



Wildlife Conservation Board

Forest Conservation Program

2019 Full Application Form

GENERAL INFORMATION

- The 2019 Full Application Form (Application Form) for the Forest Conservation Program (Program) is comprised of the Project Information Tables, Narrative Questions, and supporting information required in the Application Checklist, below.
- For additional information regarding the Program or application process, please refer to the Proposal Solicitation Notice (PSN) available at: <https://www.wcb.ca.gov>.
- Respond to every question in the Application Form. Use “N/A” where applicable.
- Electronic files should be submitted in the following formats:
 - Text: Microsoft (MS) Word (e.g., Application Form)
 - Spreadsheets: MS Excel (e.g., Budget Worksheets)
 - Images: jpg, jpeg, or PDF (e.g., maps and design drawings)
 - Geospatial: ArcGIS-compatible (e.g., shapefiles, KMZ, KML)

All information submitted with the application is subject to the unqualified and unconditional right of WCB to use, reproduce, publish, or display free of charge. Indicate if image credit is requested for any of the photos and/or maps.

- Applicants must e-mail the completed Application Form and all attachments to Forests@wildlife.ca.gov with “2019 Forest Conservation Program Proposal” and the project title in the subject line by:

September 13, 2019 at 5:00 PM Pacific Standard Time.

APPLICATION CHECKLIST

All applications should include the following supporting information:

- Completed Application Form, including applicant's authorized signature (submit responses to Project Information Tables and Narrative Questions in MS Word format)
- Budget Worksheets (submit in MS Excel format)
 - A. Applicant Budget (planning and implementation projects only)
 - B. Budget Justification (planning and implementation projects only)
 - C. Cost Share (all planning, implementation, and acquisition projects)
 - D. Acquisition Costs (acquisition projects only)
- Project area boundary (submit geospatial file)
- Resolution from applicant's governing board ([template](#) on WCB website)
- Completed Payee Data Record ([Standard Form 204](#))
- Support letters (if available)

For planning and implementation projects, also provide:

- Monitoring and Reporting Plan (or the equivalent)

For implementation and acquisition projects, also provide:

- Location map (for acquisitions, show parcel boundaries and assessor parcel numbers)
- Representative photographs showing project area or property
- Land Tenure, Site Control, and/or Landowner Access agreements or templates

For implementation projects, also provide:

- Detailed project drawings (include engineering design drawings, if available)
- Maintenance and Management Plan (or the equivalent)

For acquisition projects, also provide:

- Willing Seller Letter

PROJECT INFORMATION TABLES

Insert responses to every question. Use N/A where appropriate.

SUMMARY			
Title			
Abstract			
Total Cost (round up to nearest \$1,000)	\$	Amount Requested (round up to the nearest \$1,000)	\$
Start Date		End Date	
Habitat Type/Acres			
Project Type (check all that apply)	<input type="checkbox"/> Planning	<input type="checkbox"/> Implementation	<input type="checkbox"/> Acquisition

LOCATION INFO			
County(ies)		Specific Location (APN or Address)	
Nearest City		Distance	
Latitude (Decimal Degrees)		Longitude (Decimal Degrees)	
What is represented by the lat/lon coordinates? (e.g., center of project site):			

APPLICANT INFO			
Organization Type	<input type="checkbox"/> State Government	<input type="checkbox"/> Federal Government	
	<input type="checkbox"/> Local Government	<input type="checkbox"/> Nonprofit Organization*	
Organization Name			
Contact Person		Title	
Phone		E-mail	
Address			
Signatory Name		Title	
Address			
Tax ID#			

* If qualified under Section 501(c)(3) provide 501(c)(3) nonprofit organization and registered to work in California. Number: _____

LANDOWNER INFO

Landowner Type	<input type="checkbox"/> State Government	<input type="checkbox"/> Federal Government
	<input type="checkbox"/> Local Government	<input type="checkbox"/> Nonprofit Organization
	<input type="checkbox"/> Private Landowner	<input type="checkbox"/> Other _____
Landowner Name		
Contact Person		Title
Phone		E-mail
Address		
Signatory Name		Title
Mineral Rights Holder		

ELECTED OFFICIALS

Districts	Numbers	Names
State Assembly https://www.assembly.ca.gov/		
State Senate https://www.senate.ca.gov/		

Project Overview: *In three paragraphs or less, clearly describe the project and how it will advance the priorities and objectives described in the Proposal Solicitation Notice (PSN).*

Applicant Signature: *“By signing this form, I certify that I am authorized to apply for this grant and the information contained in this Application and its attachments is true and accurate to the best of my knowledge.”*

Printed Name: _____ Title: _____

Signature: _____ Date: _____

NARRATIVE QUESTIONS

Concisely respond to each of the following questions. Combined responses to narrative questions, not including figures or tables, are expected to range between 5 to 10 single-spaced, letter-size (8.5" x 11") pages and should not exceed 15 pages.

Applicability to Solicitation Priorities

1. Explain how the proposed project aligns with the PSN priorities and would advance the Proposition 68 objectives described in the PSN.

Include a detailed description of the project background, rationale for the project need, scientific basis for the proposed work, and expected results from the project. Describe anticipated consequences if WCB does not fund this project at this time. Identify relevant, related projects or phases that have already been planned or implemented.

2. Describe how the project aligns with the goals, objectives, and priorities outlined within the WCB Strategic Plan (e.g., Goals B.1 or B.5 from the 2014 Strategic Plan).
-

Significance of the Benefits

3. Explain how this project will result in multiple tangible benefits (e.g., wildlife habitat, water quality, carbon storage, nutrient cycling, etc.) and their significance to the PSN priorities and Proposition 68 objectives.
-

Durability of Investment/Climate Change Considerations

4. Describe the extent to which a project will deliver enduring, sustainable benefits. What are the provisions to maintain the benefits and for what period of time? Are there any protections or restrictions affecting the project (e.g., carbon offset projects, conservation easements, etc.)?

Implementation project proposals must include a Long-Term Management Plan (or the equivalent) addressing how the project will be maintained for a minimum of 25 years. Acquisition projects should outline a 25-year management strategy for the property.

5. Explain how the proposed project will provide climate change adaptation and resilience benefits to wildlife, habitat, and ecosystem function.
6. For implementation projects, describe applicable Management and/or Monitoring plans and how they pertain to the project.
 - Who will be responsible for implementing ongoing management and/or monitoring? Provide specific contact information if another agency, program, or individual will be collecting, storing, and evaluating the data.
 - How will long-term management and monitoring activities be funded after the project is complete?

Approach and Feasibility

7. Describe how the proposed project will be carried out. Explain how the approach and methodology are appropriate for the project objectives.

Monitoring and Reporting

8. Describe how the effectiveness of the project will be monitored, assessed, and reported. All project proposals must include a Monitoring and Reporting Plan (or the equivalent) addressing project-specific performance measures, opportunities to extend the monitoring activities beyond the term of the grant, and how monitoring results and progress towards objectives will be reported.

Project Team Qualifications

9. Describe your organization's relevant experience, resources, and capacity to successfully complete the proposed project. Provide examples of similar grant-funded projects previously completed by your organization. Identify key partners or subcontractors who will contribute to project work.

Schedule and Deliverables

10. Detail the sequence and timing of project tasks, milestones, and deliverables to complete the project within the grant term (i.e., project must be complete, and funds expended, no later than March 31, 2024).

Project Readiness

11. *Demonstrate how property access, environmental compliance, permitting, planning, engineering design, and any other necessary preparations have been addressed and are sufficient to ensure prompt project implementation. For acquisition projects, other relevant preparations include appraisal, purchase and sales agreement, option agreement, preliminary title report, etc.* If the applicant must be granted site access to implement the project or conduct long-term management or monitoring, provide the access agreement (draft agreement will suffice) and evidence that the party authorized to grant access is willing to do so.
12. List each environmental document and permit that will be required for the project and provide the date completed or current status and date anticipated to be completed. If the proposed project may qualify for a CEQA exemption, identify which exemption(s) and explain why. If the project does not qualify for a CEQA exemption, identify the "lead agency" under CEQA, which type of environmental document may be required and its current status. Provide the State Clearinghouse Number, if available.

Budget

13. Complete the Budget Worksheets referenced in the PSN (A. Applicant Budget; B. Budget Justification; C. Cost Share). See the PSN for information regarding project budgets and cost share. Submit the completed Budget Worksheets as attachments to the Application Form.

Cost Share

14. Provide evidence (e.g., letters, contact information) of secured cost share. In the absence of secured cost share, describe any budget shortfall and how it will be addressed.

Community Support and Collaboration

15. Provide evidence of broad-based public and/or institutional support for the project at the local, regional, or larger scale. Discuss local community or other stakeholder engagement in project delivery (e.g., involvement with project planning/design, outreach, implementation, monitoring, maintenance, etc.).

Serving Disadvantaged Communities

16. Explain whether the project provides direct benefits to severely disadvantaged communities and/or is located within a disadvantaged community. See the PSN for instructions how to make these determinations.

CCC/CALCC Services

17. *Describe whether and to what extent the project will utilize California Conservation Corps (CCC) and/or California Association of Local Conservation Corps (CALCC) services. The [Corps Consultation Review Document](#) can be used to determine feasibility for CCC or CALCC to provide project services.*

END OF APPLICATION