



Wildlife Conservation Board

Forest Conservation Program

2020 Full Application Form

GENERAL INFORMATION

- The 2020 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.

Responses to the narrative questions should include the questions themselves, as they appear in the Full Application Form. To facilitate this, WCB has posted an [MS Word version](#) of the Full Application Form on the Forest Conservation Program [website](#).

- 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)

WCB cannot receive zip files as e-mail attachments. All e-mails with zip file attachments are filtered automatically and will not be registered as part of an application submission.

There is no limit on the number of figures that can accompany the Full Application Form per se. However, there is a practical limit to the number figures that staff can consider for each application and the maximum combined size for e-mail attachments is approximately 20 GB.

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 “2020 Forest Conservation Program Proposal” and the project title in the subject line by: **July 16, 2020 at 5:00 PM Pacific Standard Time.**

APPLICATION CHECKLIST

All applications should include the following supporting information:

- Completed Application Form, including applicant and landowner authorized signatures (submit responses to Project Information 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). A draft resolution will suffice to accompany the Full Application Form. However, if the proposal is selected, WCB will not consider the project for funding approval until an executed resolution is provided.
- 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

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

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

Title:

Abstract:

Total cost (*round up to nearest \$1,000*):

Amount requested from WCB (*round up to nearest \$1,000*):

Start date:

End date:

Habitat type and acres:

Project type (*select one*):

- Planning
- Implementation
- Acquisition

LOCATION

County or Counties:

Specific location (*Assessor Parcel Number or address if available*):

Nearest City (*distance and direction*):

Latitude (*decimal degrees*):

Longitude (*decimal degrees*):

Point represented by the Latitude and Longitude coordinates (*e.g., center of project site*):

State Assemblyman (*district number and representative's name*):

State Senator (*district number and representative's name*):

APPLICANT

Organization name:

Organization type (*check one*):

- State Government
- Local Government
- Federal Government
- Nonprofit Organization

Primary applicant contact name and title:

Phone:

E-mail address:

Mailing address:

Signatory name, title, and e-mail address if different than primary applicant contact:

Tax Identification Number:

LANDOWNER

Landowner name:

Landowner type (*check all that apply*):

- State Government
- Local Government
- Federal Government
- Nonprofit Organization
- Private Landowner
- Other

Primary landowner contact name and title:

Phone:

E-mail address:

Mailing address:

Signatory name, title, and e-mail address if different than primary landowner contact:

BOARD MEETING DATES

Projects must meet readiness standards in order to be considered for funding approval at a board meeting (e.g., CEQA documents must be completed no less than 15 days prior to the board meeting where funding approval may be considered). Assuming no complications, the grant agreement may be fully executed approximately 45 days following the board meeting where funding approval is granted.

Use the following drop-down lists to select which board meeting dates are feasible, not feasible, and preferred from the applicant's perspective.

- November 2020: Choose an item.
- February 2021: Choose an item.
- May 2021: Choose an item.
- August 2021: Choose an item.

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: Click or tap to enter a date.

LANDOWNER SIGNATURE* (for Implementation and Acquisition projects)

"By signing this form, I certify that I am the legal property owner, or owner's representative, where the project will take place, I am familiar with the proposed project, and I understand that the grant agreement will include terms for the grantee to access the property and implement the project and for WCB to monitor the project."

Printed name:

Title:

Signature:

Date: Click or tap to enter a date.

*Add additional rows as necessary for multiple landowners.

NARRATIVE QUESTIONS

Respond concisely 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. Provide a detailed description of the project background, rationale for the project need, scientific basis for the proposed work, and expected results from the project.

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.

Explain how the proposed project will provide climate change adaptation and resilience benefits to wildlife, habitat, and ecosystem function.

Identify relevant, related projects or phases that have already been planned or implemented. Describe anticipated consequences if WCB does not fund this project at this time.

DURABILITY OF INVESTMENT

2. 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.)?

For acquisition projects, if mineral rights are severed and include surface entry, how will that be addressed to avoid impacts to the conservation values of the property?

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.

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?

MONITORING AND REPORTING

3. 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

4. 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

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

Using a bullet list, table, Gantt chart, or similar tool, 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

6. 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.
7. 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

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

COST SHARE

9. Provide evidence (e.g., letters, contact information) of secured cost share. For acquisition projects with a bargain sale, provide evidence of landowner commitment to a percent of the appraised value that will comprise the charitable contribution. In the absence of secured cost share, describe any budget shortfall and how it will be addressed.

COMMUNITY SUPPORT AND COLLABORATION

10. 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

11. 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

12. 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