of the reviewers. Where standard scoring criteria are applied, points will be assigned as follows:

**Wildlife Conservation Board
Lower American River Conservancy Program
Final Draft 2018 Proposal Solicitation Notice**

- A score of 5 points will be awarded where the criterion is fully addressed and supported by thorough and well-presented documentation and logical rationale.
- A score of 4 points will be awarded where the criterion is fully addressed but is supported by less thorough documentation or less sufficient rationale.
- A score of 3 points will be awarded where the criterion is less than fully addressed and is supported by less thorough documentation or less sufficient rationale.
- A score of 2 points will be awarded where the criterion is marginally addressed or the documentation or rationale is incomplete or insufficient.
- A score of 1 point will be awarded where the criterion is minimally addressed or no documentation or rationale is presented.
- A score of 0 will be awarded where the criterion is not addressed.

Table 3: Technical Review Evaluation Criteria

Technical Review Criteria				
Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
2018-19 Solicitation Priorities	The extent to which a project aligns with at least one of the priorities stated in the PSN. Proposal must demonstrate how the proposed project will advance the values of the Parkway. Maximum points will be reachable to those projects that focus on acquisition, restoration, and maintenance of fish and wildlife habitat and other natural resources, and public access projects consistent with the enabling statute, as listed on Page 1.	3	0-5	15
Purpose, Need and Project Description	Extent to which a proposal includes a detailed project purpose and need, description, primary objectives, and project location.	3	0-5	15
Project Readiness	Extent to which proposal demonstrates that access to the property, environmental compliance, permitting, planning, engineering design or other preparations are sufficient for timely project implementation.	2	0-5	10

Wildlife Conservation Board
 Lower American River Conservancy Program
 Final Draft 2018 Proposal Solicitation Notice

Technical Review Criteria				
Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Scope, Schedule, Budget	The extent to which the proposed scope, schedule, and budget are complete, appropriate to the work proposed, cost effective, and sufficiently detailed to use as a work plan.	2	0-5	10
Durability of Investment	Proposal identifies durability of investment. Design accounts for a long-term project life, with minimal repairs, maintenance and upkeep required. Necessary considerations like climate change, maintenance needs, and remoteness were taken into account.	2	0-5	10
CCC/CALCC Services	<p>The extent to which the proposal clearly demonstrates consultation with the Corps, and describes the project components involving the Corps and provides an estimated budget for the Corps component(s).</p> <p>Project types that the Corps do not provide services for (i.e., planning, acquisition, or scientific studies without field work or baseline studies) will be awarded one point by default.</p> <p>Project types that the Corps do provide services for will be awarded one point if all of the following applies: 1) the proposal clearly demonstrates consultation with the Corps occurred 2) the proposal clearly states where, when and how the Corps will be used during the project, and 3) the proposal provides an estimated budget for the Corps component(s).</p>	2.5	1	2.5

Wildlife Conservation Board
 Lower American River Conservancy Program
 Final Draft 2018 Proposal Solicitation Notice

Technical Review Criteria				
Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Serving Severely Disadvantaged Communities	<p>The extent to which the proposal clearly demonstrates the proposed project will provide benefits to a severely disadvantaged community.</p> <p>Scoring: A score of 1 point will be awarded for each of the following criteria that are clearly demonstrated within the proposal:</p> <ul style="list-style-type: none"> • Project preserves, restores, or enhances a site where the majority (50% +) of the land area is located within a severely disadvantaged community • Project preserves, restores, or enhances a site that allows public access, enhances public recreational opportunities (e.g., fishing, hiking, biking, bird watching), and is within 1 mile of a severely disadvantaged community • Project significantly reduces flood risk to one or more severely disadvantaged communities • Project reduces exposure to local environmental contaminants (e.g., water quality contaminants) within a severely disadvantaged community • Project includes recruitment, agreements, policies, or other approaches that are consistent with federal and state law and result in at least 25% of project work hours performed by residents of a severely disadvantaged community 	2	0-5	10

Wildlife Conservation Board
Lower American River Conservancy Program
Final Draft 2018 Proposal Solicitation Notice

Technical Review Criteria				
Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Conservation Efficiencies	The proposal includes water efficiencies, stormwater capture for infiltration or reuse, or carbon sequestration features in project design.	1	0-5	5
Leverage Funds	<p>The extent to which the proposal leverages other funds.</p> <p>Scoring:</p> <ul style="list-style-type: none"> • A score of 5 points will be awarded when >40% of the budget is funded by leveraging other funds. • A score of 4 points will be awarded when 31-40% of the budget is funded by leveraging other funds. • A score of 3 points will be awarded when 21-30% of the budget is funded by leveraging other funds. • A score of 2 points will be awarded when 11-20% of the budget is funded by leveraging other funds. • A score of 1 point will be awarded when 1-10% of the budget is funded by leveraging other funds. • A score of zero will be awarded when no funds (0%) of the budget leverage other funds. 	1	0-5	5
Project Team Qualifications	The extent to which a proposal demonstrates that the applicant and their project team has the qualifications, experience, and capacity to perform the proposed tasks.	1	0-5	5

**Wildlife Conservation Board
Lower American River Conservancy Program
Final Draft 2018 Proposal Solicitation Notice**

Technical Review Criteria				
Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Support and Collaboration	The extent to which the proposal demonstrates that the project has broad-based public and institutional support at the local, regional, or larger scale and that the local community and other stakeholders are engaged in project delivery.	1	0-5	5
Feasibility	The extent to which the proposed project is technically feasible and the project description is sufficiently detailed.	1	0-5	5
Compatibility with Plans and Policies	The extent to which the proposal identifies compatibility and consistency with the American River Parkway Plan, other existing relevant local, state, federal or regional plans or policies, and the WCB Strategic Plan.	0.5	0-5	2.5
Maximum Score				100

Proposal Requirements

Term of Project Life

By submitting an application, project proponent agrees to and understands the requirement to assume and continue all operation and maintenance responsibilities throughout the term of the project, which in most cases runs 25 years.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) must be considered in the application for any new or improved public access project, to the extent practicable.

Bushy Lake Preservation Act

Project proposals must be consistent with the Bushy Lake Preservation Act of 1976.

Urban American River Parkway Preservation Act

Project proposals must be consistent with the Urban American River Parkway Preservation Act of 1984.

California Conservation Corps Consultation

A project whose application includes the use of services of the California Conservation Corps (CCC) or certified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, will

**Wildlife Conservation Board
Lower American River Conservancy Program
Final Draft 2018 Proposal Solicitation Notice**

be given preference for receipt of a grant. Prior to submission of proposals, it is encouraged that applicants first consult with the CCC and the California Association of Local Conservation Corps (CALCC), collectively referred to as “the Corps,” as to the feasibility of using their services to implement projects. The CCC is a state agency with local operations throughout the state, and CALCC is the representative for certified local conservation corps. While this is not a requirement of the PSN, applicants are encouraged to use the services of the Corps and those that do will be given extra points.

Appendix F includes guidance on the steps to be completed by the applicant, the CCC, and CALCC. An applicant that submits a proposal to WCB where it has been determined that Corps services can be used, should identify the appropriate Corps in their project description and include estimated costs for those services in the budget. Applicants awarded funding must thereafter work with either the CCC or CALCC to develop a statement of work and enter into a contract with the appropriate Corps.

The Corps must be consulted each grant cycle prior to application. Returning applicants cannot reuse the Corps Consultation Form or any other proof of consultation from previous WCB solicitations.

Projects that solely involve planning, acquisition, or scientific studies without field work or baseline studies should not consult with the Corps as they do not provide these services.

Disadvantaged Communities

The major funding source of this PSN is Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018. Proposition 68 requires that at least 20 percent of the chapter funds available be allocated for projects serving severely disadvantaged communities. Proposition 68 defines a severely disadvantaged community as “a community with a median household income less than 60 percent of the statewide average.” The Department of Water Resources has developed the [Disadvantaged Communities Mapping Tool](#) that shows the location and boundaries of disadvantaged communities in the State. The interactive map allows users to overlay the following three US Census geographies as separate data layers:

- Census Place
- Census Tract
- Census Block Group

Applicants should use the following two-step process to evaluate whether their proposed project will benefit one or more disadvantaged communities. Projects that benefit a severely disadvantaged community will be given extra points.

Step 1 – Determine whether a majority (50% +) of the proposed project area is located within a severely disadvantaged community. For interactive maps of disadvantaged communities, refer to the [Disadvantaged Communities Mapping Tool](#). The applicant may use data at the census place, census tract, or census block group geography levels to determine whether the project is located within a severely disadvantaged community, based on the geography that is the most representative for that community.

**Wildlife Conservation Board
Lower American River Conservancy Program
Final Draft 2018 Proposal Solicitation Notice**

Step 2 – Determine whether the proposed project will provide benefits to a severely disadvantaged community. If the proposed project meets one or more of the following criteria, it will be deemed to provide benefits to a severely disadvantaged community.

- Project preserves, restores, or enhances a site where the majority (50% +) of the land area is located within a severely disadvantaged community
- Project preserves, restores, or enhances a site that allows public access, enhances public recreational opportunities (e.g., fishing, hiking, biking, bird watching), and is within 1 mile of a severely disadvantaged community
- Project significantly reduces flood risk to one or more severely disadvantaged communities
- Project reduces exposure to local environmental contaminants (e.g., water quality contaminants) within a severely disadvantaged community
- Project includes recruitment, agreements, policies, or other approaches that are consistent with federal and state law and result in at least 25% of project work hours performed by residents of a severely disadvantaged community
- Project includes recruitment, agreements, policies, or other approaches that are consistent with federal and state law and result in at least 10% of project work hours performed by residents of a severely disadvantaged community participating in job training programs which lead to industry-recognized credentials or certifications

Match & Partnerships

Unless the project has been identified as serving a severely disadvantaged community, an entity that receives an award shall be required to provide a match of 20 percent.

To maximize cooperation and leverage resources, priority may be given to projects that include partnerships among federal, state, and local agencies and to projects proposed by nonprofit organizations, including, but not limited to, nonprofit land trusts.

Administrative Costs

Incidental but directly related costs (alternatively known as Administrative Costs) (administrative overhead) rates are limited to 20 percent of the total WCB grant award, minus subcontractor and equipment costs. Any amount over 20 percent will not be funded but may be used as cost share. Administrative costs must be directly related to completion of the proposed project and include, but are not limited to, the following:

- Liability insurance
- Utilities
- Office space rental
- Phone
- Photocopies

Wildlife Conservation Board
Lower American River Conservancy Program
Final Draft 2018 Proposal Solicitation Notice

Costs for subcontractors and purchase of equipment cannot be included in the calculation of administrative overhead in the overall project budget. Applicant must explain the methodology used to determine the rate and provide detailed calculations in support of the administrative overhead rate.

Proposal Guidelines, Forms, and Templates

Requirements as identified in this PSN are mandatory unless stated otherwise. Applicants must use the templates provided below for application submittal or the application will be deemed incomplete and ineligible for funding.

2018 Wildlife Conservation Board Lower American River Conservancy Program Guidelines (PDF)

2018 Lower American River Conservancy Pre-Application

2018 Lower American River Conservancy Application

2018 Lower American River Conservancy Scope of Work Template Appendix A

2018 Lower American River Conservancy Budget Worksheets Appendices B, C, D and E

Corps Consultation Form Appendix F

For questions regarding this PSN or the WCB LARC Program, please contact program manager Cara Allen at LARCP@wildlife.ca.gov or (916) 445-1095.