

# PROPOSAL SOLICITATION PACKAGE

## NATURAL COMMUNITY CONSERVATION PLANNING LOCAL ASSISTANCE GRANT PROGRAM



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

**FY 2024-25**

Landscape Conservation Planning Program, Habitat Conservation Planning Branch  
California Department of Fish and Wildlife

Contact: [NCCP@wildlife.ca.gov](mailto:NCCP@wildlife.ca.gov)  
<https://www.wildlife.ca.gov/Conservation/Planning/NCCP/Grants>

## TABLE OF CONTENTS

PROGRAM OVERVIEW .....	3
GRANT AGREEMENT TIMELINE.....	3
ELIGIBLE APPLICANTS .....	3
ELIGIBLE PROJECTS .....	4
GRANT PROCESS AND TIMELINES.....	5
TO APPLY.....	6
POST SUBMITTAL .....	7
PROPOSAL EVALUATION FORM .....	9
APPLICATION INSTRUCTIONS.....	13
APPENDIX A.....	19
APPENDIX B.....	23
APPENDIX C .....	25
APPENDIX D .....	27

## 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 section 2800 et seq. Legal authority for the NCCP LAG Program is provided by Fish and Game Code section 1501.5(b), 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 along with CDFW, United States Fish and Wildlife Service (USFWS), and National Marine Fisheries Service (NMFS) staff (i.e., "Wildlife Agencies") throughout the preceding year.

Up to \$576,000 will be available through the NCCP LAG program this grant cycle, **dependent on the availability of State funds and approval of the Budget Act.**

## GRANT AGREEMENT TIMELINE

For this grant cycle, grant agreements for projects awarded under NCCP LAG will likely be executed in early 2025. This timeline is not guaranteed, and the execution date may be delayed by factors such as project complexity, deviations from standard template language, missing or incomplete elements of the grant agreement package, etc. All grant funds must be expended by March 31, 2027. Timeline extensions will not be considered for grants issued under this Proposal Solicitation Package (PSP).

**CDFW, through this PSP, seeks proposals for highest priority projects associated with the implementation of an NCCP. This PSP provides guidance on applicant eligibility, the grant process and deadlines, application and submission procedures, and instructions for the Proposal Application Form.**

## ELIGIBLE APPLICANTS

Eligible applicants include public agencies, tribes, and non-profit organizations that have an interest in assisting with the execution of Eligible Projects (see below).

Projects submitted by Implementing Entities<sup>1</sup>, or entities that will be responsible for implementing the plan(s), once permitted, will score additional points during proposal evaluation (see Proposal Evaluation Form).

Entities outside California are eligible for applying

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<sup>1</sup> The Implementing Entity is the organization designated in the NCCP and Implementing Agreement that is responsible for implementing the management and monitoring components of the NCCP. Implementing Entities can be non-profit organizations, joint-powers authorities, local governments (such as cities or counties), or others. The Implementing Entity may be the same as the Applicant.

## ELIGIBLE PROJECTS

Proposals must address the highest priority tasks associated with the implementation of an NCCP.

Examples of types of projects that are eligible for funding are shown below.

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
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 non-land acquisition priority tasks, identified by the applicant and implementing partners, which are needed to ensure effective implementation of the NCCP

\*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 eligible projects under this PSP. However, a project that is additive to any required mitigation and addresses a high-priority task for implementation of an NCCP is eligible for funding. The proposal must clearly outline the management activities that are different or above what is required in the NCCP, including long-term management activities or what is included in any endowment funding.

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>.

## **GRANT PROCESS AND TIMELINES**

CDFW strongly encourages applicants to work with regional staff from the Wildlife Agencies and the appropriate NCCP Implementing Entity throughout the year to identify high-priority tasks needed to implement NCCPs (To apply see – Agency Contacts and Collaboration below). The following timeline summarizes the grant process for the FY 2024-25 grant cycle.

**May 24, 2024:** CDFW will solicit proposals by posting the PSP on CDFW's NCCP Grants web page:  
<https://www.wildlife.ca.gov/Conservation/Planning/NCCP/Grants>.

**July 23, 2024, 5pm:** Deadline for applicants to submit their proposals electronically to the Habitat Conservation Planning Branch (HCPB) by sending an email to [NCCP@wildlife.ca.gov](mailto:NCCP@wildlife.ca.gov).

**July – September 2024:** Review of proposals by a statewide review team will be completed and projects will be recommended for funding.

**October 2024:** HCPB will send notification letters to applicants.

**October – January 2024:** Suggested timeline for developing grant agreements between CDFW and the grantee for each project.

**IMPORTANT: February 1, 2025, is the NCCP LAG deadline for final submission of grant agreements. Grantees should work with their CDFW grant managers to draft the agreement well in advance of this deadline. Awards may be subject to forfeiture if a final agreement is not submitted by this date.**

**After submission and review,** 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. We estimate that this process should take 90 days, though substantial deviation from the template (Appendix D) can extend that timeline. CDFW estimates that **March 2025** is the earliest possible start date for projects that have an executed grant agreement in place.

## TO APPLY

### Letter of Support

If the applicant is the Implementing Entity (or the entity that will implement the plan(s) once permitted), then a support letter is not necessary.

Non-Implementing Entity applicants **must include a letter of support** from the Implementing Entity 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 plans, a letter must be included from the primary plan's Implementing Entity only.

### Agency Contacts and Collaboration

CDFW strongly 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. It is not required, though it will be scored during proposal review. Proposals developed without consultation with Wildlife Agencies and the NCCP Implementing Entity to identify high priority projects prior to the submission deadline will receive a lower score on the proposal evaluation (see the Proposal Evaluation Form, criterion B.2).

### Appropriate CDFW Staff Involvement

Appropriate CDFW staff involvement varies depending on the stage of the competitive grant process.

#### *Pre-Solicitation (Prior to Release of PSP, before May 24):*

- 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 (While solicitation is open, May 24 to July 23):*

- 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.
- If you have questions about the above, please contact [NCCP@wildlife.ca.gov](mailto:NCCP@wildlife.ca.gov) for assistance.

## Proposal Application

Applicants must use the current Proposal Application Form, available on CDFW's NCCP Grants web page: <https://www.wildlife.ca.gov/Conservation/Planning/NCCP/Grants>.

Checklist for Proposal Applications:

- Complete Application Form
  - Summary information including contact information (application section 1)
  - Project background, high-priority rationale, and project description (application sections 2 and 3)
  - Budget (application section 4)
  - Signature page
- Letter of Support for Non-Implementing Entity applications, if applicable

## To Submit

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

[NCCP@wildlife.ca.gov](mailto:NCCP@wildlife.ca.gov).

- Please note that we are not currently able to accept .zip files or submissions larger than 20MB. Any submissions with .zip files attached, or large attachments will be automatically rejected by our servers. *It is the applicant's responsibility to confirm receipt of the application.*
- Ensure that text in submitted application is searchable.
- Scanned wet signatures or electronic signatures are acceptable for the signature page.

## Proposal Due Date

- Proposals for this solicitation are **due no later than July 23, 2024, by 5:00 pm (PST)**.

## **POST SUBMITTAL**

### 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)
- Are the applicant and project eligible for this grant?
- Has the applicant sufficiently demonstrated progress on, or results from, previous related projects under programs such as NCCP LAG or Section 6 (if applicable)?

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

### Evaluation and Scoring

Proposals will be scored based on the evaluation criteria contained in the Proposal Evaluation Form (next page). Each proposal will be scored by a statewide review team comprised of at least three CDFW staff. 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 HCPB 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.

### Notification, Approval and Grant Agreement

Applicants will be notified in September 2024 regarding whether or not their proposals have been awarded funding with an official CDFW letter. The average score of the proposal will be made available upon request.

When successful applicants are notified that their project has been approved for NCCP LAG funding, they will work with an assigned CDFW grant manager to develop the grant agreement. Applicants will be required to complete, sign, and return the required forms listed in Appendix A 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 agreements.<sup>2</sup> Before applying, please review the grant agreement template and forms listed in Appendix A to ensure your organization is able to comply with the requirements. Deviations from standard language can result in lengthy reviews and delayed timelines.

No work performed prior to execution of the Grant agreement can be reimbursed using grant funds. For a summary of the grant administration process following the grant award, see Appendix B.

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<sup>2</sup> 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.



**Natural Community Conservation Planning  
Local Assistance Grant Program  
California Department of Fish and Wildlife**

**PROPOSAL EVALUATION FORM**

**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 scores via email to: [NCCP@wildlife.ca.gov](mailto: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)			
Are both the applicant and project eligible for this Grant?			
Has the applicant sufficiently demonstrated progress on or results from projects under programs such as NCCP LAG or Section 6 (if applicable)? (Application Form Section 4C)			

***\*If the answer to any of these questions is “No” then reject proposal and do not proceed further.***

## A. Plan Profile

	Criteria	Rating	Scoring Guidance	Comments
1	Is the NCCP in Years 0-6 of implementation? (Application Form Section 1)		<p><b>3 points:</b> Plan was permitted after August 2021 or will be permitted prior to August 2024 (0-3 years).</p> <p><b>1 point:</b> Plan was permitted after August 2018 (4-6 years).</p> <p><b>0 points:</b> Plan was permitted prior to August 2018.</p>	

## B. Program Objectives

	Criteria	Rating	Scoring Guidance	Comments
2	<p><b>Agency Consultation:</b> Does the proposal describe the level of collaboration with Wildlife Agency staff? (Application Form Section 1C)</p>		<p><b>6 points:</b> All contacts listed as level 4 collaboration.</p> <p><b>4 points:</b> Most contacts listed at level 3 collaboration.</p> <p><b>2 points:</b> Most contacts listed at level 2 collaboration.</p> <p><b>0 points:</b> Most contacts listed at level 1 collaboration. <i>Collaboration levels defined in Application Form Section 1C.</i></p>	
3	<p><b>Need:</b> Does the application demonstrate that this project is a high priority? For management projects, does the proposal clearly outline the management activities that are different or above what is required in the NCCP (including obligations for long-term management activities or endowment funding)? (Application Form Sections 1C &amp; 2A)</p>		<p><b>6 points:</b> Discussion succinctly details the significance of the conservation issue, problem, or opportunity to be addressed and provides a sound justification for the need for action. All contacts in Section 1C indicate that the proposal is a high priority task.</p> <p><b>4 points:</b> Provides a moderate justification of proposed activities. Most contacts in Section 1C indicate that the proposal is a high priority task.</p> <p><b>2 points:</b> Provides a minimal explanation of how the activities address an urgent need. Few contacts in Section 1C indicate that the proposal is a high priority task.</p> <p><b>0 points:</b> Need is not addressed in proposal. No contacts in Section 1C indicate that the proposal is a high priority NCCP task.</p>	
4	<p><b>Conservation Objectives:</b> Does the proposal explain how the project would help to achieve conservation objectives of the NCCP? (Application Form Section 2B)</p>		<p><b>6 points:</b> Strongly linked to specific conservation objectives of the NCCP and is well supported. Project is key to successful implementation.</p> <p><b>4 points:</b> Provides a moderate connection to the NCCP's conservation objectives and is moderately supported. Project is moderately important to successful implementation.</p> <p><b>2 points:</b> Provides a low level of support to the NCCP's conservation objectives or lacks or poorly supported.</p> <p><b>0 points:</b> Does not provide any connection to the NCCP's conservation objectives.</p>	

### C. Project Quality

	Criteria	Rating	Scoring Guidance	Comments
5	<b>Readiness:</b> Is the proposed project ready to begin, with administrative structure and partners in place? Have necessary permits been identified, CEQA/NEPA requirements included? Is the planned timeline realistic and suitable? (Application Form Section 3)		<p><b>3 points:</b> Complete or imminent selected for all status for all planning, permitting, and/or administrative structure.</p> <p><b>2 points:</b> Some elements are pending or not completely addressed within the proposal. The suggested timeline may be slightly lacking in explanation or achievability.</p> <p><b>1 point:</b> Elements are missing or not thoroughly explained, or the timeline may not be feasible as presented.</p> <p><b>0 points:</b> Readiness is not addressed within the proposal, or the timeline is not achievable.</p>	
6	<b>Method and Approach:</b> 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 3)		<p><b>3 points:</b> 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><b>2 points:</b> 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><b>1 point:</b> Methods and approach are questionable, or justification is not sufficient in the proposal.</p> <p><b>0 points:</b> Methods and approach are not appropriate, or justification is not presented in the proposal.</p>	<i>May require expert consultation</i>

### D. Project Budget Information

	Criteria	Rating	Scoring Guidance	Comments
7	<b>Reasonable Cost:</b> Does the requested amount seem reasonable for the work described? (Application Form Section 4 A & B)		<p><b>3 points:</b> Includes a detailed justification for each line item in the budget. Costs are reasonable and consistent with similar projects of similar scope.</p> <p><b>2 points:</b> A majority of costs seem reasonable and consistent. However, the justification or level of detail could be improved.</p> <p><b>1 point:</b> Overall costs may not be reasonable or are not fully justified.</p> <p><b>0 points:</b> Proposed cost cannot be reasonably justified.</p>	<i>May require expert consultation</i>

### E. Project Budget Information

	Criteria	Rating	Scoring Guidance	Comments
8	<b>Relationship to the NCCP:</b> What organization submitted the proposal application?		<b>2 points:</b> Application submitted by the NCCP Implementing Entity, or the entity that will be responsible for implementing the plan once permitted. <b>0 points:</b> Application submitted by other public agency, tribe, or non-profit organization.	
9	<b>Qualifications:</b> Does the applicant or subcontractor have the qualifications (education, training) to successfully complete the project? (Application Form Section 1B)		<b>2 points:</b> Applicant and/or subcontractors have presented evidence of highly relevant and current qualifications that directly translate to the successful completion of the activities proposed. <b>1 point:</b> Applicant and/or subcontractors have presented a minimum level of qualifications towards general environmental projects or did not provide sufficient information to directly tie those to activities proposed. <b>0 points:</b> Qualifications are insufficient or not addressed in the proposal.	

### F. Total Score

Add scores from rows 1-9

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### G. Feedback

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:

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## **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**

#### **A) APPLICANT**

The applicant must meet eligibility requirements and the project must meet screening criteria (see Eligible Applicants, Eligible Projects, and Proposal Application Submission and Evaluation sections). The applicant will act as the fiscal agent and will enter into a grant agreement with CDFW for NCCP LAG projects, 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.B – Project Set-up and Management).

#### **C) AGENCY CONTACTS**

List the name and contact information for CDFW regional staff, USFWS Field Office staff, NMFS Area Office staff (if applicable), and Implementing Entity staff who were consulted regarding this project, indicate the level of the collaboration and indicate the contact's position on whether the proposal addresses a high priority implementation task in relation to each entity. If both boxes are left blank, the proposal will receive the same scoring consideration as a "no." Additional information required to warrant a collaboration rating of a three or four.

### **2. PROJECT BACKGROUND**

#### **A) STATEMENT OF NEED**

Include:

- Citation from NCCP that highlights how the proposed project helps achieve a specific goal or objectives of the conservation plan.
- Explanation of how the proposed project helps implement the NCCP or achieves the specific goal/objective including why the project is a high priority. There must be a clear and logical link between a proposed project and the NCCP it serves. (1 paragraph max)
- Ecological significance of the project. (1 paragraph max)

## **B) OBJECTIVE**

- Describe the project goals and objectives and the general approach that will be taken to achieve them. (3 paragraphs max)
- Provide information on any other CDFW approved plans (e.g., State Wildlife Action Plan, Regional Conservation Investment Strategy (RCIS)) that this project helps in meeting their goals or objectives. Please include which goals or objectives.

## **3. PROJECT DESCRIPTION**

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 plan boundary. (1 paragraph max)

### **B) PROJECT SET-UP AND MANAGEMENT**

Indicate the degree to which each project component below is ready to begin. In the box provided, provide explanations or comments, as needed. This could include:

- Providing personnel qualifications relative to the proposed project, including the holding of any required permits.
- Describing how the project will be effectively administered and fiscally managed (staffing levels, supervision, administration of tasks, project oversight, and auditing).
- Describing how partners or subcontractors (if any) are involved in the project. This must include a description of who is performing what tasks on the project (grantee staff, consultants, grantee subcontractors).

### **C) PROJECT IMPLEMENTATION / SCOPE OF WORK**

Describe your approach, methodology, discrete tasks, and implementation of the project. (1 page max)

- 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, HCPs, 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.

## D) TIMELINES

Briefly describe the timeline for completing project tasks and deliverables. Note that 2024-25 grants are not expected to be executed until early 2025 and work must be completed by March 31, 2027. (Table preferred or 3 paragraphs max)

## E) EXPECTED PRODUCTS OR DELIVERABLES

List 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.

## F) COMPLIANCE

If the project is awarded, 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, 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). List:

- Any permits or approvals that are needed for the project and their status. (Permits must be acquired before grant execution, unless permit acquisition is a task under the project)
- If a CEQA/NEPA determination is necessary, also 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.**
- Any approvals or permissions needed to access lands not owned by the applicant or CDFW.

## 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.

#### Project Management and Administration (including Data Management Plan)

For projects that include the collection of scientific data, the grantee shall submit a Data Management Plan. **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 (CNDDDB) 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.

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, fill out each section with the appropriate information. Please add/delete rows as needed in each section, but do not remove any section headings.



Delete example and add information to meet the specific needs of your proposal. For any section that does not apply (such as Personnel Services) write "N/A" in that line with \$0 for the fund totals. 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**

Using the template provided, input information in the highlighted sections and blank areas. 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 3C, 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.

### **Part 2. Line-Item Budget**

Using the template provided, input information in the highlighted sections and blank areas. Provide a detailed line item budget for the entire project, including a breakdown of cost for each proposed applicant staff position. Each applicant staff position must have their projected number of hours to-be-worked on the Project and their hourly pay rate. Any staff benefits included in that cost will need to be broken out as well. 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 as a lump sum under an Operating Expenses: Subcontractor line item. Fringe Benefits must be listed separately for the applicant. Indirect costs should be included in the Indirect Costs line item. See a description of eligible costs in Appendix C.

### **A) BUDGET NARRATIVE**

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. (1 paragraph)

### **B) OTHER FUND SOURCES**

Using the template provided, complete the table on other fund sources, listing any other fund sources, grants, or applications, both public and private, that are considered matching funds for this proposal. Include source, type, and dollar amount provided, awarded, or requested.

If applicable:

- Describe 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 funds.

**C) OTHER PROJECT WORK**

- Complete the table on any other public or private projects/activities conducted in the plan area over the past three years that are explicitly linked to this proposal.
- If the applicant received an 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

### Supporting Materials and Required Forms

After applicants are notified of a 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.

Applicants are strongly encouraged to review the templates and forms described here in Appendix A, and Appendix D, before applying. Applicants will need to abide by the conditions outlined without substantial deviation from the provided language. Forms not hyperlinked can be requested from [nccp@wildlife.ca.gov](mailto:nccp@wildlife.ca.gov).

California Universities will have a unique set of forms that will be provided by the CDFW grant manager upon award.

Forms and information required if the grantee does not already have forms on file from having worked with CDFW through a previous contract or grant agreement, are listed below.

- [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, district, joint powers authority,

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 FY2024-25 application. It is suggested that the governing body be made aware of the proposal before submission and be prepared to submit a finalized resolution when returning the signed grant agreement, or prepare and approve the resolution in advance, especially if the governing body meets infrequently. The resolution's language needs to match the accompanying grant agreement and 177 form on items including: Grantee name, project name, project dollar amount (CDFW grant funds only), and the authorized signatory job title whom the governing board is authorizing to sign. The resolution language needs to state that the Grantee will be accepting funds from, and entering into an agreement with, CDFW. It is strongly suggested that grantees submit a draft version of the resolution language as early as possible during grant agreement development. It can also be provided with the initial application but is not required during the initial application submission. CDFW will review and provide feedback on draft language before the resolution is signed.

A sample resolution is provided below.

- *Signature Authorities and Delegation of Authority* – State and Federal Agencies will need to provide a signature authority form, and universities will need to provide a delegation of authority to enter into an agreement with the CDFW.
- *Payable Grant Authorizing Transmittal (DFW 177/177A)* – The Payable Grant Authorizing Transmittal form (DFW 177/177A) will be prepared by the CDFW Grant Manager. It must be reviewed and signed by the Regional Manager, Branch Chief, or a higher approval level, prior to submittal of the grant. This approval indicates that the solicitation and award processes were completed in accordance with applicable laws, policies, procedures, and processes. Delegation to lower the authorization level of program or regional classification of staff is not permissible. In the event of an authorizer's extended absence, authority to proceed must be approved by the Directorate. A form 564C, Signature Authority Request, must be completed and on file with BMB each fiscal year for all who are authorized to sign the DFW 177/177A.
- *Exhibits* – If the Grantee is a public entity, Exhibit 1.A is required, and if the Grantee is a non-public entity, Exhibit 1.B is required. Exhibit 2 is required only if the grant agreement is federally funded, Exhibit 3 is a required document for all grant agreements.

Exhibit 4 is new for this grant cycle. The Governor of California signed Assembly Bill (AB) 590, Chapter 535: Advance Payments on October 8, 2023. This bill authorizes CDFW to allow advanced payment in contracts and grants to community based private nonprofit agencies, not to exceed 25% of the total award, upon the Department's determination that an advanced payment is essential for the effective implementation of a program. The private nonprofit agency must meet the requirements set forth in California Government Code Section 11019.3(c)(2) to

receive advance payment.

The most current exhibit templates can be found by CDFW Grant Managers here:  
<https://intranet.wildlife.ca.gov/portal/BusinessOperations/PayableGrants/tabid/2203/Default.aspx>

- Additional Attachments – If the grant agreement language references a site map or any kind of additional attachment, please include all additionally referenced attachments to the original submittal.
- 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/EIS 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 TITLE) (PROJECT)

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

WHEREAS, the grants are awarded pursuant to guidelines established by the CDFW for determination of project eligibility for funds; and

WHEREAS, said procedures established by the CDFW require the (GRANTEE NAME) (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 Project in the amount of (DOLLAR AMOUNT).

IT IS FURTHER RESOLVED that the Grantee appoints the (DESIGNATED POSITION TITLE, not person's name occupying the position) as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests etc., which may be necessary for the completion of the Project.

## **APPENDIX B**

### **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 no later than the Grant Term end date**; 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 Unit. 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.
- 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. Time extensions are not available for projects funded under NCCP LAG.

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, when 10% or more, or \$25,000 or more is being shifted within the same budget category, or when there is a budget shift from one fiscal year into another fiscal year.

#### **Payment of Grant Funds**

All payments will be made by CDFW to the grantee on a reimbursement basis unless approved by the grant manager pursuant to Exhibit 4. 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 (progress reports). For lump sum payments, a single Request for Lump Sum Payment shall be submitted upon completion of all grant tasks.

Grantee should be aware, CDFW follows the 45-day Prompt Payment Act for payment processing. If the grant manager disputes the invoice, the 45-day clock stops until the issue is resolved, and the 45-day processing time starts over.

**Please note that final invoices for the project must be received by CDFW no later than the Grant Term end date.**

### **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 C

### 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.
2. Fringe Benefits – Fringe benefit costs include vacations, sick leave, social security contributions, etc., that are customarily charged to the recipient's various projects (the cost to employ the employee).
3. Equipment – Equipment is defined as tangible property with a unit cost of \$5,000 or more and a useful life of four 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 be 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 Human Resources (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 and are listed on the budget table as a lump sum. If there are multiple consultants or subcontractors, list each one separately.
7. Indirect Costs – Indirect costs or overhead, usually calculated as a percentage of the direct costs, are eligible. Grantees of non-federally funded grant agreements can only calculate indirect costs (Line-Item Budget table, Section E) for their personnel (Line-Item Budget table, Section A) and operating expenses: general (Line-Item Budget table). No overhead will be charged on equipment (Line-Item Budget table Section D). If a third-party Subcontractor calculates overhead as part of their costs, it would be lumped within their single line-item cost under Line-Item Budget table Section C. Operating Expenses: Subcontractors and *not* included in Line-Item Budget table Section E.

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. An existing federal Negotiated Indirect Cost Rate Agreement in excess of 25% could be used with a justification.

**APPENDIX D**  
**Payable Grant Template**

*This template is provided for reference only and is subject to change. CDFW Grant Managers will provide the current template after award notifications have been distributed.*

**NATURAL COMMUNITY CONSERVATION PLANNING**  
**LOCAL ASSISTANCE GRANT**

**PROJECT TITLE**  
**GRANT AGREEMENT NUMBER - QXXXXXXX**

**GRANTOR:** State of California, acting by and through  
The California Department of Fish and Wildlife  
P.O. Box 944209  
Sacramento, CA 94244-2090

**GRANTEE:** [Grantee Legal Name]  
[Mailing Address]  
[City, State Zip Code]

**SECTION 1 – LEGAL BASIS OF AWARD**

Pursuant to Fish and Game Code Section 1501.5(b), the California Department of Fish and Wildlife (CDFW or Grantor) is authorized to enter into this Grant Agreement (Agreement) and to make an award to [Grantee Legal Name] (Grantee) for the purposes set forth herein. Grantee accepts the grant on the terms and conditions of this Agreement. Accordingly, Grantor and Grantee (Parties) hereby agree as follows:

**SECTION 2 – GRANT AWARD**

**2.01 Grant:** In accordance with the terms and conditions of this Agreement, including Section 5.06 – General Terms and Conditions, the Grantor shall provide the Grantee with a maximum of \$XX,XXX [Enter Dollar Amount of CDFW Funds Only (Box 10, DFW 177)] (Grant Funds) to financially support and assist Grantee’s implementation of [Enter Project Title from Proposal-(Box 4, DFW 177)] (Project).

**2.02 Term:** The term of this Agreement is [Enter Term Start Date (Box 9, DFW 177)], or upon Grantor approval, whichever is later, through [Term End Date (Box 9, DFW 177)].

**SECTION 3 – ELIGIBLE USES OF GRANT**

Only the Grantee expenditures that are necessary to implement the Project, comply with applicable federal and State of California law and made in accordance with Section 6 –

Project Statement and Section 9 – Budget and Payment as set forth within this Agreement are eligible for reimbursement from Grant Funds.

#### **SECTION 4 – GRANTEE’S REPRESENTATIONS AND WARRANTIES**

The Grantee represents and warrants to the Grantor as follows:

- 4.01 Existence and Power:** The Grantee is an [Enter Appropriate Entity Type: Non-public entity, Public entity, Indian Tribe (Box 18, DFW 177)], validly existing, and in good standing under the laws of California. The Grantee has full power and authority to transact the business in which it is engaged and full power, authority, and legal right to execute and deliver this Agreement and incur and perform its obligations hereunder.
- 4.02 Binding Obligation:** This Agreement has been duly authorized, executed and delivered on behalf of the Grantee and constitutes the legal, valid, and binding obligation of the Grantee, enforceable in accordance with the Agreement’s terms.

#### **SECTION 5 – GRANTEE’S AGREEMENTS**

- 5.01 Purpose:** This Agreement is entered into by the Parties for the purpose of providing financial support to the Grantee to complete the Project, specifically the activities identified within Section 6 – Project Statement.
- 5.02 Project:** The Grantee shall complete activities as set forth in Section 6 – Project Statement.
- 5.03 Use of Project Funds:** The Grantee agrees that only the Grantee expenditures that are necessary to implement the Project, comply with applicable federal and State of California law, and made in accordance with Section 6 - Project Statement, and Section 9 – Budget and Payment as set forth within this Agreement are eligible for reimbursement from the Grant Funds. The Grantee acknowledges that it may not transfer Grant Funds between or among budget line items without prior written approval from the CDFW Grant Manager in accordance with Section 9 – Budget and Payment.
- 5.04 Eligibility of Funds:** In the event that the California Budget Act does not provide sufficient appropriations to allow the Grantor to fund the Project at the level specified in Section 2 – Grant Award and Section 9 – Budget and Payment of this Agreement, the Grantor reserves the right to modify this Agreement to reflect a reduction in available funds, as an alternative to termination.
- 5.05 Submission of Reports:** The Grantee shall comply with the format, content, and timing requirements set out in Section 8 – Reports. Failure to submit timely and accurate reports shall be considered evidence of non-compliance with this Agreement and shall permit termination of the Agreement by the Grantor.

- 5.06 General Terms and Conditions:** Public Entities General Grant Provisions (Exhibit 1.a), OR: Non-Public Entities General Grant Provisions (Exhibit 1.b) and Notice of Economic Sanctions (Exhibit 3) are attached hereto and made a part of this Agreement.
- 5.07 Amendments:** This Agreement may only be amended in accordance with Section 5.06 – General Terms and Conditions. The Grantee shall submit any request to amend the line-item budget in writing to the CDFW Grant Manager no later than 120 days prior to the end of the term of this Agreement. The Grantee must include an explanation of and justification for any such request. Natural Community Conservation Planning (NCCP) Local Assistance Grants (LAG) are not eligible for time extension amendments.
- 5.08 Acknowledgement of Credit:** The Grantee shall include signage, to the extent practicable, informing the public that the Project received funds through the Natural Community Conservation Planning Local Assistance Grant program. Further the Grantee shall include appropriate acknowledgement of credit to the CDFW for Grantor's financial support when using any data and/or information developed under this agreement (e.g., posters, reports, publications, presentations).
- 5.09 Labor Code Requirements; Prevailing Wages:** State grants may be subject to California Labor Code requirements, which include prevailing wage provisions. Certain State grants administered by the CDFW 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 the Department of Industrial Relations website at <http://www.dir.ca.gov>. The Grantee shall pay prevailing wage to all persons employed in the performance of any part of the Project if required by law to do so.
- 5.10 Environmental Compliance:** ~~Strike though if not applicable and provide an explanation for the removal~~ The Grantee shall not proceed with on the ground implementation until California Environmental Quality Act compliance and all necessary permits and consultations are secured (unless acquiring permits is a task under the project). Written permission must be obtained from landowner(s) for access to perform grant work; copies of such permission shall be provided to the CDFW Grant Manager.
- 5.11 California Business and Professions Code:** The Grantee shall be responsible for obtaining the services of an appropriately licensed professional or appropriately licensed professionals if required by the California Business and Professions Code, including but not limited to Section 6700 et seq. (Professional Engineers Act) and Section 7800 et seq. (Geologists and Geophysicists Act).

If the Grantee fails to perform in accordance with the compliance provisions of this Agreement, Grantor shall have sole discretion to delay, interrupt, or suspend the work for which the Grant Funds are supplied.

## SECTION 6 – PROJECT STATEMENT

**6.01 NCCP Necessity/Background:** [Insert BRIEF overview which sums up project in one or two paragraphs:

- The purpose of this project is to...
- Why is the project necessary?
- Overall Project Objectives

What is the history of the project? Is this part of a multiphase project? If so, outline phases. This should match the proposal application section 2A.]

**6.02 Objectives:** Specific objectives of this Project are to: [Finish this sentence with overarching objective(s). Enumerate objectives in separate paragraphs. Section 6.07 – Project Implementation will spell out specific tasks associated with these objectives. This should match proposal application section 2B.]

**6.03 Project Description:** The Grantee will manage the Project as described below: [Directions: This section must outline who is performing what tasks on the project (grantee staff, consultants, grantee subcontractors). This section must align with staff and subcontractors identified in the budget.

Describe each subcontractor separately, even if the entity has not yet been identified, so that each task is associated with the person/entity performing task. If a subcontractor has not yet been identified, refer to the type of subcontractor, e.g., Construction Subcontractor, Engineering Subcontractor, etc.

If there are personnel not in the budget performing the work in-kind, outline that here as well. Proposal application sections 3B and 4 should have this information]

**6.04 Location:** [The Grantee will implement the Project The Project is located] on approximately \_\_\_\_ acres of [privately-owned **OR** publicly-owned] land located at [Identify physical location(s) of project, include latitude and longitude in decimal degrees] in \_\_\_\_\_ County, California (Property) **OR** A map can be used in place of the latitude and longitude. If using a map in place of latitude and longitude please include the following statement, [Location is depicted in Attachment 1, Project Location Map, which is attached hereto and made part of this agreement by this reference.]

**6.05 Project Site Access [applicable to Implementation Grants]:** The Grantee shall [OR, if Grantee is not the Landowner: Grantee shall cause the Landowner(s) to] give the Grantor, and \_\_\_\_\_, [its/their] employees and agents written permission to access the Property at least once every 12 months from the

date of the Grantor's Notice to Proceed until 25 years after the term of this Agreement [unless otherwise negotiated] (as set out in Section 2 – Grant Award) ends for purposes of inspections, monitoring [and \_\_\_\_\_]. Such access shall be reasonably acceptable to the Landowner(s) and the requester following written or verbal request to the Grantee. The Grantee shall provide a copy of the access agreement to the Grantor to include in the Grantor's Agreement file prior to the Grantee beginning any work at the Project site(s).

**6.06 Materials and Equipment:** Property acquisitions and equipment purchases must be consistent with Section 5.06 – General Terms and Conditions. [Directions: This section must outline materials and equipment proposed for purchase and align with anything identified in Budget. If equipment (as defined by section 21 of Exhibits 1.a, b & c: Equipment – Tangible property (including furniture and electronics) with a unit cost of \$5,000 or more and a useful life of four years or more. Actual costs include the purchase price plus all costs to acquire, install, and prepare the equipment for its intended use) is being purchased, clearly describe the purpose so that items in the budget are clearly explained. All costs listed in the budget must be justified and described in the project description. Indicate whether material is being purchased by the applicant or subcontractor. If the Grantee or subcontractor are providing materials or equipment and not charging the grant, make that clear here as well.] [If no materials or equipment are identified in the proposal, suggest using the following language: All materials and equipment are included in subcontractor costs or will be provided as cost share by the Grantee.]

**6.07 Project Implementation:** Consistent with the Grantee's proposal for the Project, the Grantee will complete the following tasks in accordance with Section 6.08 – Schedule of Due Dates and Deliverables.

[Directions: Enumerate tasks for project here. These tasks will align with Section 6.08 – Schedule of Due Dates and Deliverables as well as Section 9 – Budget and Payment.]

**Task 1 – Project Management and Administration:** The Grantee will provide technical and administrative services associated with performing and completing the work for this Project, including managing this Agreement, assuring all permits are finalized, [delivering the final landowner access agreement,] administering subcontracts, invoicing and payments, drafting and finalizing progress and final reports, and data management.

**Subtask 1.X – Data Management**

[TITLE] will coordinate data management activities. [For projects that include the collection of scientific data.] The Grantee shall submit a Data Management Plan. The CDFW Grant Manager will provide the Data Management Plan template upon Grant execution.

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 as required under this Grant Agreement.

All scientific data collection efforts are required to include metadata files or records indicating at a minimum:

1. Who collected the data;
2. When the data were collected;
3. Where the data were collected;
4. How the data were collected (description of methods and protocols);
5. The purposes for which the data were collected;
6. Definitions of variables, fields, codes, and abbreviations used in the data, including units of measure;
7. The terms of any landowner access agreement(s), if applicable;
8. References to any related Department permits or regulatory actions;
9. Peer review or statistical consultation documentation; and
10. Data licensing and disclaimer language.

All data and associated metadata collected by or created under this Agreement are a required deliverable of this Agreement. All data deliverables should be budgeted for and included in the Project timeline as a part of this Agreement. A condition of final payment on this Agreement shall include the delivery of all related data assets. Geospatial data must be delivered in an industry-standard geospatial data format where applicable and documented with metadata in accordance with the CDFW Minimum Metadata Standards.

**[For projects that involve data collection on private lands, include the following]** Consistent with Fish & Game Code Section 857, subdivision (a), Grantee will obtain written landowner consent for data collection requiring access to private lands. The permission letter must state that the Grantor cannot limit the distribution of data collected on private land unless the law specifically exempts such data from disclosure. This provision does not apply to emergencies or to wildlife officers carrying out peace officer duties pursuant to Fish and Game Code Section 857, subdivisions (b) and (c), and other laws.

**[For projects that involve data collection on tribal lands, include the following]** For scientific data collection from an Indian tribe or requiring access



to tribal lands, Grantee will work cooperatively with the specific tribe to develop an agreement with the tribe consistent with the tribal communication and consultation policies established by CDFW Bulletin 2014-7.

**[For projects that involve collection and use of personal information, include the following]** Grantee will ensure that it protects from improper disclosure of any personal or other confidential information that Grantee collects or maintains in the course of implementing the Project. Grantor will acquire, disclose, and use personal information only in ways that are consistent with CDFW's Privacy Policies – including CDFW's Director's Bulletin No. 2008-02 Policy for Protecting the Confidentiality of Personal Data and CDFW Departmental Bulletin No. 2010-04 Protection of Social Security and Other Personal Data – the Information Practices Act (IPA; Civil Code, § 1798 et seq.), Fish and Game Code, California State Administrative Manual Chapter 5300 Information Technology – Office of Information Security, and other applicable laws.

**[For projects that will generate surface water quality data, include the following]** Water quality data generated by the Project will be collected in a manner that is compatible and consistent with the California Environmental Data Exchange Network (CEDEN, <http://www.ceden.org/>) (CWC §79704). The Grantee shall upload relevant data to CEDEN and provide a receipt of successful data submission, generated by CEDEN, to the CDFW Grant Manager prior to submitting a Final Invoice.

**[For project that will generate groundwater monitoring data, include the following]** Groundwater monitoring data generated by the Project will be collected and reported in a manner that is compatible and consistent with the groundwater data systems administered by the State Water Resources Control Board (CWC § 79704). Grantee shall upload relevant data to GeoTracker GAMA (<http://www.waterboards.ca.gov/gama/>) and provide proof of successful data submission to the CDFW Grant Manager prior to submitting a Final Invoice.

**[For fish passage and fish screen projects, include the following]** Fish passage improvement and water diversion screening project data shall be submitted to the California Fish Passage Assessment Database (PAD) <https://nrm.dfg.ca.gov/PAD/>. Data required includes name and type of barrier or diversion, geographic location, stream name, structure owner, species and life stages benefited from remediation, description of remediation, photos, and pre- and post-treatment biological monitoring data.

#### **Task 2 – [Insert Name of Task]**

**[Explain Task 2 and additional tasks following this format. Any subtasks should be indented (Task 2.1, etc.). Explain the roles of grantee staff by title as they appear in the budget and/or subcontractors to each task.]**

**6.08 Schedule of Due Dates and Deliverables:** [This section must include all tasks identified in 6.07. Tasks should not be identified here that have not been addressed in 6.07. Include completion dates of milestones even if there are no deliverable items or accomplishment is only to appear in a later report. Include month, day, and year a task is to be completed by. All deliverables must be completed a minimum of thirty days prior to the grant term end date and a minimum of two weeks prior to the final report and final invoice.]

<u>Task</u>	<u>Description</u>	<u>Deliverables</u>	<u>Estimated Completion Dates</u>
1	Project Management and Administration	Quarterly Progress Reports	Due within 30 days following each calendar quarter (March, June, September, December) following grant execution.
		Quarterly Invoices	Due within 30 days following each calendar quarter (March, June, September, December) following grant execution.
		If applicable Copies of Executed Subcontracts	If Applicable [Insert Date]
		Data Management Plan	Due within [Insert timeframe] of grant execution.
		Project Data	Example: With [Monthly, Quarterly, Final] Report, by [Insert Date]
		Draft Final Report	Due at least 15 days prior to the Final Report. [Insert Date]  <i>If no Draft Final Report is required, ALL deliverables must be submitted 30 days prior to the Final Report</i>
		Final Report	Example: Due no later than the Grant Term end date. [Insert Date]
		Final Invoice	Example: Due no later than the Grant Term end date. [Insert Date]
2	[Task Name]		[Insert Date]

3	[Task Name]		[Insert Date]
4	[Task Name]		[Insert Date]

## SECTION 7 – CONTACTS

The point of contact may be changed at any time by either party by providing a 10 day advance written notice to the other party. The Parties hereby designate the following points of contact during the Term of this Agreement:

### CDFW Grant Manager:

(Box 24, DFW 177)

<b>Name:</b>	
<b>Title:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### Grantee Project Manager:

<b>Name:</b>	
<b>Title:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

Direct all administrative inquiries to:

### CDFW Grant Coordinator:

(Box 23, DFW 177)

<b>Name:</b>	
<b>Title:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### Grantee Project Coordinator:

<b>Name:</b>	
<b>Title:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

## SECTION 8 – REPORTS

**8.01 Progress Reports:** [Include these reporting requirements as tasks and in the timeline] The Grantee shall submit Quarterly Progress Reports that comply with the requirements below to the CDFW Grant Manager with each invoice.

**Requirements:** [Reporting must be consistent with the report timeframes provided in Section 3 of the proposal application.]

#### For example:

1. The Grantee name, the Project title, this Agreement number, and dates progress report covers;
2. Activities and tasks performed and/or completed, a summary of progress to date including progress since the last report, and a brief outline of upcoming work scheduled for the subsequent quarter;
3. Documentation of all subcontractor activities;
4. Updates on progress towards meeting project objectives, output and outcome performance measures;
5. Document delivery of any intermediate work products;

6. Costs incurred during the subject period, total of costs incurred to date, and the remaining balance;
7. Any problems encountered while performing the tasks and proposed solutions, timeline for resolution, and status of previously unresolved problems; and
8. Quarterly Progress reports will be submitted electronically in PDF or Microsoft Word compatible format.

**8.02 Draft and Final Report:** The Grantee shall submit a Draft Final Report and Final Report by the dates listed in Section 6.08 – Schedule of Due Dates and Deliverables. The Grantee shall submit a Draft Final Report for review by the CDFW Grant Manager, at least 15 days prior to the end of the grant term. The report shall summarize the life of the Agreement and describe the work and results pursuant to Section 6 – Project Statement. Upon approval from the CDFW Grant Manager, the Final Report can be submitted. The Draft and Final Reports will be submitted, electronically, to the CDFW Grant Manager upon completion of the Project tasks.

**8.03 Document Accessibility:** CDFW follows the Web accessibility standards of California Government Code Sections 7405 and 11135, and the Web Content Accessibility Guidelines (WCAG). Since all NCCP LAG Grant Final Reports will be posted to CDFW’s website, grantees must ensure that the WCAG standards for adequate accessibility to people with disabilities are met for all Reports and associated submittals.

## **SECTION 9 – BUDGET AND PAYMENT**

**9.01 Budget Details and Funding Summary:** The Grantor will provide an amount not to exceed \$XX,XXX as detailed in the Line-Item Budget Detail (Budget) below. The Grantee or its partners will provide up to \$XX,XXX in funds or in-kind services as cost share to complete tasks described in Section 6 – Project Statement. The Grantee will provide the Grantor accurate records of all cost share with the Grantee’s Final Report.

**[Directions:** Budget must be broken down into six categories as applicable:

- A. Personnel Services (Note: If staff are receiving benefits, those benefits will need to be broken out separately, along with the percentage amount);
- B. Operating Expenses: General; All Grantee expenses associated with this Project, including permit fees, etc. (Note: If an item is described as “equipment,” it must be followed by “less than \$5,000”);
- C. Operating Expenses: Subcontractors;
- D. Operating Expenses: Equipment: \$5,000 or more per item. Itemize each piece of equipment;
- E. Indirect Costs (IDC can only be used for sections A and B, and cannot be used for sections C and D); and
- F. Grand Total.

Budget table must be in format and include a minimum level of detail consistent with the table below. Classifications must be broken out separately. Note: subcontractors and equipment line items may not be used in calculation of indirect costs. Show each subcontractor as one-line item with a lump sum. Travel, lodging, and per diem may not exceed state rates. Do not include cost share information here – rather use table in next section.]

Any changes or modifications to a fund source indicated below must be promptly reported to CDFW Grant Manager in writing.

**Task Budget Table**

Task	Description	CDFW Grant Funding	Grantee In-Kind Services	Project Total
Task 1: <u>Project Management and Administration</u>		\$	\$	\$
Task 2: Name		\$	\$	\$
Task 3: Name		\$	\$	\$
Task 4: Name		\$	\$	\$
<b>Total Budget</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

**Line-Item Budget Detail**

	CDFW Grant Funding	Matching Funds/ Cash	In-Kind Services	Project Total
<b>A. PERSONNEL SERVICES</b>				
Project Role 1 (Hours and Rate)	\$	\$	\$	\$
Example: Post Grad Researcher II (20 hours @ \$81.66/hr)	\$	\$	\$	\$
<b>Subtotal Personnel Services</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Staff Benefits XX% (If Applicable)	\$	\$	\$	\$
Example: Post Grad Researcher II (@ 25%)	\$	\$	\$	\$
<b>Total Personnel Services</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>B. OPERATING EXPENSES: GENERAL</b>				
Postage	\$	\$	\$	\$
Office/Field Supplies	\$	\$	\$	\$
Telephone/Fax	\$	\$	\$	\$
Travel and Per Diem (Specify miles and mileage rate) (Not to Exceed State Reimbursement Rates)	\$	\$	\$	\$
Equipment items (Each item less than \$5,000)	\$	\$	\$	\$

<b>Subtotal Operating Expenses: General</b>	\$	\$	\$	\$
<b>C. OPERATING EXPENSES: SUBCONTRACTORS</b>				
Subcontractor 1	\$	\$	\$	\$
Subcontractor 2	\$	\$	\$	\$
<b>Acquisition Costs (if applicable):</b>	\$	\$	\$	\$
<b>Subtotal Operating Expenses: Subcontractors</b>	\$	\$	\$	\$
<b>D. OPERATING EXPENSES: EQUIPMENT</b>				
Equipment Item (\$5,000 or more per item)	\$	\$	\$	\$
<b>Example:</b> 2 ea. Widget (@ \$5,000 ea.)	\$	\$	\$	\$
Materials/Supplies	\$	\$	\$	\$
<b>Subtotal Operating Expenses: Equipment</b>	\$	\$	\$	\$
<b>E. INDIRECT COSTS:</b>				
Indirect Cost Rate @ XX% (Applies to Sections A + B Only)	\$	\$	\$	\$
<b>F. TOTAL GRANT AMOUNT (A+B+C+D+E)</b>	\$	\$	\$	\$

**Funding Sources Summary**

Source of Funds	Cash	In-Kind	Total
CDFW NCCP Local Assistance Grant Program	\$	\$	\$
Applicant	\$	\$	\$
Other(s) including partners (if applicable, state name)	\$	\$	\$
<b>Total Project Cost</b>			

**9.01.1 Informal Budget Adjustments:** The Grantee must submit all budget line-item revision requests, in writing, to the CDFW Grant Manager, prior to implementing any changes. All proposed budget changes require prior approval from the CDFW Grant Manager, regardless of budgetary impact.

Informal Budget adjustments between existing line items may be permitted. Any revision to the Line-Item Budget Detail must comply with Section 5.07 – Amendments. Considerations for informal Budget adjustments, if granted, must include:

1. Revisions which are consistent with the purpose, objectives, and description of the Project as detailed in Section 6 – Project Statement;
2. Revisions that do not increase or decrease the total Agreement amount;
3. Revisions that do not substitute key personnel; and
4. Line-item shifts **within** a budget category (e.g., Field Supplies to Travel) up to \$25,000 or 10% of the Agreement amount, whichever is less.

Formal Budget adjustments will be considered by the Grantor, with prior approval from the CDFW Grant Manager. An amendment to the Agreement is required if a formal Budget adjustment is approved. Considerations for formal amendments, if granted, include:

1. Shifting Grant Funds between budget categories (e.g., Personal Services to Operating Expenses);
2. Increasing or decreasing the total Agreement amount;
3. Substituting key personnel; or
4. Line-item shifts **within** a budget category (e.g., Field Supplies to Travel) that exceeds \$25,000 or 10% of the Agreement amount, whichever is less.
5. **If applicable**, Multi-year budgets: Budget shifts from one year to another will require an amendment.

## 9.02 Payment Provisions

**9.02.1 Disbursements:** The Grantor will disburse Grant Funds to the Grantee not more frequently than quarterly (**must match frequency in the deliverable table and the DFW 177**) in arrears, upon receipt of an original itemized invoice and any required mandatory documentation as identified in Section 6.08 – Schedule of Due Dates and Deliverables.

Grant disbursements will be mailed to the following Grantee address:

<b>Grantee Name:</b>	
<b>Attention:</b>	
<b>Address:</b>	<b>[Mailing address provided here must match the mailing address in the STD 204 Payee Data Record]</b>

**Advance Payments, AB 590 [leave in if applicable; strike-through if this does not apply]:** The Grantee will be paid **XX%** of the total Grant Funds in advance when meeting the requirements of AB 590. The



Advance Payments, AB 590 (Exhibit 4) i attached hereto and made a part of this Agreement.

**9.02.2 Invoice Documentation:** Each invoice for payment must be accompanied by a progress report, not to exceed two pages in length, of the Grantee's performance under this Agreement since the time the previous such report was prepared. The report shall describe the types of activities and specific accomplishments during the period for which the payment is being made rather than merely listing the number of hours worked during the reporting period. The Final Invoice must include a budget summary of all cost share expenditures by fund source, as applicable. The CDFW Grant Manager will provide the Grantee with a sample invoice template upon request. The Final Invoice is due in accordance with Section 6.08 – Schedule of Due Dates and Deliverables. The invoice package must be either mailed in hard copy or electronic submission to the CDFW Grant Manager contact located in Section 7 – Contacts. If mailed in hardcopy, an email notification must be sent to the CDFW Grant Manager so receipt of the invoice can be confirmed with the Grantee.

**Requirements:**

The invoice shall contain the following information:

1. The word "Invoice" should appear in a prominent location at the top of the page(s);
2. The printed name of Grantee on company letterhead;
3. The Grantee's business address, including P.O. Box, City, State, and Zip Code;
4. The name of the CDFW Region/Division being billed;
5. The invoice date and the time period covered; i.e., the term "from" and "to";
6. This Agreement number and the sequential number of the invoice (i.e., Qxxxxxxx-Invoice 1);
7. The invoice must be itemized using the categories and following the format of the Budget;
8. The total amount due. This should be in a prominent location in the lower right-hand portion of the last page and clearly distinguished from other figures or computations appearing on the invoice. The total amount due shall include all costs incurred by Grantee under the terms of this grant;
9. The original signature of Grantee; and
10. The Grantee must provide supporting documentation for the invoice and actual receipts.

The progress report shall contain the following information:

1. The Grantee name, the Project title, this Agreement number, and dates progress report covers;
2. Activities and tasks performed and/or completed, a summary of progress to date including progress since the last report, and a brief outline of upcoming work scheduled for the subsequent quarter;
3. Documentation of all subcontractor activities;
4. Updates on progress towards meeting project objectives, output and outcome performance measures;
5. Document delivery of any intermediate work products;
6. Costs incurred during the subject period, total of costs incurred to date, and the remaining balance;
7. Any problems encountered while performing the tasks and proposed solutions, timeline for resolution, and status of previously unresolved problems; and
8. Progress reports will be submitted electronically in PDF or Microsoft Word compatible format.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the dates set forth below the signatures.

**AUTHORIZED AGENT FOR GRANTEE**

By:

Signature:

Printed Name: Enter Grantee Signatory Name (Box 19, DFW 177)

Title: Enter Title (Box 19, DFW 177)

Date:

**CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE**

By:

Signature:

Printed Name: Amy Mowrer

Title: Branch Manager, Business Management Branch

Date:

*This agreement is exempt from DGS-OLS approval, per SCM 4.06.*