

# Wildlife Conservation Board

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## Lower American River Conservancy Program 2021 Proposal Solicitation Notice



Applications due May 14, 2021

Email [LARCP@wildlife.ca.gov](mailto:LARCP@wildlife.ca.gov) for instructions on how to submit application



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## Wildlife Conservation Board Lower American River Conservancy Program **2021 Proposal Solicitation Notice**

The Wildlife Conservation Board (WCB) is accepting high quality grant proposals for the Lower American River Conservancy Program (Program) that result in enduring benefits to the Lower American River. Projects must advance one or more of the four Program goals which include fish and wildlife habitat, water quality, education and interpretation, and public access.

This 2021 Proposal Solicitation Notice (PSN) for the Program, provides application information specific to the 2021 grant cycle (see timeline below). Up to \$2 million may be awarded in grants selected through this PSN. Applicants should thoroughly review the [WCB Lower American River Conservancy Program Guidelines](#) (Guidelines). Additional planning resources include:

- [American River Parkway Plan](#)
- [WCB Strategic Plan Update](#)
- [State Wildlife Action Plan](#)

Questions related to this PSN may be directed to WCB via email ([LARCP@wildlife.ca.gov](mailto:LARCP@wildlife.ca.gov)).

### BACKGROUND

The WCB is an independent state board with the authority to carry out programs that benefit wildlife conservation in California (Fish and Game Code section 1300, *et seq.*). WCB's three main conservation functions are land acquisition, habitat restoration, and development of wildlife-oriented public access facilities. WCB promotes this work through many [conservation programs](#).

The Lower American River Conservancy Program Act was created by Assembly Bill 1716 and became effective January 1, 2017 (Public Resources Code section 5845, *et seq.*). The Program was created to provide a state partner to work cooperatively with local agencies, particularly the County of Sacramento in its role as manager of the American River Parkway (Parkway), and nonprofit organizations to help fund projects and provide grants to restore, enhance, interpret, protect, and improve public access to the Parkway's natural, recreational, educational, and cultural resources. The Legislature's intent was for the Program to be a continuation of the state's historic role in providing funding to advance the protection and restoration of the natural resources of the lower American River while continuing the County of Sacramento's historic role in managing the lands and public uses of the Parkway.

In June 2018, voters passed the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Proposition 68) which identified a need for protected or enhanced

biodiversity, support of the State Wildlife Action Plan priority habitats, conserved or enhanced water-related projects, enhanced public access, and resiliency projects. Among other things, Proposition 68 made available \$10 million for WCB to advance the Program (Public Resources Code section 80100(a)(3)).

This competitive PSN is WCB's fourth invitation for proposals to be funded through Proposition 68 for the lower American River Parkway in Sacramento County. Projects funded through this PSN must be completed with funds expended by March 31, 2025.

## ELIGIBILITY

### PSN Area

Projects must be located within or adjacent to the lower American River 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 Parkway values. Projects can be located on public (local, state and/or federal) and/or private land.

### Grant Applicants

Nonprofit organizations and local public agencies (city and county) are eligible to submit grant proposals in response to this PSN (Public Resources Code section 5845.6(a)).

### Project Types

Project types eligible for this PSN include planning, implementation, and land acquisitions. Each project type is described in more detail, below. Projects may not overlap into two categories. Mitigation projects and long-term maintenance and management activities for past WCB grants will not be considered for funding.

### Planning

Planning grants are intended to support the development of projects that are likely to qualify for future implementation funding under the Program. Eligible activities and expenses for planning projects include, but are not limited to:

- Completing studies/surveys to support project design and/or environmental compliance
- Analysis to support completion of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) reviews. Lead agencies need to be identified and demonstrate a willingness to complete adoption of CEQA/NEPA.
- Developing project designs or supplementing existing designs
- Acquiring permits for a future implementation project



## Implementation

Implementation grants may fund construction of restoration and enhancement projects and new or enhanced facilities that will provide a direct benefit to the Parkway and its natural, cultural, recreational, or educational resources. They are intended to support high priority, "shovel ready" projects that have advanced to the stage where planning, land tenure, and design plans have been completed. Project phasing is allowed if construction is proposed in reasonable segments that are not interdependent. In other words, work completed in the first phase of construction must be whole and complete by the end of the grant term. Funding one phase of a multi-phased project does not guarantee/commit funding for future phases.

CEQA must be completed at least 15 days prior to the WCB board meeting. For evaluation purposes, WCB will consider CEQA complete when the lead agency has certified a NOD or filed a NOE with the State Clearinghouse and the equivalent applies for NEPA.

Implementation proposals should have 65% design plans and all necessary studies completed prior to submitting an application.

Implementation projects may include permitting as a project activity. If permits are to be obtained for a proposed project, a complete description of the permits needed and a timeline for obtaining them must be included in the proposal. Eligible activities and expenses for implementation projects include, but are not limited to:

- Preparation of bid packages and subcontractor documents (when subcontractors have not been identified at the time of grant award)
- Advancing 65% designs to 100%
- Acquiring necessary permits
- Construction activities
- Habitat restoration and enhancement
- Pre- and post-project monitoring (within grant term)

## Acquisitions

Acquisition grants shall fund purchases of land that provide a direct benefit to the values of the Parkway and that support the goals of the Program. Acquisitions must be from willing sellers and at a price that does not exceed fair market value, as set forth in an appraisal prepared by a licensed real estate appraiser and approved by the Department of General Services (DGS). A completed appraisal, approved by DGS Real Property Services Section, is not required at the time of application submission; however, if a grant is awarded, the appraisal must be submitted to WCB and approved by DGS prior to the WCB board meeting.

WCB will not hold title to land. Title to lands to be acquired within the Parkway shall be held by the County of Sacramento or another local public entity willing to hold title to those lands (Public Resources Code section 5845.5(e)). An eligible entity must be identified at the time of proposal submission.

If a signed purchase or option agreement is unavailable at the time of application submission, a willing seller letter is required from each landowner indicating a willingness to participate in the proposed real estate transaction. The letter should clearly and specifically identify the relevant property and state: "If grant funds are awarded, the seller(s) is willing to enter into negotiations with [name of applicant] for sale of the property at a purchase price not to exceed fair market value." Applicants must disclose any known or suspected hazardous material release, threatened release, or other environmental condition associated with the property.

All grant awards for acquisition of an interest in real property are contingent on a WCB determination that the risk posed to the conservation values of that property by mineral exploration, development, and related consequences is acceptable. Prior to execution of a grant agreement for acquisition of an interest in real property, the WCB will assess the risk that future mining activities could occur on the property. As part of the WCB's risk assessment, the WCB may require the surface estate landowner or project proponent to provide the WCB and any third parties with an interest in the minerals with a mineral assessment report. Costs associated with preparation of the mineral assessment report and related activities are not eligible for reimbursement. Successful applicants should consult with the WCB for specific requirements prior to initiating work on a mineral assessment report. Based on its risk assessment, the WCB will determine whether the risk of mining and the related consequences for intended conservation purposes is acceptable. If the WCB determines that the risk is not acceptable, and the risk cannot be reduced to an acceptable level within a reasonable amount of time, then WCB will rescind the grant award.

Additional attachments required include:

- Signed purchase or option agreement, or willing seller letter
- Legal description of the property
- Minimum of six color photographs illustrating the property and its conservation values or benefits to the American River Parkway
- USGS 7.5-minute topographic map, or comparable depicting the location of the property
- Current Preliminary Title Report
- Title report for water rights, if available
- Maintenance and Management Plan (or the equivalent)

Eligible expenses for acquisition projects include the purchase price for acquisition of fee title that do not exceed fair market value. Ineligible expenses include:

- Appraisals
- Title escrow and closing costs
- Environmental Site Assessments
- Mineral Rights Assessments
- Other fees and costs to accomplish the transaction and the conveyance and acquisition of the property

Applicants submitting proposals for acquisitions must provide a baseline report of existing conditions prior to close of escrow and current within six months of date of closing. Newly acquired Parkway lands shall be managed in a manner consistent with the American River Parkway Plan. A long-term

management plan summary must be submitted with the application as required for Question 10 of the 2021 Application Form.

## PSN PRIORITIES

Priority will be given to projects that focus on improving the quality of water that flows within and into the Parkway and the restoration and enhancement of fish and wildlife habitat and other natural resources. Projects located within the Cal Expo and Woodlake plan areas will also be prioritized as well as implementation projects and land acquisitions. Projects may include, but are not limited to:

- Protection and enhancement of tributaries downstream of Nimbus Dam that flow into the Parkway
- Implementation of stormwater capture and treatment projects
- Habitat restoration or revegetation in the Cal Expo or Woodlake areas where habitat loss or degradation has occurred
- Capital improvement that removes invasive species from high quality, intact habitat or a large-scale habitat restoration project
- Land acquisitions that protect significant fish and wildlife habitat or provide opportunities that will advance the values of the Parkway
- Planning and design for stormwater capture and treatment projects
- Capital improvement project that minimizes trail erosion and stabilizes channel banks
- Fabrication and installation of natural or cultural interpretive panels

## APPLICATION PROCESS

Table 1 displays the timeline for this PSN. A [public workshop](#) on the competitive grant process was provided before the consultation period and release of the PSN. WCB will post frequently asked questions (FAQ) to the [Program web page](#) during the proposal consultation period. The FAQ document will be updated at the end of each week during the consultation period and will remain on the web page for future reference.

WCB holds a minimum of four meetings annually (February, May, August, and November) where the board may consider awarding funds for proposed projects. The November 2021 board meeting is likely the first opportunity where WCB may award funds under this PSN. WCB staff anticipate that August 2022 will be the last board meeting where WCB will consider awarding funds under this PSN. Subsequent awards for the Program will be considered under future PSNs.



Table 1: 2021 PSN Timeline

Schedule	Milestone/ Activity
March 17, 2021	2021 PSN Public Workshop
March 18 – 31, 2021	Proposal consultation period
April 1, 2021	PSN released
May 14, 2021	Applications due
May 17- 21, 2021	Admin review
May 25 – July 2, 2021	Technical review
September 1, 2021	LARC Program Advisory Committee meeting
October 2021	Sacramento County review
November 2021	First WCB meeting to consider approval of recommended projects
March 31, 2025	Project complete and funds expended

### Application Form

Applicants must submit applications and all supporting documents by 5:00 p.m. Pacific Standard Time on or before **May 14, 2021** using the Application Form and Budget Worksheets referenced under the “Guidelines, Forms, and Templates” section, below. Applications will be uploaded to a secure FTP site hosted through the California Department of Fish and Wildlife. Instructions for application submittal are provided in the Application Form. Incomplete applications will not be scored or evaluated for funding. The process for general evaluation of applications is described in the Guidelines. Review and evaluation processes specific to this PSN are described in additional detail, below.

### Administrative Review

WCB will conduct an administrative review to determine if applications were completed as required. All information requested in this PSN must be provided and in the required formats. Applications that are determined to be ineligible or incomplete may not be considered for funding. Administrative review criteria include:

- Application submitted by required deadline
- Project meets eligibility requirements
- Application completed per PSN instructions
- Landowner signed Application Form, or a letter of support provided
- CEQA documents are current and complete or will be completed no less than 15 days prior to board meeting where funding approval may be considered

### Technical Review

All applications that satisfy WCB’s administrative review will be evaluated and scored by technical reviewers based upon the scoring guide and criteria listed in Appendix A.

Each criterion will be scored with a point value between zero and five. A weighting factor will be applied to each criterion to calculate a weighted score. A final score for the proposal will be generated by averaging the weighted scores from all reviewers. Each technical reviewer will also be asked to provide a narrative assessment of the project’s overall significance in advancing Program goals.

When scoring is complete, WCB will compose preliminary funding recommendations based on:

- Final score by technical reviewers
- Alignment with Guidelines and PSN priorities
- Magnitude of benefit
- Distribution of funds among area plans, applicants, etc.
- Availability of funds
- Coordination with other agencies implementing complementary programs

### Advisory Committee Review

WCB staff will present funding recommendations to the Lower American River Conservancy Program Advisory Committee (Committee) for its review and recommendation. The Committee will make proposal recommendations for consideration by WCB's voting board. The Committee may recommend modifications, including reducing grant amount from that requested, to meet current and any potential future program priorities, funding targets and available funding limitations. Proposal recommendations cannot exceed the available funds advertised under this PSN.

### Sacramento County Review

All Committee-recommended proposals will be evaluated and reviewed by the County of Sacramento for consistency with the American River Parkway Plan. Regardless of agency or project proponent, Sacramento County Recreation and Parks Commission (Commission) reviews all planning measures and implementation schemes for the Parkway to ensure proposed projects are consistent with the goals and policies of the American River Parkway Plan. The Commission meets regularly on the fourth Thursday of every month, except for December when on recess.

### Executive Director Review and Board Action

Committee-recommended proposals that are consistent with the American River Parkway Plan will be presented to the executive director of WCB. The executive director will consider the comments and recommendations from each level of the review process and will direct WCB staff on which proposals to present to the board for funding approval. Following approval by the board, selected grant recipients will be notified of their selection and grant amount.

### Evaluation Criteria

#### Budget

The minimum grant amount requested from WCB should be no less than \$100,000. Budgets must be submitted with the application by completing the 2021 Budget Worksheets Form. Project tasks identified in the budget worksheets should be consistent with the project narrative and schedule. The budget worksheets should identify funding that is available for long-term operation and maintenance (for implementation and acquisition projects) as well as any non-WCB contributions (i.e., cash or in-kind services) to be used as cost share.

#### *Cost Share*

Cost share is the portion of the project cost not funded by the awarding agency (WCB) and is provided by the applicant and/or other sources (e.g., private companies, nonprofit organizations, public agencies, and/or other entities). Unless the project has been identified as serving a disadvantaged community, a 20 percent match shall be required (Public Resources Code section 80100(b)). A list of all cost share sources must be detailed in the budget worksheets. Proposals with higher proportions of secured cost

share contribution towards total project cost will score more points through the “Cost Share” proposal evaluation criterion.

Proposals must specify the source and dollar amount of all cost share contributions of cash or in-kind services (e.g., volunteer time, materials, land donations). If volunteer time is to be used as part of the matching requirement, explain the type of service that will be provided, the number of hours the service will be provided, and the hourly rate associated with the service. Cost share must be:

- Used to support the proposed project
- Spent between PSN release and the end of the grant term
- Secured prior to application submission in order to be considered during proposal scoring

Where applicable, cost share agreements or funding assurances will be required prior to grant execution. **Applicants must have all cost share secured prior to the board meeting in order to be considered for funding at a WCB board meeting.** Applicants must also indicate if any cost share is being used as match for other grants or entities and whether they intend to leverage other state funds as match, if awarded. WCB may withhold retention until all cost share expenses are accrued.

### *Indirect Costs*

Indirect cost (alternatively known as Administrative Costs or Administrative Overhead) rates are limited to 20 percent of the total direct WCB award to the grantee, minus subcontractor and equipment costs. Any amount over 20 percent will not be funded but may be used as cost share. Indirect costs include but are not limited to workers compensation insurance, utilities, office space rental, phone, and copying which is directly related to completion of the proposed project. Costs for subcontractors and purchase of equipment cannot be included in the calculation of indirect costs in the overall project budget. The applicant must explain the methodology used to determine the rate and provide detailed calculations in support of the indirect cost rate. Please refer to the 2021 Budget Worksheets.

### *Ineligible Costs*

The following are costs that are ineligible for reimbursement through an awarded grant:

- All costs incurred outside of the grant agreement term
- Travel costs not specifically identified in the grant budget
- Out of state travel without prior written authorization from WCB
- Appraisal, title, or escrow costs
- Student tuition and/or registration fees
- Purchase of electronics or other equipment not specifically identified in the grant agreement

### *Community Access*

Proposition 68 defined community access as “engagement programs, technical assistance, or facilities that maximize safe and equitable physical admittance, especially for low-income communities, to natural or cultural resources, community education, or recreational amenities” (Public Resources Code section 80002(b)). Community access-related costs should be identified as a separate task in the “Budget Justification” budget worksheet and may comprise up to 5% of the grant amount from WCB. Funds must be used for capital assets with a useful life of at least ten years.

### *Serving Disadvantaged Communities*

Proposition 68 requires that at least 20 percent of funds available be allocated for projects serving severely disadvantaged communities (Public Resources Code section 80008(a)(1)). Projects that directly benefit a severely disadvantaged community and/or are located within a severely disadvantaged

community will score more points through the “Serving Disadvantaged Communities” proposal evaluation criterion.

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 an interactive [Disadvantaged Communities Mapping Tool](#) which shows the location and boundaries of disadvantaged communities in the state.

Applicants should use the following two-step process to evaluate whether their proposed project will benefit one or more severely disadvantaged communities.

Step 1 – Determine whether a majority (>50%) of the proposed project area is located within a severely disadvantaged community. Applicants may use boundary data from 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.

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 considered to provide benefits to 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

### California Conservation Corps/California Association of Local Conservation Corps Services

The California Conservation Corps (CCC) is a state agency with local operations throughout the state. The California Association of Local Conservation Corps (CALCC) is the representative for certified local conservation corps. To the extent feasible, a project whose application includes the use of services of the CCC or certified community conservation corps shall be given preference for receipt of a grant (Public Resources Code section 80016). The CCC has developed a [Corps Consultation Review Document](#) to help determine whether it is feasible for CCC or CALCC to provide services for the proposed project.

### Monitoring and Reporting

Planning and implementation project proposals are required to include a Monitoring and Reporting Plan that explains how improvements will be measured or quantified and how project success will be evaluated and reported (see “Monitoring and Reporting” proposal evaluation criterion). Planning projects proposing to conduct baseline monitoring may include development of a monitoring plan as a task in the scope of work, or if the proposed monitoring approach is known, it should be described in the Monitoring and Reporting portion of the application. Performance of planning projects will be evaluated based on completion of project deliverables per the grant agreement. The specific terms and

conditions for monitoring and reporting, including performance measures, may be negotiated prior to grant execution to ensure appropriate measures have been identified and to assist with consistency of nomenclature, units, and measurements.

The scope of the Monitoring and Reporting Plan will vary depending on the nature of the project. However, each plan shall include:

- Project-specific performance measures that are clearly linked to project objectives and have quantitative and clearly defined targets, at least some of which must be feasible to meet within one to two years post-implementation. Performance measures can be placed into two broad categories.
  - *Output* measures track whether on-the-ground activities were completed successfully and evaluate factors that may be influencing ecosystem outcomes (e.g., number of acres protected or restored, types and numbers of land management practices developed and implemented).
  - *Outcome* measures evaluate direct ecosystem responses to project activities (e.g., responses by target wildlife populations and responses in ecosystem function).
- Identify opportunities to extend the monitoring activities beyond the term of the grant (e.g., by using standardized, readily replicated monitoring and evaluation processes; leveraging on-going monitoring programs; and building partnerships capable of attracting funding from multiple sources over time).
- A plan for reporting monitoring results and progress toward performance measures.

### Maintenance and Management

Implementation projects and land acquisition proposals are required to include a Long-Term Management Plan (LTMP) that describes how the project area will be managed for a minimum of 25 years to deliver enduring, sustainable benefits consistent with the purposes of the grant (see “Durability of Investment” proposal evaluation criterion). The LTMP should identify funding mechanisms and parties responsible for conducting maintenance and management activities.

If a LTMP is not available for an implementation project, one may be developed as a grant deliverable. However, if a LTMP is included as a grant deliverable, the project proposal should still describe a general strategy that addresses these maintenance and management considerations.

## GRANT REQUIREMENTS

By submitting an application, project proponents understand and agree to all requirements and responsibilities detailed in this PSN and the Guidelines (e.g., Section 4.0 “Project Approval and Implementation” and Section 5.0 “General Program Requirements”).

### Environmental Compliance and Permitting

Activities funded under the Program must comply with all applicable laws and regulations. Several local, state, tribal and federal agencies may have permitting or other approval authority over projects that are eligible for grant funding. The applicant is responsible for obtaining all permits, approvals, reviews, etc. necessary to carry out the proposed work.

Projects that are undertaken to meet mitigation obligations, or projects that are under an enforcement action by a regulatory agency, will not be considered for funding.

Proposals for projects that are subject to CEQA and NEPA must identify the state and federal lead agencies and provide documentation that the agency or agencies have accepted the role. CEQA/NEPA

compliance must be complete 15 days before WCB meets to consider funding approval. If CEQA/NEPA compliance for a proposed project is not complete at time of proposal submission, WCB will determine the likelihood of CEQA/NEPA completion by the anticipated board meeting date based upon the applicant's schedule for, and progress toward, completion. Applicants must provide environmental documents and lead agency compliance, such as an Environmental Impact Report and a Notice of Determination, upon request.

### Data Management

Environmental data collected under this grant program must be made visible, accessible, and independently understandable to general users in a timely manner, except where limited by law, regulation, policy, or security requirements. Applicants should account for the resources necessary to implement data management activities in the project budget. Projects generating environmental data must include data management activities that support incorporation of those data into statewide data systems, where applicable.

Unless otherwise stipulated, all data collected and/or created through WCB grant funds shall be required as a deliverable and will become the property of WCB. A condition of final payment shall include the delivery of all related data. Geospatial data must be delivered in an [ArcGIS](#)-compatible format where applicable and documented with metadata in accordance with the [CDFW Minimum Data Standards](#).

### Land Tenure/Site Control

Applicants must submit documentation showing that they have permission from the landowner(s) to conduct the proposed project on their land, including planning projects. Applicants proposing planning projects must either submit a letter of support from the landowner that acknowledges their support of the proposed project and its activities on their land or the landowner may sign the Application Form in addition to the applicant. Applicants proposing implementation projects must submit documentation showing that they have adequate tenure to, and site control of, the properties to be improved or restored for at least 25 years. Proof of adequate land tenure includes, but is not necessarily 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
- For implementation projects that fall on city-, county- or privately-owned properties, WCB may require an agreement sufficient to protect the public interest. That agreement shall be recorded in Sacramento County. This document is typically a Notice of Unrecorded Grant Agreement, or NOUGA.

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 submit a template copy of the proposed agreement, memorandum of understanding (MOU), or permission form at the time of proposal submission. Once a project has been awarded, the applicant must submit documentation of land tenure before a complete grant agreement can be executed.

WCB and its representatives shall have the right to access the project site at least once every 36 months for acquisitions, and for all other grants at least once every 12 months from the start date of the grant



for the life of the project. WCB shall provide advance notice to Grantee and landowners prior to accessing the project site.

### Signage

Successful applicants must include signage, to the extent practicable, informing the public that the project received funds through the Wildlife Conservation Board's Lower American River Conservancy Program from Proposition 68 (Public Resources Code section 80001(b)(3)). At a minimum, project signs will display logos for WCB and Proposition 68. Logos can be found on our [Logos and Signage](#) web page.

### Americans with Disabilities Act

The Americans with Disabilities Act must be considered in the application for any new or improved public access project, including facility improvements and signage, 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.

## SPECIAL CONSIDERATIONS

### Interpretive Media

Applications that include interpretive media (exhibits, signs, waysides, etc.) should include bilingual content if feasible. WCB encourages interpretive signage that is multilingual. Staff will inquire with the applicant during development of the grant agreement to see if this can be accommodated.

### Advance Funds

WCB may provide advance funds (Advance) for planning and implementation projects that serve disadvantaged communities. After grant execution, grantee may request a single advance of up to 25% of the grant award. Grantee must submit the Advance Funds Request before submitting any disbursement requests under the grant agreement. Grantee shall report use of Advance through the disbursement request process (i.e., modified Disbursement Template) and WCB shall disburse the remainder of the grant award in arrears.

### American River Parkway Plan Provisions

Applicants must comply with all sections of the American River Parkway Plan, particularly Chapter 11 – Implementation and its provisions related to capital improvement projects, contract drawings, early notification process, zoning, and related items. Applicants will need to carefully scope their workplan and task item timelines to accommodate any additional review and approval needed by the County or cities for their project.

## GUIDELINES, FORMS, AND TEMPLATES

Requirements as identified in this PSN are mandatory unless stated otherwise. Applicants must use the forms listed below to apply or the application may be deemed incomplete and ineligible for funding. All forms are available for download on the [Program web page](#).

- 2021 Lower American River Conservancy Program Grant Application Form (Word)
- 2021 Lower American River Conservancy Program Budget Worksheets (Excel)
  - 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)

All information submitted with the Application Form 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.

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, PNG, or PDF (e.g., maps and design drawings)

Project boundary and other spatial information should be submitted in a Google Earth file format (KMZ or KML). Below are a few helpful links for creating KMZ and KML files.

- [Import spatial data](#), including shapefiles, into Google Earth
- [Export spatial data](#) from ArcGIS to KML
- [Create a polygon](#) in Google Earth

For questions regarding this PSN or the WCB Lower American River Conservancy Program, please contact program manager Cara Allen at [LARCP@wildlife.ca.gov](mailto:LARCP@wildlife.ca.gov) or (916) 926-9584.

## APPENDIX A – EVALUATION AND SCORING CRITERIA

### General Scoring Guide

Points*	Description
5	Criterion is fully addressed and supported by thorough and well-presented documentation and logical rationale.
4	Criterion is fully addressed and supporting documentation or rationale is less robust.
3	Criterion is not fully addressed and supporting documentation or rationale is insufficient to justify methods or objectives.
2	Criterion is marginally addressed and supporting documentation or rationale is insufficient to justify methods or objectives.
1	Criterion is minimally addressed and supporting documentation and rationale is insufficient to justify methods or objectives.
0	Criterion is not addressed.

\* Categories with special scoring criteria are identified below.

### Evaluation Criteria

Category	Criteria	Weight Factor	Max. Points	Max. Score
Applicability to Solicitation Priorities	Project significantly advances the priority goals outlined in the PSN.	4	5	20
Purpose and Background	Proposal includes a detailed project description of the purpose, background, and need, and clearly describes the goals and objectives.	2	5	10
Conservation Efficiencies	Project includes design features that were purposefully included to reduce the effects of climate change, address water efficiencies, or capture stormwater for infiltration or reuse.	0.5	5	2.5
Project Readiness	Proposal demonstrates that access to the property, environmental compliance, permitting, planning, engineering design or other necessary preparations for the project are sufficient for prompt project implementation.	1	5	5
Schedule and Deliverables	Proposal demonstrates a logical sequence and timing of project tasks, with reasonable milestones and appropriate deliverables consistent with a fund liquidation deadline of March 31, 2025, and that aligns with the tasks in the project description.	0.5	5	2.5

Category	Criteria	Weight Factor	Max. Points	Max. Score
Budget	<p>Proposed budget and justification are appropriate to the work proposed, cost effective, and sufficiently detailed to describe project costs, and are consistent with the tasks shown in the project narrative and schedule.</p> <ul style="list-style-type: none"> <li>• 5 points: Budget is detailed, accurate, and costs appear reasonable.</li> <li>• 3 to 4 points: Budget is moderately detailed, has some inaccuracies, and costs appear reasonable.</li> <li>• 1 to 2 points: Budget lacks sufficient detail, has many inaccuracies or costs appear unreasonable.</li> <li>• 0 point: Budget lacks sufficient detail, has many inaccuracies, and costs do not appear reasonable.</li> </ul>	1	5	5
Scope, Schedule, and Budget	<p>Project provides secured federal, State, private, or local cost share. All funds must be identified.</p> <ul style="list-style-type: none"> <li>• 5 points: Non-WCB cost share of &gt;40%.</li> <li>• 4 points: Non-WCB cost share of 31-40%.</li> <li>• 3 points: Non-WCB cost share of 21-30% will receive 3 points.</li> <li>• 2 points: Non-WCB cost share of 11-20%.</li> <li>• 1 point: Non-WCB cost share of 1-10%.</li> <li>• 0 point: No non-WCB cost share.</li> </ul>	0.5	5	2.5
Monitoring and Reporting	<p>Proposal demonstrates a clear and reasonable approach to monitoring, assessing, and reporting the effectiveness of the project.</p>	2	5	10
Durability of Investment	<p>Project delivers enduring benefits and long-term management needs.</p>	2	5	10
CCC/CALCC Services	<p>Project utilizes California Conservation Corps or California Association of Local Conservation Corps services.</p>	3	1	3

Category	Criteria	Weight Factor	Max. Points	Max. Score
Serving Severely Disadvantaged Communities	<p>Project provides benefits to a severely disadvantaged community. (3 points maximum)</p> <ul style="list-style-type: none"> <li>• 2 points: Project preserves, restores, or enhances a site that is within a severely disadvantaged community</li> <li>• 1 point: Project preserves, restores, or enhances a site that allows public access and is within 1 mile of a severely disadvantaged community</li> <li>• 1 point: Project reduces flood risk or exposure to local environmental contaminants within a severely disadvantaged community</li> </ul>	1	3	3
Community Access	<p>Project will improve or expand community access to the Parkway. (4 points maximum)</p> <ul style="list-style-type: none"> <li>• 1 point: Public engagement programs</li> <li>• 1 point: Technical assistance for community access planning</li> <li>• 1 point: Facilities that maximize safe and equitable physical admittance to natural or cultural resources</li> <li>• 1 point: Community education or recreational amenities</li> </ul>	1	4	4
Community Support and Collaboration	<p>Project has broad-based public and institutional support at the local, regional, or larger scale and the local community or other stakeholders are engaged in project delivery.</p>	1	5	5
Community Support and Collaboration	<p>Project advances the goals of the American River Parkway Plan, other existing State, federal or regional plans or policies, and the WCB Strategic Plan.</p>	2.5	5	12.5

Category	Criteria	Weight Factor	Max. Points	Max. Score
Project Team Qualifications	<p>Extent to which a proposal demonstrates that the project team, and any partnership as appropriate, has the appropriate experience and capacity to successfully perform the proposed tasks.</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• 4 to 5 points: Project team demonstrates an appropriate level of expertise and, where applicable, successful completion of previously funded grants</li> <li>• 2 to 3 points: Project team lacks some expertise, has had some problems with successful completion of previously funded grants, or some key subcontractors are not named or are not appropriate for work.</li> <li>0 to 1 point: Project team has very limited expertise and/or has had numerous problems with successful completion of previously funded projects, or no key subcontractors are named</li> </ul>	1	5	5
Maximum Score				100