

PROPOSAL SOLICITATION PACKAGE

NATURAL COMMUNITY CONSERVATION PLANNING

LOCAL ASSISTANCE GRANT PROGRAM



**Department of Fish and Wildlife
Natural Resources Agency
State of California**

FY 2020-21

Landscape Conservation Planning Program, Habitat Conservation Planning Branch
California Department of Fish and Wildlife
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<https://www.wildlife.ca.gov/Conservation/Planning/NCCP/Grants>.

TABLE OF CONTENTS

PROGRAM OVERVIEW	2
ELIGIBLE APPLICANTS	2
ELIGIBLE PROJECTS	2
WILDLIFE CONSERVATION BOARD PROPOSITION 68 GRANT FUNDS	3
GRANT PROCESS AND TIMELINES	3
BEFORE APPLYING - AGENCY CONTACTS AND COLLABORATION	4
NCCP LAG PROPOSAL APPLICATION SUBMISSION AND EVALUATION PROCESS	5
PROPOSAL EVALUATION FORM.....	7
APPLICATION INSTRUCTIONS	13
1. SUMMARY INFORMATION.....	13
2. PROJECT BACKGROUND.....	13
3. PROJECT DESCRIPTION.....	14
4. PROJECT BUDGET INFORMATION	15
APPENDIX A	18
APPENDIX B.....	19
APPENDIX C.....	21
APPENDIX D.....	23
APPENDIX E	25

PROGRAM OVERVIEW

The Natural Community Conservation Planning Local Assistance Grant (NCCP LAG) Program was created to assist local public and non-profit entities in the implementation of Natural Community Conservation Plans (NCCPs) throughout California, as authorized under Fish and Game Code (FGC) Section 2800 et seq. Additional legal authority for the NCCP LAG Program is provided by FGC Section 1501.5, which allows the California Department of Fish and Wildlife (CDFW) to grant funds for fish and wildlife habitat preservation, restoration, and enhancement. CDFW offers NCCP LAGs to eligible Applicants on an annual basis for the highest priority tasks needed to implement NCCPs. Highest priority tasks are identified by NCCP implementing partners, CDFW, U.S. Fish and Wildlife Service (USFWS), and National Marine Fisheries Service (NMFS) staff (Wildlife Agencies) throughout the preceding year.

Funding for the NCCP LAG Program varies from year to year, with recent funding of \$576,000 per year. However, this year up to \$2 million in additional funding will be available from Proposition 68 funds specifically for restoration projects. The NCCP LAG Program funding is dependent on the availability of State funds and approval of the Budget Act each fiscal year. For this grant cycle, Grant Agreements for awarded projects will likely be executed by early 2021. All grant funds must be expended by March 31, 2023, except for restoration projects funded by Proposition 68 funds, which must be expended by March 31, 2024. Applicants should plan project timelines accordingly.

The California Department of Fish and Wildlife, through this Proposal Solicitation Package (PSP), seeks proposals for highest priority projects associated with NCCP implementation, consistent with the NCCP Program. This PSP provides guidance on Applicant eligibility, the grant process and deadlines, application and submission procedures, and instructions for the NCCP Proposal Application Form.

ELIGIBLE APPLICANTS

Eligible Applicants include local jurisdictions or other entities that are implementing a CDFW-approved NCCP or will be implementing an NCCP within 12 months of the release of this PSP. Public agencies, tribes, and non-profit organizations that have an interest in assisting with the implementation of Eligible Projects (see below) are also eligible.

ELIGIBLE PROJECTS

Proposals must address the highest priority tasks associated with the implementation of approved NCCPs or NCCPs that are likely to be approved by August 2021. Routine, on-going management activities are not eligible. Mitigation obligations that are required by a regulatory agency as a condition of a permit are not considered eligible projects under this PSP. However, a project that is additive to any required mitigation and addresses a high-priority task for implementation of the NCCP is eligible for funding.

Examples of types of projects that are eligible for funding are shown below. Please refer to the following website for projects previously funded by the NCCP LAG Program:
<https://www.wildlife.ca.gov/Conservation/Planning/NCCP/Grant-Funded-Projects>.

Project Type	Description
Management Activities	Immediate management actions on newly acquired NCCP reserve lands
Restoration/Enhancement	Restoration or enhancement of habitats or species populations on NCCP reserve lands
Monitoring	Design and implementation of biological monitoring programs identified in an NCCP, including the establishment of sampling methods, monitoring plots, data collection, management, and analysis
Acquisition	Acquisition of land by fee title or conservation easement that is an essential part of an NCCP reserve system and acceptable to CDFW
Reserve Management Plans	Development and implementation of individual reserve management plans
Mapping	New or updated mapping in support of NCCP management or monitoring activities, such as vegetation community mapping
Targeted Studies for Adaptive Management	Studies to evaluate management actions for covered habitats or species, and whether such actions are meeting stated goals or require adjustments through adaptive management
Other	Other priority tasks, identified by the NCCP LAG Applicant and NCCP implementing partners, that are needed to ensure effective implementation of the NCCP

WILDLIFE CONSERVATION BOARD PROPOSITION 68 GRANT FUNDS

Additional funding is available this year through the Wildlife Conservation Board (WCB) from Proposition 68 funds for restoration projects. **Restoration project applications can only be funded through WCB's Proposition 68 program and not through NCCP LAG grant funds.** Public Resources Code § 80111 authorized Proposition 68 funds for restoration of habitat that furthers the implementation of NCCPs. Funds available pursuant to WCB's Proposition 68 program will be prioritized for restoration and will not be used to pay for costs related to management, monitoring, acquisition, management plans, mapping, management studies, or other priority tasks not related to restoration.

The application package for both grants are the same; however, the review process and grantee agreements for each grant are separate and distinct. WCB Proposition 68 Restoration Grant Applicants will be notified separately by WCB. Grantees for restoration projects funded by Proposition 68 will enter into Grant Agreements with WCB, which may involve different requirements than those indicated for CDFW Grant Agreements in this PSP. (See Appendix A for Long-term Management and Maintenance and Land Tenure/Site Control requirements).

GRANT PROCESS AND TIMELINES

CDFW encourages Applicants to work with regional staff from the Wildlife Agencies and the

appropriate NCCP Implementing Entity¹, throughout the year to identify high-priority tasks needed to implement NCCPs (see Before Applying – Agency Contacts and Collaboration below). The following timeline summarizes the grant process for the FY 2020-21 grant cycle.

NOTE: The next NCCP LAG 2021-2022 grant cycle will likely begin soliciting proposals in early 2021. This enables funding to be allocated closer to the beginning of the fiscal year (July 1) and may allow for longer grant terms. Please prepare accordingly.

August 14, 2020: CDFW will solicit proposals by posting the PSP on CDFW's NCCP Grants web page: <https://www.wildlife.ca.gov/Conservation/Planning/NCCP/Grants>.

September 18, 2020: Deadline for Applicants to submit their proposals electronically to the Habitat Conservation Planning Branch (HCPB) by sending an email to NCCP@wildlife.ca.gov.

September - October 2020: Review of Proposals by a statewide review team will be completed and projects will be recommended for funding.

October - November 2020: CDFW will send notification letters to Applicants for NCCP LAG proposals. Proposition 68 Restoration Grant Applicants will be notified separately by WCB.

November - December 2020: CDFW or WCB, as applicable, will develop Grant Agreements in collaboration with the Grantee for each project.

December 2020- February 2021: CDFW will send Grant Agreements to Grantees for approval and signature. Grantees will return signed Agreements to CDFW. CDFW will approve, sign, and execute each Agreement and send the Grantee a copy.

February - March 2021: Estimated start date for projects.

BEFORE APPLYING - AGENCY CONTACTS AND COLLABORATION

Proposals developed without consultation with Wildlife Agencies and the NCCP Implementing Entity to identify high-priority, NCCP-implementation tasks prior to the submission deadline will receive a lower score on the proposal evaluation (see the Proposal Evaluation Form). CDFW encourages Applicants to work closely with CDFW's regional offices, USFWS and NMFS staff (if appropriate), and the NCCP Implementing Entity well in advance of proposal deadlines to identify high-priority, NCCP-implementation tasks. See Appendix B for a list of CDFW contacts and locations of regional offices.

¹ The Implementing Entity (IE) is the organization designated in the NCCP and Implementing Agreement that is responsible for implementing the management and monitoring components of the NCCP. IEs can be non-profit organizations, joint-powers authorities, local governments (such as cities or counties), or others. The IE may be the same as the Applicant. The IE is listed for each approved NCCP at <https://www.wildlife.ca.gov/Conservation/Planning/NCCP/Plans>.

Letter of Support

If the Applicant is the IE, then a support letter is not necessary. Non-IE Applicants **must include a letter of support** from the IE indicating its support for the proposal, the high priority nature of the project, and how the project will assist in implementing the NCCP. Please consult with the Implementing Entity early in the process to allow appropriate time for review and preparation of the letter of support, as the Implementing Entity may have internal processes and time constraints to consider. If a proposal covers multiple NCCPs, a letter must be included from the primary NCCP's IE.

Appropriate CDFW Staff Involvement

Appropriate CDFW staff involvement varies depending on the stage of the competitive grant process. This section provides guidance on proper roles for CDFW staff at the various stages of implementation for the NCCP Local Assistance Grant Program.

Pre-Solicitation (Prior to Release of PSP):

- CDFW staff may provide advisory input to Applicants on CDFW priorities, recovery plan actions, strategies, protocols, etc.
- CDFW staff may provide scientific and technical expertise, input, and advice on potential projects if doing so is consistent with the CDFW staff member's duty statement, day-to-day activities, and funding sources.

Proposal Development (After Release of PSP):

- CDFW staff members that may be involved in the review, scoring, and selection of proposals should not assist with the development of a proposal after the PSP has been released except to consult with potential applicants on whether a proposal concept would help with the implementation of an NCCP.

NCCP LAG PROPOSAL APPLICATION SUBMISSION AND EVALUATION PROCESS

Proposal Due Date

Proposals for this funding cycle (FY 2020-21) are **due no later than September 18, 2020**, by 5:00 pm (PST).

Proposal Application

Applicants must use the NCCP LAG [Proposal Application Form](#), also available on CDFW's NCCP Grants web page: <https://www.wildlife.ca.gov/Conservation/Planning/NCCP/Grants>.

Checklist for Proposal Applications:

- Complete Proposal Application Form
 - Summary information including contact information
 - Project background, high-priority rationale and project description
 - Budget
 - Signed signature page
 - Letter of Support for Non-IE applications, if applicable

Where to Send

Proposals should be submitted electronically by the Applicant to HCPB at:

NCCP@wildlife.ca.gov

Screening

Proposals will first be screened using the criteria below:

- Is the proposal complete? (Includes all required sections of Proposal Application, support letter from Implementing Entity (if applicable), budget, and signed signature page)
- Will the NCCP be approved and ready for implementation within 12 months of grant program announcement?
- Has the Applicant sufficiently demonstrated progress on, or results from, previous NCCP LAG project(s) or phase(s) (if applicable)?

If the answer to any of these questions is “No,” CDFW will deem the proposal ineligible for funding and will not further evaluate or score the proposal.

Evaluation and Scoring

Proposals will be scored based on the Evaluation Criteria contained in the Proposal Evaluation Form (below). Each Proposal will be scored by a statewide review team comprised of at least three CDFW staff from different regional offices, HCPB, and a representative from the Wildlife Conservation Board. Additional technical or scientific experts may also be consulted to evaluate proposals or provide answers to specific technical questions, as necessary. Applicants may be contacted by CDFW staff for clarification of any elements of a Proposal to assist in the evaluation process. The scores of the review team will then be averaged and ranked numerically. The review team will meet to discuss proposal scores and determine which projects the team will recommend for full or partial funding. If the statewide review team needs to resolve a tie between proposals with the same score, the team will base its decision on the Additional Considerations listed on the Proposal Evaluation Form (See Proposal Evaluation Form).

Notification

Applicants will be notified by November 2020 regarding whether or not their proposals have been awarded funding. Applicants awarded LAG funds will be notified with an official CDFW letter stating next steps and a general timeline. Applicants not awarded LAG funds will also be notified with an official CDFW letter. The average score of the proposal will be made available upon request. Applicants wishing to appeal a funding decision should send a letter, within 10 days of receipt of the notification, to the Program Contact (see Appendix B). Any request for appeal may only provide clarification of information contained in the original Proposal and may not include any new or supplemental information. The statewide review team will consider all appeals received.

Approval and Grant Agreement

When successful Applicants are notified that their project has been approved for NCCP LAG funding, they will work with the assigned CDFW grant manager to develop the Grant Agreement. Applicants will be required to complete, sign, and return the required forms listed in Appendix C before the Grant Agreement can be executed. The Grant Agreement will include General Grant Provisions which define the standard terms and conditions for CDFW’s Grant Agreements². For a summary of the grant administration process following the grant award, see Appendix D.

² See “General Grant Provisions” Exhibits 1.a, 1.b and C at <https://wildlife.ca.gov/Conservation/Watersheds/Restoration-Grants/Resources#431321401-grantee-guidance>. Provisions are subject to change.

PROPOSAL EVALUATION FORM
Natural Community Conservation Planning
Local Assistance Grant Program
California Department of Fish and Wildlife

FOR REVIEWER USE ONLY

Proposal Review Instructions:

1. Please complete one form per proposal reviewed.
2. Please notify us immediately if you have any questions during your review. Submit your review via email to: NCCP@wildlife.ca.gov

Project Name:
Applicant Name:
Reviewer Name/Region:
Date of Review:

Screening Criteria	Yes	No*	Comments
Is the proposal complete? (Includes all required sections of Proposal Application, Letter of support from Implementing Entity (if applicable), budget, and signed signature page)			
Will the NCCP be approved and ready for implementation within 12 months of grant program announcement? (Application Form Section 1)			
Has the Applicant sufficiently demonstrated progress on, or results from, previous NCCP LAG project(s) or phase(s) (if applicable) (Application Form Section 4C)			
<i>*If the answer to any of these questions is "No" then reject proposal and do not proceed further.</i>			

		Rating		
A	Early Implementation	0=no, 3=yes	Scoring Guidance	Comments
1	Is the NCCP in Years 0-3 of implementation? (Application Form Section 1)		<p>3 points: NCCP was permitted after August 2017 or will be permitted prior to August 2021.</p> <p>0 points: NCCP was permitted prior to August 2017</p>	
B	NCCP LAG Objectives	6=strong 4=moderate 2=weak 0=insufficient		Comments
2	Agency Consultation: Does the proposal describe the level of collaboration with Wildlife Agency staff? (Application Form Section 1C)		<p>6 points: Describes substantial collaboration with and support from wildlife agency staff specific to the proposed project.</p> <p>4 points: Describes some collaboration with and/or some level of support from wildlife agency staff specific to the proposed project.</p> <p>2 points: Describes minimal communication with wildlife agency staff specific to the proposed project. Or consultation may have been limited to one Wildlife Agency.</p> <p>0 points: Does not describe any collaboration or communication with wildlife agency staff specific to the proposed project.</p>	
3	Need: Does the application demonstrate that this project is a high priority for implementation? (Application Form Sections 1C & 2A)		<p>6 points: Thoroughly details the conservation issue, problem, or opportunity to be addressed and provides a sound justification for the urgent need for action. The need statement is supported by thorough and well-presented documentation</p> <p>4 points: Provides a moderate justification of proposed activities and is supported by thorough and well-presented documentation.</p> <p>2 points: Provides a minimal explanation of how the activities address an urgent need or lacks or poorly presents documentation on the need for action.</p> <p>0 points: Need is not addressed in proposal</p>	

		Rating		
4	Conservation Objectives: Does the proposal explain how the project would help to achieve conservation objectives of the NCCP? (Application Form Section 2C)		<p>6 points: Strongly linked to specific conservation objectives of the NCCP and is supported by thorough and well-presented documentation. Project is key to successful implementation of the NCCP.</p> <p>4 points: Provides a moderate connection to the NCCP's conservation objectives and is supported by thorough and well-presented documentation. Project is moderately important to successful implementation of the NCCP.</p> <p>2 points: Provides a low level of support to the NCCP's conservation objectives or lacks or poorly presents documentation.</p> <p>0 points: Does not provide any connection to the NCCP's conservation objectives.</p>	
C	Beyond One NCCP: Can results from this proposal also serve:	1 point each		Comments
5a	Other NCCPs? (Application Form Section 2A)		Proposal outlines a measurable benefit from the results, deliverables, or methodology that could directly translate to another NCCP.	
5b	The NCCP Program or NCCPs statewide? (Application Form Section 2A)		Proposal outlines a measurable benefit from the results, deliverables, or methodology that could directly translate to the NCCP Program or to NCCPs statewide.	
D	Project Quality	3=strong 2=moderate 1=weak 0=insufficient		Comments

		Rating		
6	Readiness: Is the proposed project ready to begin, with administrative structure and partners in place? (Application Form Section 3B) Have necessary permits been identified, CEQA/NEPA requirements included, and a realistic and suitable timeline planned? (Application Form Sections 3B, H & F)		<p>3 points: Proposal outlines complete or imminent status for all planning, permitting, and administrative structure. The timeline for the proposed activities is feasible to complete the project within the term of the Grant Agreement.</p> <p>2 points: Some elements are pending or not completely addressed within the proposal. The suggested timeline may be slightly lacking in explanation or achievability.</p> <p>1 point: Elements are missing or not thoroughly explained, or the timeline may not be feasible as presented.</p> <p>0 points: Readiness is not addressed within the proposal or the timeline is not achievable.</p>	
7	Method and Approach: Are the proposed methods appropriate for meeting project aims? Are they consistent with methods being used by adjacent or nearby entities (if applicable)? Does the proposal provide a scientific basis or background (if applicable)? (Application Form Section 3D)		<p>3 points: All methods are appropriate and consistent with other entities, using sound design, appropriate procedures, and accepted fish and wildlife conservation, management, or research principles. Citations or references are included.</p> <p>2 points: Methods may not be consistent with other adjacent entities or are not well proven but may be moderately appropriate for the tasks and have been justified appropriately in the proposal.</p> <p>1 point: Methods and approach are questionable, or justification is not sufficient in the proposal.</p> <p>0 points: Methods and approach are not appropriate, or justification is not presented in the proposal.</p>	<i>May require expert consultation</i>
E	Project Budget Information	3=strong 2=moderate 1=weak 0=insufficient		Comments
8	Reasonable Cost: Does the requested amount seem reasonable for the work described? (Application Form Section 4 A & B)		<p>3 points: Includes a detailed justification for each line item in the budget. Costs are reasonable and consistent with similar projects of similar scope.</p> <p>2 points: A majority of costs seem reasonable and consistent. However, the justification or level of detail could be improved.</p> <p>1 point: Overall costs may not be reasonable or are not fully justified.</p> <p>0 points: Proposed cost cannot be reasonably justified.</p>	<i>May require expert consultation</i>

		Rating			
F	Applicant Profile	3=strong 2=moderate 1=weak 0=insufficient			Comments
9	Qualifications: Does the Applicant or subcontractor have the qualifications (education, training) to successfully complete the project? (Application Form Section 3B)			<p>3 points: Applicant and/or subcontractors have presented evidence of highly relevant and current qualifications that directly translate to the successful completion of the activities proposed.</p> <p>2 points: Applicant and/or subcontractors have presented evidence of qualifications that could be relevant but did not provide sufficient information to directly tie those to activities proposed.</p> <p>1 point: Applicant and/or subcontractors have presented a minimum level of qualifications towards general environmental projects.</p> <p>0 points: Qualifications are insufficient or not addressed in the proposal.</p>	<i>May require expert consultation</i>
G	TOTAL SCORE				
	Add scores from rows 1-9				
H	Additional Considerations	Yes	No		Comments
14	Partnerships: Does the project involve partnerships with other entities or organizations beyond the Implementing Entity, Wildlife Agencies or existing NCCP Partners? (not including consultants or subcontractors) (Application Form Section 1B)				
10	Critical Need: Does the proposal meet a critical need (e.g., drought, fire damage recovery or fire risk reduction)? (Application Form Section 2A)				

		Rating			
16	Other Plans: Does this project help to meet the goals or objectives of another approved CDFW Plan? (e.g., State Wildlife Action Plan) (Application Form Section 2A)				
11	Cost Share: Does the proposal include matching funds, including in-kind donations? (Application Form Section 4 Part 1, & 2)				
12	Other Funding: Does the proposal describe other funding sources (existing or considered) and explain why NCCP LAG funding is necessary or is the most appropriate source? Application (Form Section 4 Part 2B)				
15	Continuation: Does this project continue or build upon an existing or ongoing NCCP LAG-funded project without duplicating that project? (Application Form Section 4C)				
17	Natural and Working Lands: This project will protect or manage natural or working lands (Public Resources Code Section 9001.5). (Application Form Section 2B)				

Please provide overall comments and additional information that will help the Applicant improve their project during future grant cycles or development of the Grant Agreement:

APPLICATION INSTRUCTIONS

Please read these guidelines carefully. Review the Proposal Evaluation Form to understand how your proposal will be evaluated and scored before preparing your proposal. Submitted proposals must fully comply with all stated requirements in order to be considered for funding.

1. SUMMARY INFORMATION

Restoration projects must select the “WCB Proposition 68 Restoration Grant” checkbox, and all non-restoration projects select “CDFW NCCP LAG.”

A) APPLICANT/FISCAL AGENT

The Applicant must meet eligibility requirements and the project must meet screening criteria (see Eligible Applicants, Eligible Projects, and NCCP LAG Grant Proposal Application Submission and Evaluation sections). The Applicant will act as the fiscal agent and will enter into a Grant Agreement with the CDFW, if awarded a grant.

B) KEY PARTNERS AND/OR SUBCONTRACTORS

List partners and/or subcontractors in the table. Please also list separately any consultants or other parties who will be paid as subcontractors by the Applicant to help complete the project. Add columns or adjust column headings, as necessary. (A description of how partners or subcontractors are involved will be included in Section 3.E - Project Management).

C) AGENCY CONTACTS

List the name and contact information for the CDFW regional staff, USFWS Field Office staff, and Implementing Entity staff who were consulted regarding this project, briefly describe the collaboration, and indicate the contact’s position on whether the proposal addresses a high priority NCCP implementation task.

2. PROJECT BACKGROUND

A) NECESSITY/BACKGROUND AND RATIONALE

Describe:

- The relationship of the proposal to the primary NCCP
- Why the project is necessary and a high priority
- How the proposed project helps to achieve a specific goal or objective of the NCCP or implement a strategic plan (reference the specific goal/objective that this project will help to achieve).
- How the proposed project helps to implement the NCCP given its current implementation status (i.e., length of time in implementation).

State whether the project helps to satisfy a specific CDFW obligation to the NCCP. If applicable, list any other relevant NCCPs and state how the project may be useful to those plans, other CDFW Regions, or the entire State, and whether the project seeks to examine or remedy a critical local, regional, or statewide issue (such as drought). Note if the project will help to meet the goals or objectives of another approved CDFW Plan (e.g., State Wildlife Action Plan.)

B) OBJECTIVE

Identify the type of project (See Eligible Projects section). Describe the project goals and objectives and the general approach that will be taken to achieve them.

3. PROJECT DESCRIPTION

There must be a clear and logical link between a proposed project and the NCCP it serves. Project descriptions must be sufficiently detailed regarding overall work proposed and must include report timeframes and costs of each task listed separately, in order for CDFW to: 1) write a Grant Agreement with measurable and quantifiable objectives, and 2) perform a cost analysis of proposed work during the proposal evaluation process.

A) LOCATION INFORMATION

Briefly describe the location of the project and include a map, that clearly locates your project within the NCCP.

B) PROJECT SET-UP

Describe how the project will be set up in terms of staffing, planning sessions, etc. Provide personnel qualifications relative to the proposed project, including the holding of any required permits. Describe the degree to which the project is ready to begin, with administrative structure and partners in place.

C) MATERIALS

Clearly describe the materials and equipment listed in the Project Budget (below) and their purpose. Equipment and Materials/Supplies are defined in Eligible Costs (Exhibit E).

D) PROJECT IMPLEMENTATION / SCOPE OF WORK

- Describe your approach, methodology, discrete tasks, and implementation of the project.
- Provide the scientific basis, background, or other justification for proposed methods.
- If applicable, describe how methods are consistent with those being used by adjacent or nearby NCCPs and other land management entities and monitoring programs, to facilitate cross-boundary conservation implementation in the region.
- Describe how the project will be evaluated for effectiveness. If a Scope of Work was provided by a consultant, please attach it to the proposal and summarize it in this section.

E) PROJECT MANAGEMENT

Describe how the project will be effectively administered and fiscally managed (staffing levels, supervision, administration of tasks, project oversight, and auditing). Describe how partners or subcontractors (if any) are involved in the project.

F) TIMELINES

Briefly describe the timeline for completing project tasks and deliverables. Note that 2020-21 grants are not expected to be executed until Spring 2021 and work must be completed by March 31, 2023.

G) EXPECTED PRODUCTS OR DELIVERABLES

Describe the products expected to result from the proposed work. Products and deliverables must minimally include progress reports, invoices, copies of executed subcontracts, project data, draft final report, final report, and final invoice. NOTE: Grantees must ensure that Final

Reports and associated submittals meet Web Content Accessibility Guidelines (WCAG) standards for adequate accessibility to people with disabilities.

H) COMPLIANCE

If awarded an NCCP LAG, the Grantee shall comply with all applicable state laws, rules, regulations, and local ordinances including, but not limited to, environmental, procurement, safety laws, rules, regulations, and ordinances. Any required permits must be acquired prior to grant execution (unless acquiring permits is a task under the project). California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) compliance, if required, must be completed prior to Grant Agreement execution (anticipated to occur within six months of award). If the project is considered an action that was already covered and evaluated by an environmental impact report/environmental impact statement (EIR/EIS) for the NCCP or Habitat Conservation Plan, a letter stating this from the Implementing Entity must be provided prior to Grant Agreement execution. Proposals must identify the state CEQA and federal NEPA lead agencies and document whether each agency has accepted the role. The Applicant must coordinate with CDFW prior to proposal submission if CDFW is anticipated to act as CEQA lead agency for the project.

Provide all information relevant to ensuring compliance with Federal, State, local, or other laws, as applicable (including CEQA or NEPA). Include:

- A discussion of any permits or approvals that are needed for the project and describe their status.
- Any approvals or permissions needed to access lands not owned by the Applicant or CDFW.
- A list of any necessary permits and their status (must be acquired before grant execution, unless permit acquisition is a task under the project).
- A description of whether CEQA/NEPA is necessary and, if so, identify the lead agencies and whether each agency has accepted the role. **NOTE: If CDFW is anticipated to be the CEQA lead agency, the applicant must coordinate with CDFW prior to proposal submission.**

4. PROJECT BUDGET INFORMATION

Applicants must justify project costs in the project description. The evaluation of project costs will be based, in part, on costs for similar projects that have been implemented in the past. CDFW recognizes that proposals for the same project type may vary in cost due to the size of each project, statewide cost variations for heavy equipment and labor, or a variety of other factors.

NEW Project Management and Administration (including Data Management Plan)

For projects that include the collection of scientific data, grantee shall submit a Data Management Plan. **NCCP LAG application packages must include planning for the Data Management Plan, including integration into project budget and timeline sections.**

Where applicable, grantees must report project data which is compatible and consistent with database standards, to the following:

- California Natural Diversity Database (CNDDB) for data related to observation, occurrence, or distribution of state or federal special-status species or California Native Plant Society listed species

- Project Tracker in EcoAtlas for all projects except for those that are strictly Delta Science Projects or upland projects with no ties to wetland or riparian ecosystems
- California Environmental Data Exchange Network (CEDEN) (CWC §79704) for projects that generate surface water quality data
- GeoTracker GAMA for projects that generate groundwater monitoring data
- California Fish Passage Assessment Database (PAD) for fish passage improvement and water diversion screening projects

The grantee and its subcontractors and/or collaborators are responsible for ensuring that project data are collected using peer-approved methods, undergo a quality control and accuracy assessment process, include metadata that meet CDFW's minimum standards (<https://www.wildlife.ca.gov/Data/BIOS/Metadata>) and include documentation of the methods and quality assessments utilized, and are properly stored and protected until the Project has been completed and data have been delivered.

Matching funds or cost-share, including in-kind funding, is strongly encouraged for all proposals. The proposal budget(s) should specify the source and dollar amount of any proposed cost-share. Proposals should provide information specifically identifying any funding match requirements from a federal source or other entity. Proposals with cost share (including in-kind donations) are eligible for additional consideration during the review process (see "Additional Considerations," Section H on Proposal Evaluation Form).

Grantee shall pay prevailing wage to all persons employed in the performance of any part of the project if required by law. State grants may be subject to California Labor Code requirements, which include prevailing wage provisions. Certain CDFW grants are not subject to Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the Labor Code. For more details, please refer to California Fish and Game Code Section 1501.5 and to the Department of Industrial Relations (DIR) website. For information regarding standard labor rates, visit: <http://www.labormarketinfo.edd.ca.gov/>.

In the two budget tables, please add/delete rows and information to meet the specific needs of your proposal. Round costs to the nearest dollar (any amount ending in 0.50 or above should be rounded up to the next dollar amount)

Part 1. Task Budget

Provide cost estimates for the task items proposed. Include all tasks and sub-tasks, including the costs that may be supported by agreements with partners or subcontractors listed above. Tasks should be described in brief statements in the Scope of Work (Section 3.D, above). Each task should have a separate number assigned to it. **Be sure to include costs associated with your data management plan, if applicable, in your budget (see Project Management and Administration section).**

You should include one or more tasks for CEQA compliance if your project is subject to CEQA. Land acquisition costs such as purchase price, appraisal charge, survey costs, preliminary title report costs, escrow fees, and title insurance fees should be reported as separate tasks. The total amount must correspond to the total amount in the Line-Item Budget Table in Part 2.

Part 2. Line-Item Budget

Provide a detailed line item budget for the entire project, including a breakdown of cost for each proposed Applicant staff position. The total amount must correspond to the total amount in the Task Budget Table in Part 1.

Salary and Wages applies only to staff employed by the Applicant; salary and wages for any subcontractors would be included under a Contractual Services line item. Fringe Benefits must be listed separately. Indirect costs should be included in the Overhead line-item. See a description of eligible costs in Appendix E.

A) EXPLANATION OF BUDGET AND COSTS

Describe the basis for the budget amounts listed in the budget tables, as necessary. Also explain which tasks could be accomplished with partial funding and if the project could be phased over multiple grant funding cycles.

B) OTHER FUND SOURCES

List any other fund sources, grants, or applications, both public and private, that are considered matching funds for this proposal. Include description, source, type, and dollar amount provided, awarded, or requested. Provide a description of any source that is already committed to full funding of the project. Explain how any other funding sources will augment or match, but not duplicate NCCP LAG (or WBC Proposition 68 Restoration) funds. Explain why NCCP LAG (or WCB Proposition 68 Restoration) funding is necessary or is the most appropriate source.

C) OTHER PROJECT WORK

List any other public or private projects/activities conducted in the NCCP area over the past three years that are explicitly linked to this proposal. Include project description, location, and status. If the Applicant received a NCCP LAG in the past, please describe how progress has been demonstrated on the project (for ongoing projects), or how project goals were successfully met and deliverables were completed (for completed projects).

APPENDIX A

Wildlife Conservation Board Proposition 68 Requirements

Long-term Management and Maintenance

Applicants proposing habitat restoration projects shall outline 25-year management and maintenance plans for the project as part of their grant proposal. The outline shall include a discussion of the actions that will be taken if it is determined that the project objectives are not being met, including the responsible party and source(s) of funding for completing the remedial measures. This adaptive management approach provides a structured process that allows for taking action under uncertain conditions based on the best available science, establishing an explicit objective, monitoring and evaluating outcomes, and re-evaluating and adjusting decisions as more information is learned. Properties restored or enhanced, and facilities constructed or enhanced with funds provided by WCB shall be operated, used, and maintained consistent with the purposes of the grant and in accordance with the long-term management plan for the project.

Land Tenure/Site Control

Applicants for projects conducting on-the-ground work 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 most grants to non-profit organizations for project implementation and construction, WCB will require an agreement sufficient to protect the public interest. That agreement shall be recorded in the county in which the real property is located. 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.

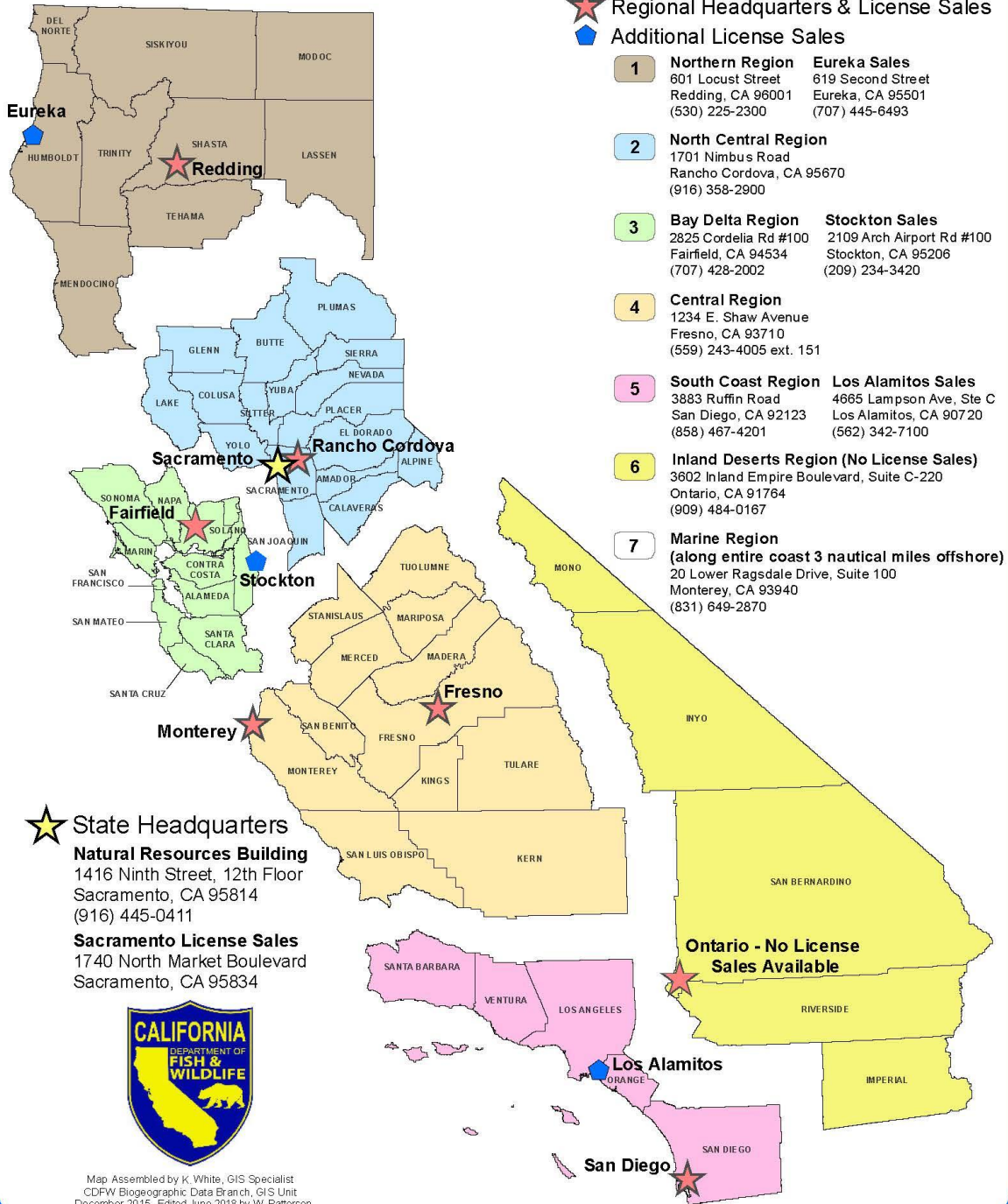
WCB and its representatives shall have the right to access the project site at least once every 12 months from the start date of the grant for the life of the project. WCB shall provide advance notice to Grantee and landowners prior to accessing the project site.

APPENDIX B

California Department of Fish and Wildlife NCCP LAG Contact Information

R1 - Northern Region	530-225-2300
601 Locust; Redding, CA 96001	
Counties: Del Norte, Humboldt, Lassen, Mendocino, Modoc, Shasta, Siskiyou, Tehama and Trinity	
Curt Babcock, Program Manager (curt.babcock@wildlife.ca.gov)	530-225-2740
R2- North Central Region	707-358-2900
1701 Nimbus Road, Rancho Cordova, CA 95670	
Counties: Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Nevada, Placer, Plumas, Sacramento, San Joaquin, Sierra, Sutter, Yolo and Yuba	
Kelley Barker, Program Manager (kelley.barker@wildlife.ca.gov)	916-358-2919
R3 - Bay Delta Region	707-944-5500
2825 Cordelia Road, Suite 100, Fairfield, CA 94534	
Counties: Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, Santa Clara, Santa Cruz, San Mateo, San Francisco	
Craig Weightman, Program Manager (craig.weightman@wildlife.ca.gov)	707-944-5577
Jim Starr, Program Manager (jim.starr@wildlife.ca.gov)	209-234-3440
R4 - Central Region	559-243-4005 x151
1234 Shaw Avenue, Fresno, CA 93710	
Counties: Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Luis Obispo, Stanislaus, Tulare and Tuolumne	
Annee Ferranti, Program Manager (annee.ferranti@wildlife.ca.gov)	559-243-4005 x141
R5 - South Coast Region	858-467-4201
3883 Ruffin Road; San Diego, CA 92123	
Counties: Los Angeles, Orange, San Diego, Santa Barbara and Ventura	
David Mayer, Program Manager (david.mayer@wildlife.ca.gov)	858-467-4234
R6 - Inland Desert Region	909-484-0167
3602 Inland Empire Boulevard, Suite C-220, Ontario, CA 91764	
Counties: Imperial, Inyo, Mono, Riverside and San Bernardino	
Scott Wilson, Program Manager (scott.wilson@wildlife.ca.gov)	760-872-1171
Heather Pert, Sr. Environmental Scientist Supervisor (heather.pert@wildlife.ca.gov)	858-395-9692
Ecosystem Conservation Division – Habitat Conservation Planning Branch	916-376-8660
Mailing Address: P.O. Box 944209, Sacramento, CA 94244-2090	
Shannon Lucas, Sr. Environmental Scientist Supervisor (shannon.lucas@wildlife.ca.gov)	916-376-8680
Sara Kern, Environmental Scientist (sara.kern@wildlife.ca.gov)	916-376-8666
Laurel Low, Environmental Scientist (laurel.low@wildlife.ca.gov)	916-373-6689

California Department of Fish and Wildlife Regions and License Sales



APPENDIX C

Supporting Materials and Required Forms

After Applicants are notified of an NCCP Local Assistance grant award, a Grant Agreement will be prepared and executed. The applicable forms and materials described in this section are for informational purposes only. When Applicants are notified that their project has been approved for funding, they will be required to complete, sign, and return the forms or provide the materials listed below.

Forms and information required if the Grantee has not already worked with CDFW through a previous contract or Grant Agreement and the form is already on file:

- [*Payee Data Record form \(STD. 204\)*](#) The State of California is required to file reportable payment information with the Internal Revenue Service (IRS) and the Franchise Tax Board (FTB) in accordance with Section 6041 of the IRS code and Section 18802 of the State's Revenue and Taxation Code.
- *Federal Taxpayer ID Number*
- A [*Nondiscrimination Compliance Statement form \(STD. 19\)*](#) will be required for grants of \$5,000.00 or more per Title 2, California Code of Regulations, Section 8113. Federal and State agencies and public entities such as Resource Conservation Districts are excluded from this requirement.
- A [*Drug-Free Workplace Certification form \(STD. 21\)*](#) will be required for all grants regardless of grant dollar amount. Federal and State agencies and public entities such as Resource Conservation Districts are excluded from this requirement.
- *Non-profit Applicants* will be required to submit a 501(c) (3) Certification, a copy of the Articles of Incorporation, and a copy of the Bylaws.

Supporting Documentation:

- *Authorizing Resolution from governing body* - If the Grantee is a public entity, such as a Resource Conservation District, city, county, water agency, etc., that has a governing body, a resolution of project approval from the governing body will be required to enter into an agreement. The resolution needs to authorize the specific project in the FY2020-21 application. It is suggested that the governing body be made aware of the proposal and be prepared to submit the resolution when returning the signed Grant Agreement, or prepare and approve the resolution in advance, especially if the governing body meets infrequently. Non-profit organizations are not required to provide a resolution. A sample resolution is provided below.
- California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) compliance documentation for the project from the lead agency (if required). If the project is considered an action that was already covered and evaluated by the EIR for the NCCP, a letter stating this from the Implementing Entity must be provided.

SAMPLE RESOLUTION

Resolution No: _____

RESOLUTION OF (GOVERNING BODY OF THE GRANTEE) AUTHORIZING THE APPLICATION AND ACCEPTANCE OF GRANT FUNDS FOR (PROJECT NAME)

WHEREAS, certain local assistance grant funds are made available annually on a competitive basis by the California Department of Fish and Wildlife for Natural Community Conservation Planning (NCCP) Programs highest priority implementation tasks; and

WHEREAS, the grants are awarded pursuant to guidelines established by the California Department of Fish and Wildlife for determination of project eligibility for funds; and

WHEREAS, said procedures established by the California Department of Fish and Wildlife require the Grantee to certify by resolution the approval to apply for, and accept grant funds and provide authorization to enter into an agreement with the California Department of Fish and Wildlife to implement high priority activities related to the NCCP Program.

NOW, THEREFORE, BE IT RESOLVED that the (GRANTEE) approves the filing of an application for local assistance for the above project(s) in the amount of (DOLLAR AMOUNT).

IT IS FURTHER RESOLVED that the (GRANTEE) appoints the (DESIGNATED POSITION, not person occupying position) as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

APPENDIX D

NCCP LAG Project Administration

Upon Grant Agreement approval and execution (and signature by both parties), CDFW's Grant Manager will notify Grantee that work may commence on the project. CDFW's Grant Manager will review and approve invoices for payment, maintain the grant documentation, and monitor the grant to ensure compliance with all grant provisions.

Upon completion of the project, the Grantee will submit final deliverables, including a Final Report, and final payment requests. CDFW's Grant Manager will make a final project inspection and authorize final payment. In order to have sufficient time to process final payments and to close out the grant, final invoices **must be received at least 14 business days before the end of the grant period**; invoices received after that time are not guaranteed payment.

Grant Amendments

Any requests for changes to CDFW grants and subsequent approvals must be made in writing. Oral Agreements are not binding. Amendments shall only be executed upon approval by CDFW's Payable Grants Section. Amendments to CDFW grants are only permissible when one or more of the following conditions are met:

- The change in activity is reasonable and still falls within the scope of the original intent. The scope of work cannot change;
- The amendment is consistent with CDFW funding limitations;
- The grant can still be completed under its proposed terms, yet only needs to be adjusted for time. Projects cannot, however, be amended for time simply to expend unused funds; and
- There are other unforeseen circumstances that do not alter the substance of the grant.

Grantees must document the reason for the amendment and be able to justify how the amendment qualifies under the above conditions. Amendments must be made well before the grant expires or they cannot take effect.

Any change in the Grant Agreement's budget shall be submitted to the Grantor for approval prior to any change taking place. Amendments must be executed not only when increasing or decreasing funds, but when shifting budget line items to different budget categories.

A request for a time extension and its justification must be submitted in writing to CDFW's Grant Manager at least 90 days prior to the grant end date; however, grants cannot be extended beyond March 31st of the third fiscal year.

Payment of Grant Funds

All payments will be made by CDFW to the Grantee on a reimbursement basis; advance payment will not be issued. During preparation of the Grant Agreement, the Grantee can choose to receive progress payments or be paid in a lump sum upon completion of the project. If progress payments are desired, each Request for Payment must be accompanied by a written description of the

Grantee's performance under the Agreement since the time the previous such report was prepared. For lump sum payments, a single Request for Lump Sum Payment shall be submitted upon completion of all grant tasks.

Grantee should be aware of the 30 to 45 business days required to process a request for payment.

Please note that final invoices for the project must be received by CDFW 14 business days before the end of the grant period.

Accounting Requirements

CDFW may perform an audit of the completed project, including cost share. The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards. This system shall provide an audit trail, including original source documents such as receipts, progress payments, invoices, timecards, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained for a period of three years after final payment is made by the state. **AVOID AUDIT EXCEPTIONS - KEEP ACCURATE RECORDS.**

APPENDIX E

Eligible Costs

Only project-related costs associated with an eligible project activity incurred during the project performance period specified in the Grant Agreement may be funded. All such costs must be supported by appropriate invoices, purchase orders, canceled warrants, and other records.

1. Salary and Wages - Services of the Grantee's employees who are directly engaged in project execution, are eligible costs. These costs must be computed according to the Grantee's prevailing wage or salary scales. College or graduate student time may be included as hourly wages, but tuition for students is not eligible and will not be reimbursed or otherwise directly paid. Costs charged to the project must be computed on actual time spent on a project and supported by time and attendance records describing the work performed on the project. Overtime costs may be allowed under the recipient's established policy, provided that the regular work time was devoted to the same project.
2. Fringe Benefits – Fringe benefit costs include vacations, sick leave, social security contributions, etc., that are customarily charged to the recipient's various projects.
3. Equipment - Equipment is defined as tangible property with a unit cost of \$5,000 or more and a useful life of four (4) years or more. Equipment use charges must be made in accordance with the Grantee's normal accounting practices. The equipment rental rates published by the State Department of Transportation may be used as a guide. Equipment owned by the Grantee may not be charged to the project for each use. If the Grantee's equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use to the project, and signed by the operator and supervisor.

Equipment may be leased, rented, or purchased, whichever is most economical. Any equipment purchased from State funds under the terms of the Grant Agreements, and not fully consumed in the performance of the Agreements, may become the property of the State or disposed of pursuant to instruction from the State at the termination of the Agreement; final disposition will be coordinated by the CDFW Grant Manager.

4. Materials and Supplies – Supplies and materials are considered expendable items, not equipment. They may be purchased for a specific project.
5. Travel – The reimbursement rates shall not exceed those amounts identified in the California Department of Personnel Administration (and/or University of California, if applicable) travel reimbursement guidelines.
6. Contractual Services - Costs of consultant or subcontractor services necessary for the project are eligible. If there are multiple consultant employees, list the contract costs separately.
7. Acquisition - Costs of acquiring real property are eligible and may include the purchase price of the property, appraisals, surveys, preliminary title reports, escrow fees, and title insurance fees.

8. Indirect Costs - Indirect costs or overhead, usually calculated as a percentage of the direct costs, are eligible. No overhead will be charged on equipment. Indirect Costs may only be calculated on the first \$25,000 of a subcontract. Regardless of the overhead percentage being proposed, the Grantee will explain the methodology utilized and provide detailed calculations in support of the overhead rate. For any overhead rate above 25% a justification will need to be included.