Appendix A: Proposal Application Form and Instructions

**2021 PROPOSITION 1 RESTORATION GRANT OPPORTUNITIES**

**Note to Applicants:** All Applications must be submitted online at: <https://watershedgrants.wildlife.ca.gov>. Appendix A is provided to allow applicants to fill out the Application offline, then cut and paste information into WebGrants.

Appendix A includes the same WebGrants user instructions seen on the online application for consistency.

# Application Main Menu

**Before Starting**

* For Eligibility and Application requirements, refer to:
  + **[Proposal Solicitation Notice (PSN)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=184841&inline" \t "_blank)**
  + [**Proposition 1 Grant Program Guidelines**](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=102262&inline)
* For additional resources see the [**Watershed Grants - Resources webpage**](https://www.wildlife.ca.gov/Conservation/Watersheds/Restoration-Grants/Resources)

**Completing and Submitting the Application**

* All application forms appear below. Attachments are required, depending on project type. See **Form 8. Application Attachments** for more information.
* Each form includes form-specific instructions.
* User must click Save to save entered information; the system does not save automatically. Save at least once an hour to ensure information is not lost if system times out.
* All required fields must be filled in before a form may be **Marked as Complete**.
* All forms must be **Marked as Complete** before submitting. The **Marked as Complete** button is below form instructions.
* The check mark in the **Complete?** column in the application menu is only an indicator that the form has been completed, not submitted. Forms can be further edited until submitted
* To **Submit** the application: click the **Submit** button on the Application main menu / form list page. Once submitted, the form is locked down; no further editing is possible.
* To **Withdraw** the application from consideration, click the **Withdraw** button on the Application main menu.
* To **Print** the application at any time: From the Application main menu click **Application Details** and **Print**. Clicking **Print to PDF** will create a pdf that includes all uploaded attachments except excel files.

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# General Information Form

|  |  |
| --- | --- |
| **Primary Contact** | *Name of the single point of contact and person responsible to the Applicant Organization for the administrative oversight of the project. (The person who starts the Application is the default Primary Contact.)* |
| **Additional Grantee Contacts** | *Name the people who will contribute to the Application. This field is only visible after the General Information form is saved. Only users registered under the Applicant Organization will be listed.* |
| **Project Title** | *Provide a brief, descriptive project title. If you are submitting multiple applications, make sure that each project title is unique and easily differenciated from each other.* |
| **Authorized Official** | *Provide name and title of person authorized to legally sign the grant agreement. Note that only one individual may be named as the Authorized Official and will be the signatory on behalf of the Applicant Organization. The Authorized Official must be employed by the Applicant Organization.* |
| **Organization** | *Name of the Applicant Organization (the applicant is solely responsible to ensure all grant provisions are met):* |

# Form 1. Eligibility, Timing, and Priorities

## Eligibility and Timing

|  |  |
| --- | --- |
| **Organization Type** | *Select which organizational type the applicant falls under. If applicant does not fall under a listed category, the applicant is not an eligible entity.*  California Local Government  California Public University  California Special District  California State Government  Federal Agency  Federally Recognized Indian Tribe  Mutual Water Company\*  Non-Federal Public Agency operating within the State of California  Nonprofit Organization  Public Utility\*  State Indian Tribe listed on the Native American Heritage Commission’s California Tribal Consultation List |
| **Public Benefit** | \* *For Public Utilities and Mutual Water Companies Only. Public utiltities regulated by the Public Utilities Commission or mutual water companies must provide a concise discussion demonstrating a clear and definite public purpose for the proposed project and that it benefits the customers of the water system and not the investors (refer to* [CWC §79712[b][1]](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=79712.&lawCode=WAT)*).* *(1,000-character limit)* |
| **Water Plan Management Type** | *For Public Utilities and Mutual Water Companies Only. Select as appropriate.*  Urban Water Management Plan (if Urban Water Supplier)  Agricultural Water Management Plan (if Agricultural Water Supplier)  Not Applicable |
| **Water Management Plan** | *For Public Utilities and Mutual Water Companies Only. If applicable, provide the title of the Plan and a web address, at which a copy of the plan can be accessed.* |
| **Discussion of Compliance** | *For Public Utilities and Mutual Water Companies Only. Provide a concise discussion showing compliance with the requirements of Part 2.55 (commencing with Section 10608) of Division 6, California Water Code. (refer to* [*CWC §79712[b][4]*](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=79712.&lawCode=WAT)*). (2,000-character limit)* |
| **Required Mitigation** | *Is the proposed project required mitigation or is it to be used for mitigation under laws such as CEQA, NEPA, CESA, ESA, CWA, FERC, or other pertinent laws and regulations, or a permit issued by any local, state, or federal agency?*  Yes  No |
| **Justification of Eligibility** | *If yes, describe how the proposed project will go beyond mitigation to justify its eligibility for Prop 1 funding. Note: Required mitigation is ineligible for funding. (2,000-character limit)* |
| **Estimated Start Date** | *Provide the date when the project to be funded will begin (no sooner than July 1 2021,):* |
| **Estimated Completion Date** | *Provide the date when the project to be funded will end (no later than January 1, 2025 for UC/CSU projects and March 15, 2025 for all other projects.):* |
| **Estimated Construction Start Date** | *If the project will include construction activities, provide the anticipated dates when project construction will begin* |
| **Estimated Construction End Date** | *If the project will include construction activities, provide the anticipated dates when project construction will end* |

## Project Priorities

|  |  |
| --- | --- |
| **Grant Program** | *Will the project occur within, or provide a benefit to, the Delta? If so, select Delta Water Quality and Ecosystem Restoration, if not, select Watershed Restoration. Select only one:*  Watershed Restoration  Delta Water Quality and Ecosystem Restoration |
| **Applicable Solicitation Priorities** | *Select the priority that is most relevant to the project.*  Watershed Restoration  Large-Scale Wildfire Recovery Response  Manage Headwaters for Multiple Benefits  Protect and Restore Mountain Meadow Ecosystems  Protect and Restore Anadromous Fish Habitat  Protect and Restore Coastal Wetland Ecosystems  Protect and Restore Cross-border Urban Creeks and Watersheds  Delta Water Quality and Ecosystem Restoration  Improve Water Quality  Improve Habitats in the Delta  Planning for Multi-Benefit Restoration through Regional Partnerships  Scientific Studies |
| **Solicitation Priorities Description** | *Describe how the project addresses the selected Solicitation Priority (2,000-character limit)* |
| **Project Category** | *Select the project category:*  Planning  Implementation  Acquisition  Scientific Studies (Delta only) |
| **Delta Plan Covered Action** | *For Delta projects only. Is the project considered a* [***Covered Action***](https://coveredactions.deltacouncil.ca.gov/?page=1)*under the Delta Plan?*  Yes  No |
| **Delta Plan Consistency** | *For Delta projects only. If yes, describe how the project is consistent with the Delta Plan, and the anticipated timeline for completing Certification of Consistency with the Delta Plan. (5,000-character limit)* |
| **Interest to be Acquired** | *For Acquisition projects only. Select the type of interest to be acquired.*  *Applicants must also complete* ***Attachment 1. Land Acquisition Information*** *located in* ***Form 8. Application Attachments****. Applicants who are requesting funding for a Conservation Easement must also upload a draft or template of the Conservation Easement document to* ***Form 9. Supplementary Attachments****.*  Fee Title  Easement |

## Project Team Qualifications and Experience

Section Instructions:

* Save your progress to enter your data in this table. Select “Save” at the top of the screen.
* To add a row to this table, select “Add” to the right of this section’s title.
* Fill out the required information and select “Save” when finished.
* Repeat to add a row for each member of the Project Team.
* To edit a row, select the entry in the first column (blue link)

WHOM TO INCLUDE IN THE PROJECT TEAM

The Project Team includes all applicant staff and subcontractors (e.g., consultants, licensed professionals, lawyers) who will be performing the work described in the proposal. All Project Team Members listed here must also be included in the Budget.

If subcontractors have not been selected yet, then provide the following:

* "TBD" for name and affiliation
* Project role for unnamed subcontractor
* Desirable qualifications and experience for prospective subcontractors
* If the subcontractor will be a California licensed professional engineer or geologist, enter "TBD" for the license information
* Biographical Sketches are not required for unnamed subcontractors

PLEASE NOTE: Once submitted, proposals are subject to the Public Records Act and may be publicly available. DO NOT submit personal information such as home address; home telephone, fax, or cell phone numbers; home email address; date of birth; citizenship; drivers’ license numbers; marital status; personal hobbies; and the like. Such personal information is irrelevant to the merits of the proposal.

**Biographical Sketch Instructions**

Attach a one-page Biographical Sketch for each project team member. Include the following information:

* Education and Training
* Academic/Professional Appointments (beginning with the current appointment)
* If a licensed professional, provide license information
* Up to 5 products (e.g., publications, planning documents, reports) related to the proposed project. Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website or other Persistent Identifier.
* Relevant background information about the Organization with which the individual is associated.
* Delta scientific studies: Up to two-pages may be submitted. In addition to the above, summarize past achievements from State and federally funded or sponsored research.

| **Last Name** | **First Name** | **Personnel or Subcontractor** | **Project Role** | **Biographical Sketches** |
| --- | --- | --- | --- | --- |
|  |  | *Personnel is staff directly employed by the applicant organization. A subcontractor is any individual or company that performs work for, but is not directly affiliated with, the applicant (e.g., consultant, engineering firm, construction crew).* | *Describe this person’s role in the project* | *See above for Biographical Sketch instructions* |
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## General Requirements

|  |  |
| --- | --- |
| **Conflict of Interest** | *To assist CDFW in identifying potential conflicts of interest, list people not identified in Project Team (above) that helped with proposal development (e.g., reviewing drafts or providing critical suggestions or ideas contained within the proposal) or that will assist with implementing project tasks. Include technical and permitting staff from CDFW and other agencies that have been consulted. Additional applicant administrative support staff do not need to be included. List the name(s) and organization(s) and the type of assistance provided. (2,000-character limit)* |
| **Located within a Disadvantaged Community?** | *Will the project occur in a Disadvantaged Community as defined in* [*CWC Section 79505.5(a)*](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=79505.5.&lawCode=WAT)*?*  *Refer to* [*Disadvantaged Communities Mapping Tool*](https://gis.water.ca.gov/app/dacs/) *to determine whether a majority (50%+) of proposed project area is located within a disadvantaged community. You may use the ACS data at the census place, census tract, or census block group geography levels to determine whether the project is located within a disadvantaged community, based on the geography that is the most representative for that community.*  Yes  No |
| **Benefits a Disadvantaged Community?** | *Will the project benefit a Disadvantaged Community? If the proposed project meets one or more of the following criteria, it will be deemed to provide benefits to a disadvantaged community.*   * *Project preserves, restores, or enhances a site where the majority of the (50%+) of the land area is located within a disadvantaged community.* * *Project preserves, restores, or enhances a site that allows public access, enhances public recreational opportunities (e.g., fishing, hiking, bird watching), and is within 1 mile of a disadvantaged community.* * *Project significantly reduces flood risk to one or more adjacent disadvantaged communities.* * *Project reduces exposure to local environmental contaminants (e.g., water quality contaminants) within a 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 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 disadvantaged community participating in job training programs which lead to industry-recognized credentials or certifications”.*   Yes  No |
| **Describe Benefit(s)** | *If yes, describe how the project benefits a Disadvantaged Community. (1,000-character limit)* |
| **Consistency with and Implementation of California Water Action Plan (CWAP), State Wildlife Action Plan (SWAP), and Other Plans** | *Identify planning documents the Project will implement, and/or with which the Project is consistent. Select all that apply.*  California Water Action Plan (CWAP)  State Wildlife Action Plan (SWAP)  Federal and State Recovery Plans  Regional or Watershed Plans  Other |
| **Description of Consistency with and Implementation of CWAP, SWAP, and Other Plans** | *For each plan selected in the previous question, describe how the project is consistent and would implement specific plan components.*  *For “Other” plans, identify the plan(s) and specify which goals, objectives, priority action(s), etc. will be furthered by the project and a brief basis for that determination. Projects implementing SWAP actions may be asked to provide more information if awarded.” (5,000-character limit)* |
| **Consultation with the Corps – Establishing Requirement?** | *All applicants seeking funding for implementation projects and/or projects that include field-work (field-work activities may include: baseline studies, scientific studies, post-implementation monitoring, invasive plant removal, native plant propagation, mapping, site maintenance, etc.) shall consult with California Conservation Corps AND a certified local conservation corps (collectively, “the Corps”) as to the feasibility of using their services.*  *To determine whether consultation is required for a proposed project, respond to the following question:*  ***Does the proposed project include implementation and/or field-work activities?***  *If "yes", applicants must complete****Attachment 2. California Conservation Corps Consultation****located in****Form 8. Application Attachments****. Applicants are encouraged to reach out to both Corps early in the process while developing project proposal(s) to determine how the Corps can be included. See the template for contact details and timeline.*  *If "no", no further action is necessary.*  Yes  No |

# Form 2. Location Information

**PLEASE NOTE:**In addition to completing this form, applicants must upload the following to **Form 8. Application Attachments**:

* **Attachment 3. Location (Regional) Map**
* **Attachment 4. Project Specific (Site-scale) Map**
* **Attachment 5. Parcel Map with County Assessor’s Parcel Number(s) (required for Acquisition Projects)**
* **Attachment 6. Site Photos (if applicable)**
* **Attachment 7. Project Shapefiles**

**How to fill out form**

WebGrants navigation menu is at the top right of the webpage.

* To start entering data into fields select **Edit**.
* To save data, and exit Edit mode, select **Save**.
* To exit without saving select **Back from the navigation menu. Do not use the browser’s back button**.
* To enter data into a table select **Save** (if necessary) and then navigate to the section of the webpage where the table is located and click **Add.**
* Once the user has completed entering data into the table select **Save**.

**IMPORTANT: ALL FIELDS MARKED WITH A RED ASTERISK (\*) MUST BE COMPLETED BEFORE SUBMITTING APPICATION.**

When the form has been completed remember to click **Mark as Complete.**

## Project Location Details

Section Instructions:

* To enter data into this table, select **Add** to the right of this section’s title. (Please Note: If the **Add** button is not visible, you are probably still in Edit Mode. Go to the top of the form and click **Save** to exit Edit Mode, and then click **Add**.)
* At minimum, enter the required information then select **Save**.
* To exit form without saving, select **Back** from the navigation menu. Do not use the browser’s back button.
* Repeat **Add 🡪 Enter Information 🡪 Save** steps to enter additional rows for each project site.
* Once a row has been created, to **Edit** or **Delete** information click the applicable blue text in the “Site Number/Identifier” column. Then either edit the existing data or click **Delete** to remove the row from the table. If editing, select **Save** when finished.

| **Site Number/ Identifier** | **Location Description** | **Directions from Nearest Town or Landmark** | **Latitude** | **Longitude** | **Description of Coordinates** | **County** | **Senate** | **Assembly** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Unique identifier for the project site* | *Describe the location of the project site (5,000-character limit)* | *Provide driving directions to the project site. Indicate if advance permission is required from the landowner and if locked gates exist. Indicate if there are restrictions to road use. (500-character limit)* | *XX.XXXXX* | *-XXX.XXXXX* | *Provide a brief description of what the coordinates refer to, such as the center point of the project reach, or location of your organization’s headquarters. (250-character limit)* | *Provide the county in which the project will occur.* | *Identify the California Senate district of the project site. Refer to the*[***California State Legislature Map Search***](https://www.legislature.ca.gov/legislators_and_districts/districts/districts.html)*.* | *Identify the California Assembly district of the project site. Refer to the*[***California State Legislature Map Search***](https://www.legislature.ca.gov/legislators_and_districts/districts/districts.html)*.* |
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## Land Tenure Information

**IMPORTANT: If the project has on-the-ground activities, the Land Tenure Information table must be completed. If the project has no on-the-ground activities, do not complete this table.**

Section Instructions:

* For how to enter data into this section’s table, see above instructions in the Project Location Details section.
* Applicants must submit documentation showing adequate tenure to, and site control of, the properties to be improved or restored for a minimum of 25 years.
* The Site Number/Identifier in this section is linked to Site Number/Identifier in the Project Location Details section, above. (Please note, The Project Location Details table must be completed before starting the Land Tenure Information table.)
* For each Site Number/Identifier listed in the Project Location Details section, you must list landowner(s) providing permission to access project site(s).

**Land Tenure/ Site Control Instructions**

Submit documentation showing adequate tenure to, and site control of, the properties to be improved or restored for a minimum of 25 years. Proof of adequate land tenure includes, but is not limited to:

* Fee title ownership.
* An easement or license agreement.
* Other agreement between the applicant and the fee title owner, or the owner of an easement in the property, sufficient to give the applicant adequate site control for the purposes of the project and long-term management.

For projects involving multiple landowners, all landowners or an appointed designee must provide written permission to complete the project.

CDFW and its representatives shall have access to the project site at least once every 12 months from the start date of the grant for 25 years, or an appropriate term negotiated prior to grant execution.

When an applicant does not have tenure at the time of proposal submission but intends to establish tenure via an agreement that will be signed prior to grant execution, the applicant must upload a template copy of the proposed agreement, memorandum of understanding (MOU), or permission form. Documentation of adequate tenure must be submitted prior to grant execution.”

| **Site Number** | **Applicant is Site Owner** | **Landowner Information** | **Landowner Interest** | **Land Tenure/ Site Control** |
| --- | --- | --- | --- | --- |
| *This dropdown is populated from the Project Location Details Table (above)* | * *Yes* * *No* | *Landowner name, affiliation, address, phone, and email. (500-character limit)* | *Indicate what type of interest the landowner holds: easement, title, or lease. (100-character limit)* | *See above for Land Tenure/ Site Control Instructions* |
|  |  |  |  |  |
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## Engineering Design

If engineering design plans have been developed for this project, provide the following information.

**PLEASE NOTE:**

1. Implementation projects are required to have at least 65% designs.
2. In addition to completing this form, applicants must upload the following to **Form 8. Application Attachments**:
   * **Attachment 8. Engineering Design Plans** (if existing plans are complete)
   * **Attachment 9. Basis of Design** (must accompany all design plans)

|  |  |
| --- | --- |
| **Engineering Designs** | *Will you develop engineering design plans for this project?*  Yes  No, we do not plan to develop engineering designs  No, we have completed engineering designs in a previous phase  Undecided |
| **Level of Design** | *Select the level of design the project has completed.*   * Conceptual (<65%) * Intermediate Plans (65%) * Draft Plans (90%) * Final Plans (100%) * Not Applicable |
| **Licensed Professionals?** | *Are California licensed professional engineers or geologists required to develop project designs (see the Grant Guidelines for Prop 1 Section 3.8 and Prop 68 Section 3.6, Qualifications and Licensed Professionals)?*  *Be sure that these answers are consistent with the information provided in Project Team Qualifications and Experience in Form 1.*  Yes  No |
| **Explanation** | *If no, describe why California licensed professionals were/were not required based upon the project or activity types associated with the design plans. (2,000-character limit)* |

## Water Rights

If the proposed project involves water diversion and/or impacts to a water right, then the applicant must complete this section and upload the attachments as described below. If this does not apply to the proposed project enter “No” for both questions and then move on to the next section.

**PLEASE NOTE:**

In addition to completing this form, applicants must upload the following to **Form 8. Application Attachments**:

* **Attachment 10. Evidence of Water Rights** (if project involves water diversions or diversion-related infrastructure)
* **Attachment 11. Water Rights and Hydrogeomorphic Factors Questionnaire** (if project will impact a water right, including any project that would require a change to water rights, involve water diversion, or address stream flows or water use)

|  |  |
| --- | --- |
| **Water diversions or diversion-related infrastructure?** | *Does the project involve water diversions or diversion-related infrastructure?*  Yes  No |
| **Water Right Type** | *If yes, what water right does the Applicant possess?*   * Pre-1914 * Riparian Rights * Post-1914 * Not Applicable |
| **Explanation** | *If no, explain why water rights are not applicable to this project. (500-character limit)* |
| **Impact to Water Right?** | *Will the project impact a water right, including any project that would require a change to water rights, involve water diversion, or address stream flows or water use?*  *If yes, complete and upload* ***Attachment 11. Water Rights and Hydrogeomorphic Factors Questionnaire*** *to* ***Form 8. Application Attachments***  Yes  No |

# Form 3. Permits and Environmental Compliance

**How to Fill Out Form**

WebGrants navigation menu is at top right of this page.

* To enter your data into form fields, select **Edit**.
* To save your progress and leave Edit Mode, select **Save**.
* To exit form without saving, select **Back** from the navigation menu. Do not use the browser’s back button.

**IMPORTANT: ALL FIELDS MARKED WITH A RED ASTERISK (\*) MUST BE COMPLETED BEFORE SUBMITTING APPLICATION.**

When you have completed the entire form, be sure to click **Mark as Complete**.

## CEQA and NEPA Compliance

|  |  |
| --- | --- |
| **Is CEQA Required?** | *Projects that receive funding from CDFW must comply with all applicable laws and regulations, including the California Environmental Quality Act (CEQA). For Implementation projects, CEQA must be complete by May 7, 2021.*  Yes  No |
| **Explanation** | *If no, please explain why CEQA is not required. (500-character limit)* |
| **Type of CEQA document(s) to be prepared** | *Select all that apply.*  Initial Study  Notice of Exemption  Negative Declaration/ Mitigated Negative Declaration  Environmental Impact Report  To be determined |
| **CEQA Lead Agency** | *Name the CEQA Lead Agency (500-character limit)* |
| **CEQA Lead Agency Contact Information** | *Contact person, agency, address, phone number and email address.(500-character limit)* |
| **CEQA Lead Agency Justification** | *Why was Lead Agency selected? Has this agency accepted the role of Lead Agency? (2,000-character limit)*  *For Planning projects, if CEQA compliance will be part of the project scope, you must attach a letter from Lead Agency indicating acceptance of their role. Upload* ***Attachment 12. CEQA Lead Agency Acceptance*** *to* ***Form 8. Application Attachments*** |
| **Is CEQA Complete?** | *Is CEQA complete?*  Yes  No |
| **CEQA Document Name** | *If complete, provide the name of the CEQA document. (200-character limit)* |
| **State Clearinghouse Number** | *If complete, provide the State Clearinghouse Number* |
| **Date of Completion** | *If complete, when was the CEQA document completed?* |
| **Status of CEQA Documents** | *If not complete, describe the status of the CEQA documents being prepared.*  *If a Notice of Exemption will be prepared, identify the exemption and justify why the exemption is appropriate and that the exceptions do not apply. (2,000-character limit)* |
| **Expected Date of Completion** | *If not complete, provide the expected date of CEQA document completion.* |
| **Is NEPA Required?** | *Is compliance with the National Environmental Policy Act (NEPA) required?*  Yes  No |
| **Explanation** | *If no, please explain why NEPA is not required. (500-character limit)* |
| **Type of NEPA document(s) to be prepared** | *Select all that apply.*  Categorical Exclusion  Environmental Assessment  Finding of No Significant Impact (FONSI)  Environmental Impact Statement  To be determined |
| **NEPA Lead Agency** | *Name the NEPA Lead Agency (500-character limit)* |
| **NEPA Lead Agency Contact Information** | *Contact person, agency, address, phone number and email address.(500-character limit)* |
| **NEPA Lead Agency Justification** | *Why was Lead Agency selected? Has this agency accepted the role of Lead Agency? (2,000-character limit)* |
| **Is NEPA Complete?** | *Is NEPA complete?*  Yes  No |
| **Status of NEPA Documents** | *If not complete, describe the status of the NEPA documents being prepared. (2,000-character limit)* |
| **Expected Date of Completion** | *If not complete, provide the expected date of NEPA document completion.* |
| **NEPA Document Name** | *If complete, provide the name of the NEPA document. (200-character limit)* |
| **Date of Completion** | *If complete, when was the NEPA document completed?* |
| **Environmental Permits** | *Does the proposed project require any State, federal, and/or local environmental permits?*  *If "yes", applicants must complete****Attachment 13. Environmental Permitting Checklist****located in****Form 8. Application Attachments****.*  Yes  No |
| **Environmental Permits Explanation** | *If no, explain why the proposed project does not require environmental permits. (500-character limit)* |

# Form 4. Project Description and Objectives

**PLEASE NOTE:** In addition to completing this form, applicants must complete the following:

* **Attachment 14. Project Narrative**
* **Attachment 15. Monitoring and Long-Term Management**(only required for Implementation and Acquisition projects).
* **Attachment 16. Data Management Plan**(required only for Delta scientific studies and other projects that include scientific data collection, e.g., monitoring data)

The templates for these attachments can be downloaded, and uploaded when complete, on **Form 8. Application Attachments**.

**How to Fill Out Form**

WebGrants navigation menu is at top right of this page.

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* To save your progress and leave Edit Mode, select **Save**.
* To exit form without saving, select **Back** from the navigation menu. Do not use the browser’s back button.
* To enter data into a table row, you must first save your progress by selecting **Save** at the top of the page to exit Edit Mode. Click the **Add** button (at the top of the table section). When you are finished entering data, click **Save**. Repeat to add a new row to the table.
* To edit or delete a row, select the blue text in the first column.

**IMPORTANT: ALL FIELDS MARKED WITH A RED ASTERISK (\*) MUST BE COMPLETED BEFORE SUBMITTING APPLICATION.**

When you have completed the entire form, be sure to click **Mark as Complete**.

## Project Description

|  |  |
| --- | --- |
| **Brief Description** | *Provide a brief overview of the project. (1,000-character limit)* |
| **Project Monitoring** | *Is the proposal for an Implementation or Acquisition project?*  *If yes, complete and upload* ***Attachment 15. Monitoring and Long-Term Management*** *template in* ***Form 8. Application Attachments****. If there is an existing Monitoring and Long-Term Management Plan that includes all the information required in the template, the applicant may submit that instead.*  *If no,* *no further action is expected. However, for Planning projects that include baseline monitoring, the applicant will be expected to submit a Monitoring and Long-Term Management Plan as a project deliverable.*  Yes  No |
| **Data Collection** | *Will scientific data be collected? (This includes baseline and post-implementation monitoring data, and Delta scientific studies.)*  *If yes, complete and upload the* ***Attachment 16. Data Management Plan*** *template in* ***Form 8. Application Attachments****.*  *If "no", do not submit the Data Management Plan attachment.*  Yes  No |

## Objectives

Summarize specific, measurable project objectives to be met during the term of the CDFW grant and the expected outcomes associated with each objective. Objectives should relate directly to the problems, threats, or issues identified in Purpose and Need (in **Attachment 14. Project Narrative**) and to **Form 6. Performance Measures**.

**PLEASE NOTE:** Complete this section before starting **Form 6. Performance Measures**.

**How to Fill Out Form**

* To enter your data in this table, select **Save** at the top of the page to save your progress and exit Edit Mode.
* To add a row to this table, select **Add** to the right of this section’s title. If the Add link is not visible, click **Save**.
* Fill out the required information and select **Save** when finished.
* Repeat to add a row for each Objective.
* To edit or delete a row, select the blue text in the first column.

| **Objective Number** | **Objective** | **Anticipated Outcomes** |
| --- | --- | --- |
|  | *250-character limit* | *250-character limit* |
|  |  |  |
|  |  |  |

## Climate Change

|  |  |
| --- | --- |
| **Climate Change Stressors** | *Select all climate change stressors for which the proposed project is providing resilience or adaptive ability to a species or habitat.*  Air/Water Temperature Changes  Precipitation Changes  Snowpack Changes  Sea-Level Rise  Streamflow Changes  Wildlife Risk Changes  Flood Risk Changes  Drought Severity Changes  Ocean Condition Changes  Not Applicable |
| **Climate Change Adaptation** | *See*[***Prop 1 Climate Change Adaptation Guidance***](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=186290)*for examples of relevant adaptation strategies and a list of climate adaptation resources. If the proposed climate adaptation strategies are fully described elsewhere in the application, include a brief summary here.*   1. *Describe how the stressors selected above will likely affect the ecosystem/s within and adjacent to the project site (e.g., landscape fragmentation, shifts in phenological event timing, species range shifts, habitat type conversion, loss of biodiversity, spread of invasive species, etc.)* 2. *Describe strategies proposed to facilitate adaptation or enhance species'/ecosystems' resilience to these climate stressors (e.g., by improving landscape-scale connectivity providing climate refugia, decreasing fire risk). As applicable, describe how climate change data and/or projections have influence or will influence site selection, project planning/approach, study design, monitoring and long-term management plans, and adaptive management strategies*   *(3,000-character limit)* |
| **Climate Change Mitigation** | *Does the proposed project sequester greenhouse gas?*  Yes  No |
| **Greenhouse Gas Sequestration** | *Describe how the proposed project sequesters greenhouse gas. If possible, quantify (Mt CO2-e) the amount of greenhouse gases sequestered over the life of the project. (1,000-character limit)* |

# Form 5. Timeline

The Timeline individually lists and provides an approximate submittal date for each deliverable for all project tasks. Timeline tasks must correspond (numerically and in title) to the project’s tasks/subtasks as listed in the Scope of Work in **Attachment 14. Project Narrative** (as uploaded to **Form 8. Application Attachments**). For example, if Project Management is Task 1 in the Scope of Work, it should be Task 1 in the Timeline. When entering data in the Timeline form, applicants should create a separate entry for each task/subtask. If a task/subtask includes multiple deliverables, such as Project Management, create a separate entry (i.e., row) for each deliverable.

**Planning, Implementation, Science, and applicable Acquisition Projects**

The following deliverables are required to be included in Task 1 - Project Management. If an applicant is only requesting funding for the transaction of an acquisition, with no requested funding for administrative costs, then these deliverables are not required.

* **Project Start:** Due with first Quarterly Progress Report
* **Quarterly Progress Reports:** Due within thirty (30) days following each quarterly month for the duration of the agreement, corresponding with Quarterly Invoice schedule
* **Quarterly Invoices:** Due within thirty (30) days following each quarterly month (or) semi-annually
* **Executed Subcontracts:** (where relevant) Due within 30 days of finalizing
* **Project Data:** All data due with Final Report
* **Draft Final Report:** Due Sixty (60) days prior to end of agreement term
* **Final Report:** Due at least thirty (30) days prior to end of agreement term
* **Project End:** Due with Final Report

**Acquisition Projects**

The following deliverables and milestones are required for Acquisition projects. They must be included in the Timeline as applicable to the Acquisition project.

* Complete Appraisal\*
* Existing conditions reports: Phase I ESA, Mineral Report\*
* Draft grant deed or conservation easement\*
* Submit appraisal, purchase documents, and title report to CDFW for DGS review
* Baseline Report and Monitoring Protocol (required for Conservation Easements)
* Long-term Management Plan (required for Fee Title Acquisition)
* Fully executed purchase agreement
* Instruments of conveyance
* Distribution request
* Close escrow and submit Final Closing Documents to CDFW
* Install bond acknowledgement sign
* Project Close-out

\*Required prior to grant execution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Number** | **Task Title** | **Deliverables and Key Project Milestones** | **Estimated Completion Dates** | **Reporting Frequency** |
| *Enter the Task Number that the Deliverable will address. Subtasks may be identified with a decimal number* | *Enter the Task Title that the Deliverable will address. The Task Title used needs to correspond to those listed in the Scope of Work* | *Name the deliverable or key milestone each task will accomplish.*  *Include any pre-project milestones that proposed project work depends upon (e.g., permitting, engineering designs, land tenure) (2,000-character limit)* | *Enter the estimated date when the deliverable will be submitted to CDFW. For recurring deliverables such as Quarterly Reports, enter the expected due date of the first report.* | *Select the most appropriate frequency for the deliverable from the drop-down list.*   * *One Time* * *Monthly* * *Quarterly* * *Semi-Annual* * *With Quarterly Report* * *With Final Report* |
| 1 | Project Management | Project Start | MMDDYYYY | With Quarterly Report |
| 1 | Project Management | Quarterly Progress Reports - Due within thirty (30) days following each quarterly month for the duration of the agreement | MMDDYYYY | Quarterly |
| 1 | Project Management | [Monthly/Quarterly/Semi-Annual] Invoices - Due within thirty (30) days following each [month/ quarterly month/semi-annual] | MMDDYYYY | [Monthly/Quarterly/Semi-Annual] |
| 1 | Project Management | Draft Final Report – Due at least sixty (60) days prior to the end of the grant term | MMDDYYYY | One Time |
| 1 | Project Management | Final Report – Due at least thirty (30) days prior to the end of the grant term | MMDDYYYY | One Time |
| 1 | Project Management | Final Invoice – *No other deliverables can be due after the Final Invoice* | MMDDYYYY | One Time |
| 1 | Project Management | Project End | MMDDYYYY | With Final Report |
| 1.1 | Subcontractor Bids | Executed Subcontracts | MMDDYYYY | With Quarterly Report |
| 1.2 | Data Management | Project Data | MMDDYYYY | With Final Report |
|  |  |  |  |  |
|  |  |  |  |  |

# Form 6. Performance Measures

**Start Here**

**Before starting this Form**: Enter Project Objectives in **Form 4. Project Description and Objectives**. Each Project Objective entered in Form 4 must have at least one corresponding performance measure entered into the table in this Performance Measures form.

**All applicants for Acquisition, Implementation, and applicable Planning Projects must complete this form.** If the proposal is for Planning (with no on-the-ground work) or a Scientific Study, Performance Measures are not required; do not enter anything in the table below and select “Mark as Complete.”

Refer to [**Performance Measures Guidance**](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=161922) for additional information and specific examples.

**Performance Measure Text Instructions**

*Develop Project-specific performance measures linked to project objectives with quantitative targets. Do not add performance measures for required administrative tasks (e.g., submission of quarterly reports and invoices). Include at least one performance measure that can be achieved during the term of the grant. Performance measure categories to include here:*

* ***Output performance measures:*** *track on-the-ground activities (e.g., acres of habitat restored or preserved, number of trees planted, and number of barriers to fish migration removed).*
* ***Ecological Outcome performance measures:*** *evaluate ecosystem responses to on-the-ground activities (e.g., responses by target wildlife populations and responses in ecosystem function).*

*Projects located in the Delta or Suisun Marsh should consider performance measures compatible with Delta Plan performance measures. Performance measures should be concise, and be S.M.A.R.T. (Specific, Measurable, Achievable, Relevant/Realistic, and Time-bound)*

**Metrics Instructions**

*List metrics by which progress will be measured. These metrics and corresponding methods should be described in the Monitoring Plan included in****Attachment 15. Monitoring and Long-term Management Plan****uploaded to****Form 8. Application Attachments****.*

| **Project Objective** | **Performance Measure Text** | **Metrics** |
| --- | --- | --- |
| *Select from the Objectives entered in****Form 4. Project Description and Objectives****. (Please note: The Project Objectives section in****Form 4. Project Description and Objectives*** *must be completed in order for options to appear in the drop-down menu). Each Objective must appear in this table with at least one corresponding performance measure.* | *See above for Performance Measure Text Instructions (250-character limit)* | *See above for Metrics Instructions (250-character limit)* |
|  |  |  |
|  |  |  |

# Form 7. Budget

It is recommended that the applicant fill in **Attachment 17. Budget Tables** prior to filling in this Budget form; when submitted, this Budget form must match the **Attachment 17. Budget Tables**. The **Attachment 17. Budget Tables** Excel template can be downloaded from **Form 8. Application Attachments**. **Attachment 17. Budget Tables** will need to be filled out and uploaded prior to submitting the application.

Totals in the Budget form are calculated automatically, but please check if the figures are correct and match those in **Attachment 17. Budget Tables**.

See Section 3.1 of the Solicitation and Evaluation Guidelines for the [Proposition 1](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=102262&inline) for more information on the Budget, and a list of eligible and ineligible costs.

Only provide information for funds requested from this CDFW grant solicitation in the Budget form. Work on the proposed project covered by other fund sources should be detailed in **Attachment 17. Budget Tables** on the Cost Share and Budget Justification tabs.

Ensure that all personnel and subcontractors listed in the Budget are described in the **Project Team and Qualifications** section of **Form 1. Eligibility, Timing, and Priorities** and that their roles with Project tasks are described in **Attachment 14. Project Narrative**.

## Personnel Services

List all personnel from the applying organization who will be charging to the proposed project. Personnel should be listed by project role rather than by name (e.g., Project Manager, Field Technician).

| **Project Role** | **CDFW Requested Amount** |
| --- | --- |
|  |  |
|  |  |
|  |  |
| **Personnel Services Subtotal[[1]](#footnote-1)** |  |

## Staff Benefits

|  |  |
| --- | --- |
| **Staff Benefits** | Enter the total staff benefits requested for this grant |

## General Operating Expenses

List each Operating Expense for the proposed project. Examples of expenses include Field Supplies, Permit Fees, Travel, and other General Expenses.

For travel, see the following documents for applicable travel reimbursement rates

* [**University Terms and Conditions**](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=160605) (UC/CSU applicants)
* [**General Grant Provisions**](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=100018) (all other applicants)

|  |  |
| --- | --- |
| **Operating Expenses** | **CDFW Requested Amount** |
|  |  |
|  |  |
| **General Operating Expenses Subtotal1** |  |

## Indirect Charges

Indirect costs (i.e., administrative overhead) are those costs that cannot be directly assigned to a particular grant activity but are necessary to the operation of the organization and the performance of the grant project.

Calculate indirect costs by multiplying the Indirect Charge Rate (not to exceed 20%) by [Total Personnel Services + Total General Operating Expenses + first $25,000 of each Subcontractor). **Costs greater than $25,000 for each subcontractor and costs to purchase equipment cannot be included in the calculation of indirect costs.**

Please see Section 3.1 of the Solicitation and Evaluation Guidelines for the [**Proposition 1**](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=102262&inline) for more information on Indirect Costs.

Enter the indirect charge rate that will be applied to the Personnel Services, General Operating Expenses, and first $25,000 of each Subcontractor. The rate must be justified in the Budget Justification tab in **Attachment 7. Budget Tables**.

**Indirect Charge Rate cannot exceed 20%.**

|  |  |
| --- | --- |
| **Indirect Charge Rate (%)** |  |
| **Indirect Costs** |  |

## Subcontractors

Enter the Subcontractor's Name (or Project Role if the specific subcontractor has not yet been identified). Enter the Total Subcontractor Cost from **Attachment 17. Budget Tables** (Applicant Budget) into the table below.

Ensure all Subcontractor tasks are described in **the Approach and Statement of Work** in the **Attachment 14. Project Narrative**, and that Subcontractors and their roles are listed in **Project Team and Qualifications** section of **Form 1. Eligibility, Timing, and Priorities**.

You must provide a detailed Subcontractor Budget for each subcontractor in **Attachment 17. Budget Tables**.

|  |  |
| --- | --- |
| **Subcontractor** | **CDFW Requested Amount** |
|  |  |
|  |  |
| **Subcontractors Subtotal1** |  |

## Equipment & Other IDC Excluded Items

List the equipment and other operating expenses that will be excluded from indirect costs (IDC). These expenses include, but are not limited to electronics, software, and land acquisition costs.

See [General Grant Provisions](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=100018) for equipment definitions.

|  |  |
| --- | --- |
| **Item** | **CDFW Requested Amount** |
|  |  |
|  |  |
| **Equipment & Other Indirect-Excluded Operating Expenses Subtotal1** |  |

# Form 8. Application Attachments

Provide the listed attachments below by clicking on each attachment name. Each attachment can only upload one file. If you need to upload multiple files for one attachment, combine the files into a single pdf and upload that.

**All attachments are required, unless otherwise stated. Review all Application Attachment instructions to determine which attachments are applicable (and therefore required) for your project.**

|  |  |  |
| --- | --- | --- |
| 1 | Land Acquisition Information (if applicable) | ***Required for Acquisition Projects.*** *Complete and upload the*[***Land Acquisition Information template***](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185747) |
| 2 | Consultation with California Conservation Corps (if applicable) | ***Required if project includes field work****. As referenced in****Form 1. Eligibility, Timing and Priorities****, all applicants seeking funding for implementation projects and/or projects that include fieldwork (fieldwork activities may include baseline studies, scientific studies, post-implementation monitoring, invasive plant removal, native plant propagation, mapping, site maintenance, etc.) shall consult with California Conservation Corps AND a certified local conservation corps as to the feasibility of using their services. If either the CCC or local conservation corps are able to participate, they MUST be included as a subcontractor in the project’s budget in****Attachment 17. Budget Tables****.*  *Applicants are encouraged to reach out to both Corps early in the process while developing project proposal(s) to determine how the Corps can be included. See the template for contact details and timeline.*  *Complete and upload the*[***California Conservation Corps template***](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185746) |
| 3 | Location (Regional) Map | *Clearly identify the project's location in relation to prominent area features. Map should provide sufficient detail to allow a person unfamiliar with the area to locate the project.* |
| 4 | Project Specific (Site-scale) Map | *Clearly delineate project boundaries on an appropriately scaled, USGS (or equivalent) 7.5 minute contoured topographic quadrangle map. Should be sufficiently detailed to identify key elements described in the Project Narrative. Aerial photos do not satisfy this requirement.*  *Watershed-level Planning Projects: Provide a map scale that is appropriate. Aerial photos do not satisfy this requirement.*  *All Other Projects: Provide a map that shows the extent of the project or anticipated project boundaries.* |
| 5 | Parcel Map with County Assessor’s Parcel Number(s) (required for Acquisition Projects) | ***Required for Acquisition Projects.*** *Provide an Assessor’s Parcel Map with the parcel(s) identified by parcel number and the area to be acquired clearly delineated.* |
| 6 | Site Photos (if applicable) | *If applicable, submit no more than 10 photos showing representative areas of the project site. Please combine photos into a single pdf document and include captions. Photo locations may be included on the Project-specific map.* |
| 7 | Project Shapefiles | *Attach a polygon boundary of your project using either of these formats:*   * *Shapefile (shs): zipped* * *Keyhole Markup Language: zipped (kmz)*   *Project sites separated by more than 0.5 miles should be included as separate polygons. Include the following fields in your file:*   * *Application Number: (found at the left top of the page in your application).* * *Applicant Name* * *Project Title* * *Site Name*   ***Note****: If your Project is selected for funding, you may be required to submit more detailed shape files or kmz files.* |
| 8 | Engineering Design Plans (if applicable) | *All Projects with existing Engineering Design Plans: Upload the existing Engineering Design Plans for this project. In the description, include the level of design (30%/65%/90%/100%)*  *Implementation Projects: At least 65% Engineering Design Plans are required at application* |
| 9 | Basis of Design (if applicable) | *All Projects with existing Engineering Design Plans: A Basis of Design is required if Engineering Design Plans are submitted. Upload the corresponding Basis of Design with the Engineering Design Plans*  *Planning Projects that will develop Engineering Design Plans: If Engineering Design Plans are not submitted at application, both the Engineering Design Plans and corresponding Basis of Design must be developed as a project task and submitted as a deliverable* |
| 10 | Evidence of Water Rights (if applicable) | *If the project involves water diversions or diversion-related infrastructure, attach the following documents, as applicable:*   * *a document demonstrating legal right to divert water consistent with the project proposal and sufficient documentation regarding actual water availability and use* * *applicable Water Right Permit or License on File with State Water Resources Control Board* * *any operational conditions, agreements, or court or SWRCB orders or decrees affecting the asserted water right* * *any past water diversion and use information reported to the SWRCB pursuant to*[*CWC**Section 5101*](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=5101.&lawCode=WAT) |
| 11 | Water Rights and Hydrogeomorphic Factors Questionnaire (if applicable) | *If the project will impact a water right, including any project that would require a change to water rights, involve water diversion, or address stream flows or water use, complete and attach the*[*Water Rights and Hydrogeomorphic Factors Questionnaire*](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185748) |
| 12 | CEQA Lead Agency Acceptance (if applicable) | *For Planning projects, if CEQA compliance will be part of the project scope, you must attach a letter from Lead Agency indicating acceptance of their role.* |
| 13 | Environmental Permitting Checklist (if applicable) | ***Required if project includes permits****as referenced in****Form 3. Permits and Environmental Compliance.*** *Complete and upload the*[***Environmental Permitting Checklist template***](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185749) |
| 14 | Project Narrative | *Complete and upload the*[***Project Narrative template***](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185797) |
| 15 | Monitoring and Long-Term Management | ***Required for Implementation and Acquisition Projects.*** *Upload an existing monitoring plan or complete and upload the*[***Monitoring and Long-Term Management template***](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185803)*. A draft Monitoring Plan may be submitted if a final Monitoring Plan is developed in a project task and submitted as a deliverable* |
| 16 | Data Management Plan (if applicable) | ***Required for Delta Scientific Studies and other projects that include scientific data collection****, e.g., monitoring data.* *Complete and upload the*[***Data Management Plan template***](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185807) |
| 17 | Budget Tables | *Complete and upload the*[***Budget Tables template***](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=186241)*in Excel format. Complete the following tabs: Applicant Budget (required for all projects), Budget Justification (required for all projects), Subcontractor Budget (if applicable), and Cost Share (if applicable). See the first tab of the Excel template for more detailed instructions.*  *See Section 3.1 of the Solicitation and Evaluation Guidelines for the* [*Proposition 1*](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=102262&inline) *for more information on the Budget, and a list of eligible and ineligible costs.* |

# Form 9. Supplementary Attachments

Attach additional documents that support your application or further describe your conservation goals. This may include, but is not limited to:

* Draft Conservation Easement and other documents required for land acquisitions
* Letters of support
* Existing permits
* Regional plans associated with the project
* References or citations for the Project Narrative

If you do not have additional information to provide, please “Mark as Complete.” No other actions are required.

**How to Fill Out Form**

* To upload a supplementary attachment, select “Add.” Each attachment must be uploaded individually.
* To edit an attachment, select the entry in the “Description” column.
* To delete an attachment, select the recycling bin icon in the “Delete?” column.
* When you have completed uploading your attachments, be sure to “Mark as Complete.”

|  |  |
| --- | --- |
| **Upload File** | *Click the “Choose File” button to upload a file* |
| ***Description:*** | *Provide a brief description of the file including*   * *What kind of file/document is it?* * *Why is it being included in the application?* * *What Application requirements does this apply to?* |

# Form 10. Acknowledgment and Signature

Once submitted, proposals are subject to the Public Records Act and may be publicly available. **Do not** submit personal information such as home address; home telephone, fax, or cell phone numbers; home email address; date of birth; citizenship; drivers’ license numbers; marital status; personal hobbies; and the like. Such personal information is irrelevant to the merits of the proposal

|  |  |
| --- | --- |
| **I have read and understand the above statement.** | *Check the box to acknowledge and confirm* |

I certify that the information contained in my Application, including all required attachments, is true, accurate, and complete and that I am authorized to apply for this grant

|  |  |
| --- | --- |
| **Signature** | *Enter first and last name of responsible party/person* |
| **Date** | *Enter the signature date* |

1. The subtotals and total amount will be calculated by WebGrants. You will not enter this amount; however, we recommend that you verify the calculated total against yours. [↑](#footnote-ref-1)