

## Appendix A:

# FY 2014/15 WETLANDS RESTORATION FOR GREENHOUSE GAS REDUCTION PROGRAM

## APPLICATION FORM with INSTRUCTIONS

All fields of the application form are required to be completed, except **where only specific project types are noted. Any supplementary information must be included** at the end of the application. To check a box, right click on the box and highlight "Properties". Click on the circle next to "Checked". Click "OK".

### Section 1: Summary Information

1. **Project type:** *Coastal Wetland(s), Sacramento-San Joaquin Delta Wetland(s), Mountain Meadow Ecosystems: Enter the one that applies.*
2. **Project title:** *Brief, descriptive title.*
3. **Applicant name:** *Name of the Applicant.*
4. **Person authorized to sign grant agreement:** *Name and Title of person authorized to legally sign a grant agreement (signatory).*
5. **Mailing Address of signatory:** *Street address or P.O. Box for mail delivery for the signatory. If project is funded, agreement will be sent to this address.*
6. **City, State, Zip of signatory:** *City, State, and Zip Code of signatory.*
7. **Telephone # of signatory:** *Provide signatory's telephone number, including area code.*
8. **Contact person:** *Name and Title of a Lead person, other than the signatory, to be contacted regarding project.*
9. **Mailing Address:** *Street address or P.O. Box for mail delivery for the contact person.*
10. **City, State, Zip:** *City, State and Zip Code of the contact person.*
11. **Telephone #:** *Provide Contact Persons telephone number, including area code.*
12. **Fax #:** *Primary FAX number for contact person, including area code.*
13. **Email address:** *Primary Email address for contact person.*
14. **Organization type:** *Public Agency  Certified Nonprofit Organization   
Recognized Tribe*
15. **Certified nonprofit organization:** *Yes  No   
If yes, specify the 501(c) nonprofit organization number.*
16. **Licensed Professional:** *Is licensed professional needed? Yes  No  If yes, provide name, affiliation, license number, and contact information of licensed professional(s).*

- 17. Amount requested:** *Amount requested from CDFW; this must match what is in the budget detail.*
- 18. Total project cost:** *Sum of amount requested plus all cost share funds and services, this must match what is in the budget detail.*
- 19. Project objectives:** *Summarize specific measurable project objectives and expected results in a few sentences. Must address both GHG reductions and co-benefits.*
- 20. Time frame:** *Provide estimated timeline (start and end dates) for the project from project initiation to completion. This timeframe must agree with the timeline in the project description.*

## **Section 2: Location Information**

- 1. Latitude, Longitude (in decimal degrees, geographic, NAD83):** *Provide exact project location, using multiple coordinates if necessary. Also provide a brief description of what the coordinates refer to, such as the downstream end of the project reach.*
- 2. Location description:** *Provide a general description of the project location and the nature of the work site in relation to known landmarks, with reference to attached drawings and maps.*
- 3. County(ies):** *Name all counties in which the project work will take place.*
- 4. Directions:** *Provide driving directions to the project site, with any necessary landowner contacts. Indicate if locked gates exist or any restrictions to road use.*

## **Section 3: Wetlands Information**

All questions in this Section refer to the wetlands named in Number 1 below.

- 1. Wetland type(s):** *Identify the wetlands type(s) to be restored or enhanced by the project.*
- 2. Wetlands area restored or enhanced:** *Surface area (acres) of wetland(s) to be restored or enhanced by the project. If the project will be increasing the area of existing wetland, include the estimated area to be created.*
- 3. Land use statement:** *Describe current and anticipated future land uses in and around the project.*
- 4. Project Area Ownership:** % Private \_\_\_\_\_ % State \_\_\_\_\_ % Federal \_\_\_\_\_  
*Enter percentages by type of ownership for the entire project area. Percentages may not sum to 100 if other types of ownership are present in the project area.*
- 5. Wetlands Plans:** *List any watershed plan(s), wetlands plan(s), or recovery plan(s) in which the proposed project is identified as a recommended action or would contribute towards achieving the goals of such plan(s), using the following format: Author, year, title, name, organization, city, state. Copies of the plan(s) must be available upon request.*

## **Section 4: Mountain Meadow Information**

All questions in this Section refer to the mountain meadow named in Number 1 below.

- 1. Mountain Meadow name:** *Name the mountain meadow attributes (e.g., stream channel, riparian community, etc.) which best identifies the habitat area benefited by the project.*
- 2. Mountain Meadow area restored or enhanced:** *Surface area (acres) of mountain meadow to be restored or enhanced by the project. If the project will be increasing the area of existing mountain meadows, or particular components of it, include the estimated area to be created.*
- 3. Land use statement:** *Describe current and anticipated future land uses in and around the mountain meadow.*
- 4. Project Area Ownership:** % Private \_\_\_\_\_ % State \_\_\_\_\_ % Federal \_\_\_\_\_  
*Enter percentages by type of ownership for the entire project area. Percentages may not sum to 100 if other types of ownership are present in the project area.*
- 5. Mountain Meadow Plans:** *List any watershed plan(s), mountain meadow plan(s), or recovery plan(s) in which the proposed project is identified as a recommended action or would contribute towards achieving the goals of such plan(s), using the following format: Author, year, title, name, organization, city, state. Copies of the plan(s) must be available upon request.*

## **Section 5: Project Description**

- 1. Project Objectives:**  
*The project objective(s) must identify specific, and where appropriate, quantitative, outcomes that the proposed project is expected to achieve. One or more of the objectives must be specific to achieving net GHG reductions. Each proposal must also include objectives pertinent to expected co-benefits (refer to Part II of the PSN) that will result from project implementation.*
- 2. Background and Conceptual Models:**  
*This section should include all necessary background information not covered in the Detailed Project Description section below. For example, describe baseline conditions at the proposed project site and sufficient rationale to justify the project need. This may entail referencing historical land use, past practices, local conditions, and other pertinent information. Reference attached figures, tables, maps and photos, if necessary. A conceptual model should be provided that clearly explains the underlying basis of the knowledge that will support the proposed work. Include a conceptual model that describes expected emissions and/or sequestration of relevant GHGs over time. Conceptual models can be presented either graphically or as narrative. Provide sufficient documentation to demonstrate a high likelihood that net GHG reductions and claimed co-benefits will be realized.*

*Describe how climate change considerations have been taken into account (i.e., how future climate conditions might affect the project's long-term impacts or benefits).*

*Identify linkages with other relevant, ongoing planning or implementation activities in the*

region that complement the proposed project (e.g., proposed project is a recommended action in a recovery plan).

**3. Detailed project description, including all tasks to be performed:**

*Write a detailed project description, including all tasks to be performed. It should include a description of how the proposed approach addresses the project objectives. Describe each restoration element being proposed and how each element will be implemented (e.g., methods/techniques used, materials and equipment used, etc.). This should include plans for monitoring the project to demonstrate that net GHG reductions have occurred and effectiveness of project actions at achieving the co-benefit objectives. For mountain meadow ecosystem projects, describe the proposed research component that is designed to advance understanding of carbon sequestration potential in mountain meadows. Also describe who will be implementing the project and who will be completing each project task. If personnel are not discussed in this section they cannot be included in the personnel section of the budget. This description should be detailed enough to write a Statement of Work.*

**4. Timeline:**

*Provide estimated timeline for each project task described in the Project Description from the start date until the project is completed. Time frame must include final report submission and final invoice. Make sure this time frame corresponds to the time frame listed in box 20 of Section 1. Grant agreements will not be in place until June of 2015 and cannot go past March 1 of 2020. Plan project timelines accordingly.*

**5. Deliverables:**

*Project proposals must include a clear list of the deliverables that the project will produce and submit. List and describe all reports, maps, databases and other products to be prepared and delivered to CDFW. All completed projects must submit a Final Report as a deliverable. Any project that creates/compiles GIS or GPS data will need to submit these data with accompanying meta data as project deliverables on compact disc. Proposals must also outline means by which data collected by the project will be stored and made publicly available.*

**6. Expected quantitative results (project summary):**

*All project proposals must include a projection of total net GHG reductions/sequestrations expected as a result of restoration activities. If methane and/or nitrous oxide measurements are excluded from the project, justification must be provided as to why they do not merit inclusion. Describe the approach by which baseline and post-project GHG emissions, including carbon stock changes, were estimated. In addition, include a clear description of areas of uncertainty and how those influence the predicted values.*

*Each proposal must also describe how these reductions will be achieved through restoration activities or enhancement of wetlands or mountain meadows. The methods used to measure and record actual reduction amounts following project implementation must also be outlined in the Protocols section of the proposal.*

*Proposals must demonstrate that GHG reductions will be additional, or deemed to occur in addition to a conservative Business-As-Usual Scenario. Outline expected longevity of the emission reductions, potential reversal risks, and plans to address these risks in perpetuity.*

**7. Protocols:**

*Provide overview of protocols to be used in project development, implementation and measurement of net GHG reductions. Define approach to measure and quantify total net GHG reductions. Performance measures and the types of analyses that will be used to evaluate project performance must be adequately defined.*

*Performance evaluation of co-benefits must be outlined as well. Define approach to monitoring the effectiveness of project actions at achieving the co-benefits. Monitoring must be consistent with CDFW guidance where appropriate. Define assessment approach and the types of analyses that will be used to evaluate project performance.*

**8. Literature Cited:**

*All proposals must include a list of references for all peer-reviewed publications, other scientific reports, project reports, or other supporting information cited in the proposal.*

**Section 6: Qualifications and experience of Applicant and professionals:**

**1. Applicant's qualifications and experience:**

*Describe how the Applicant or the organization is qualified to perform the proposed work.*

**2. Previous projects funded by CDFW:**

*Provide a list of projects (by CDFW grant number) the Applicant has been directly funded for and indicate status of project (completed, not completed, ongoing, not started, cancelled). Only include projects for the last five years.*

**3. Examples of similar work:**

*Provide at least three examples of similar work the Applicant, including subcontractor(s), has completed.*

**4. Licensed professionals qualifications and experience:**

*List qualifications and experience of principal licensed professional(s). Please specify which licensed professional(s) will be providing direct oversight on the project.*

## **Section 7: Environmental Compliance, Landowners Access, and Permits**

1. **Lead CEQA Agency:** *If the Applicant will complete their own CEQA, list Applicant here; if Applicant will go through another agency for CEQA, list that agency here.*
2. **Landowners granting access for project:** *Outline plans for obtaining access to land necessary to complete project. Attach any provisional access agreement(s) and indicate here if Applicant is the landowner.*
3. **Permits:** *List all government permits known to be needed to complete project. Indicate which permits the Applicant will secure. This program does not provide permit coverage.*
4. **Delta Plan Consistency Determination:** *If the proposed action is likely to be deemed a covered action, pursuant to Water Code Section 85057.5, provide a description of the approach through which consistency with Delta Plan policies will be achieved.*
5. **Drought Related Water Plan** *Pursuant to Governor Brown's April 2014 Executive Order, recipients of funding for future projects that impact water resources, including groundwater resources must have appropriate water conservation and efficiency programs in place for their organization, in response to persistent drought conditions. Proposals must verify Applicant has a water conservation and efficiency program in place.*

## **Section 8: Project Budget**

### **1. Detailed Project Budget**

Each proposal must contain a detailed line item budget broken down into three categories: Personnel Services, Operating Expense, and Indirect Charges. The budget must identify the amount being requested from CDFW, the amount being provided by the Applicant, the amount being provided by partners and the total cost for each line item. **The amount requested from each source must be divisible by the listed hours or unit cost.** The total project budget and task budget must contain all project costs. Excel spreadsheets can be used.

- Projects approved for funding will be required to submit invoices matching this budget format.
- It is recommended you calculate, create, and save your budget *in Microsoft Excel®* or similar spreadsheet program, as doing so will avoid budget errors; then export your budget to *Microsoft Word®* or compatible word processing program with the rest of your written proposal. If the proposal is funded, the information can be sent electronically to CDFW staff without reformatting it. A budget template is provided as part of the application.

#### **A. Personnel Services Costs**

Include all employee costs required to complete the proposed project. If the personnel who will be implementing the project and completing project tasks described in the project description have not been discussed in the Project Description they cannot be included in the personnel section of the budget.

- List each personnel classification, their total hours, hourly pay rate, and the calculated total. If the classification will be filled by more than one person indicate how many people are included in that classification. Personnel hours must be broken down into three columns. One column for the number of hours under “Amount Requested”, a second column for the number of hours under “Applicant Cost Share”, and a third column for the number of hours under “Partner Cost Share”. **The calculated total must equal the line item calculation, including both the cost-share and requested amounts. (Do not include staff benefits in the hourly pay rate.)** (See **A** in Example Budget below.)
- A “Staff Benefit(s)” amount must be listed and calculated on a separate line for each classification. Staff benefits include but are not limited to vacation, sick leave, medical insurance, and retirement. These items cannot have a separate line item in the budget. (See **B** in Example Budget below.)
- Do not list subcontracts in this section. Subcontracts are listed as Operating Expenses.

## **B. Operating Expenses**

Include all subcontractor services, materials, equipment, and incidental costs to complete the project.

### ***Operating Expenses: Subcontractor***

Subcontractor services are those necessary for the implementation of the proposal for which the Applicant will subcontract. These services are undertaken by a provider external to the Applicant’s organization. (See **C** in Example Budget below.)

- List each subcontractor on a separate line.
- If subcontractor costs are listed as a lump sum, provide a separate detailed budget for subcontractor costs as supplemental information.

### ***Operating Expenses: Other***

Expenses related to the operation of the proposal for which the Applicant will be responsible. This would include for example: travel expenses by Applicant (not subcontractor) and permitting fees.

- Provide as much cost detail as possible and practical. Every item must have a unit cost (per lb., per day, cubic yard, linear foot, each, etc.). (See **D** in Example Budget below.)

### ***Operating Expenses: Electronic and Purchased Equipment***

- The Grantee may purchase property under this Grant Agreement only if specified in the budget detail and payment provisions section. All property purchased by Grantee is property of Grantee. CDFW does not claim title to the property, but requires Grantee to maintain accountability for all property purchased with grant funds. Title to property with a unit cost of \$5,000 or more may be retained by Grantor upon end of the grant cycle; final disposition will be coordinated by CDFW’s Grant Manager. (See **F** in Example Budget below.)

## Travel

Expenses must be consistent with state guidelines for reimbursed travel expenses based on traveling over a 24 hour period. Per Diem and mileage rates may not exceed State of California standards: lodging \$90.00 plus tax per night (certain counties have a higher standard, see table below), per diem \$46.00 per day, and 56 cents per mile. State guidelines can be found at <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>. (See **E** in Example Budget below.)

Lodging Reimbursement	
All Counties/Cities located in California (except as noted below)	Actual expense up to \$90 per night, plus tax
Napa, Riverside, and Sacramento Counties	Actual expense up to \$95 per night, plus tax
Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica	Actual expense up to \$120 per night, plus tax
Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties	Actual expense up to \$125 per night, plus tax
San Francisco County and the City of Santa Monica	Actual expense up to \$150 per night, plus tax

## Indirect Charges (Administrative Overhead)

Indirect charges (also referred to as administrative overhead) must be applied only to projected administrative costs that cannot be recovered in other budget categories. Indirect charges are **limited** to 20% of amount requested from the CDFW, **excluding** subcontractor costs and equipment purchases. Any amount over 20% will not be funded but can be considered as cost share. Indirect charges include but are not limited to: utilities, office space rental, phone, and copying which is directly related to completion of the proposed project. Workers compensation insurance is considered part of doing business and should be included in the indirect charge total, it cannot be called out in a separate line item. Provide a list of what is included in indirect charges (see Section 8, number 3). Items included in indirect charges cannot be included as line items in the budget. (See **G** in Example Budget below.)



## Cost Share Funds

Cost share can be either money or resources other than money (in-kind contributions), provided by the Applicant and/or the Applicant's partners (e.g. private companies, nonprofit organizations, public agencies, and/or other entities) involved in the implementation of the proposed project. In-kind contributions must be applied directly to the project in order to be considered cost share. When including existing equipment or vehicles in cost share, they must be prorated based on the life of the equipment/vehicles. Cost share definitions are as follows:

1. Cost share not suitable: Projects, personnel, or supplies and equipment previously funded by CDFW; resources expended prior to the term of the grant; salaries of employees working for the CDFW; mitigation funds; cost share funds that will not be confirmed by February 1, 2015.
2. Hard cost share: Hard cost share is cash provided by the Applicant and/or the Applicant's partners involved in the implementation of the proposed project. Cash contributions must be confirmed prior to February 1, 2015.
3. Soft cost share: Soft cost share is in kind contributions which occur during the implementation of the project and can be provided by the Applicant and/or the Applicant's partners involved in the implementation of the proposed project. The following contributions can only be counted as soft cost share: indirect charges; and cost share funds that will be confirmed after February 1, 2015.

## Sample Table of Funding Sources and Cost Share

SOURCE OF FUNDS	CASH	IN-KIND (If Applicable)	TOTAL
<b>CDFW</b>	\$72,501	\$0	\$72,501
<b>Other State Agency(ies) (List by name)</b>	\$	\$	\$
<b>Federal (List by name)</b>	\$	\$	\$
<b>Applicant (Indicate if Federal)</b>	\$12,477	\$	\$12,477
<b>Other(s) including partners (if applicable, state name)</b>	\$8,330	\$	\$8,330
<b>Total Project Cost</b>	\$93,308	\$	\$93,308

EXAMPLE BUDGET								
Abbots Lagoon Restoration Project								
	Hrs/Units for Amount Requested	Hrs/Units of Applicant Cost Share	Hrs/Units of Partner Cost Share	Hourly Rate	Amount Requested	Applicant Amt. of Cost Share	Partner Amt. of Cost Share	Total Project Cost
<b>A. PERSONNEL SERVICES</b>								
<u>Level of Staff (Hours)</u>								
Project Coordination; Planning	50	30		\$30.00	\$1,500	\$900		\$2,400
Project Leader <b>A</b>	605	100		\$20.00	\$12,100	\$2,000		\$14,100
Field Laborers	1880			\$11.00	\$20,680	\$0		\$20,680
<b>Subtotal</b>					\$34,280	\$2,900		\$37,180
Staff Benefits @ 30% <b>B</b>					\$10,284	\$870		\$11,154
<b>TOTAL PERSONNEL SERVICES</b>					<b>\$44,564</b>	<b>\$3,770</b>	<b>\$0</b>	<b>\$48,334</b>
<b>B. OPERATING EXPENSES: SUBCONTRACTORS <b>C</b></b>								
Description (indicate type of units)	# of Units Requested	# of Units Applicant Cost Share	# of Units Partner Cost Share	Unit Price	Amount Requested	Applicant Amt. of Cost Share	Partner Amt. of Cost Share	Total Project Cost
<u>Subcontractors</u>								
Bobcat Tractor (days)	2			\$500.00	\$1,000	\$0	\$0	\$1,000
<b>Subtotal of Subcontractors</b>					\$1,000	\$0	\$0	\$1,000
<b>OPERATING EXPENSES: OTHER (i.e. Materials and Supplies, indicate type of units) <b>D</b></b>								
Fence supplies, including but not limited to:								

**EXAMPLE BUDGET**

**Abbots Lagoon Restoration Project**

	Hrs/Units for Amount Requested	Hrs/Units of Applicant Cost Share	Hrs/Units of Partner Cost Share	Hourly Rate	Amount Requested	Applicant Amt. of Cost Share	Partner Amt. of Cost Share	Total Project Cost
Fencing and barbed wire (linear ft.)	1800			\$5.50	\$9,900	\$0	\$0	\$9,900
Corner, line, tee posts and caps (ea.)	250	100	100	\$13.00	\$3,250	\$1,300	\$1,300	\$5,850
Gates/fencing panels (ea.)	4			\$121.00	\$484			\$484
Ties, fasteners, crimp sleeves, stay wire (bulk)	1			\$825.00	\$825			\$825
Concrete anchors (cu. yd)	50			\$30.00	\$1,500			\$1,500
Trees: Purchased or Grown (ea.)		250	250	\$4.00	\$0	\$1,000	\$1,000	\$2,000
Bulrush, delivered (cu. yd)		5	5	\$100.00	\$0	\$500	\$500	\$1,000
Tree cages (ea.)	200	150	150	\$5.49	\$1,098	\$824	\$824	\$2,746
Bagging material for Bulrush (ea.)		250	250	\$2.00	\$0	\$500	\$500	\$1,000
Equipment rental: Excavator (hours)	10	5	5	\$65.00	\$650	\$325	\$325	\$1,300
Tree Propagation Supplies: Vitamins, Root Hormones, etc. (bulk)		1	1	\$250.00	\$0	\$250	\$250	\$500
Lodging (days)	3	1	1	\$84.00	\$252	\$84	\$84	\$420
Per Diem (days)	3	1	1	\$40.00	\$120	\$40	\$40	\$200

EXAMPLE BUDGET								
Abbots Lagoon Restoration Project								
	Hrs/Units for Amount Requested	Hrs/Units of Applicant Cost Share	Hrs/Units of Partner Cost Share	Hourly Rate	Amount Requested	Applicant Amt. of Cost Share	Partner Amt. of Cost Share	Total Project Cost
Mileage (miles) <b>E</b>	3,215			\$0.50	\$1,608			\$1,608
Tools and Instruments (bulk)		1	1	\$2,750.00	\$0	\$2,750	\$2,750	\$5,500
Permits	1			\$750.00	\$750			\$750
<b>OPERATING EXPENSES: Electronic and Purchased Equipment F</b>								
<b>Subtotal of Other</b>					\$20,437	\$7,573	\$7,573	\$35,583
<b>TOTAL OPERATING EXPENSES</b>					\$21,437	\$7,573	\$7,573	\$36,583
<b>C. SUBTOTALS &amp; INDIRECT COSTS</b>								
SUBTOTAL A + B (Personnel + Operating)					\$66,001	\$11,343	\$7,573	\$84,917
Requested Indirect Charge rate (max.20%) @		<b>G (without C)</b>		10%	\$6,500			\$6,500
Applicant Indirect Charge rate @				10%		\$1,134		\$1,134
<b>D. GRAND TOTAL</b>					<b>\$72,501</b>	<b>\$12,477</b>	<b>\$8,330</b>	<b>\$93,308</b>

**2. Budget Justification**

*Explain any unusual cost items or lump sum costs which will aid in the evaluation of the project. Applicants must justify project costs in the project description. Project cost analysis will be based on costs for similar projects that have been implemented, as well as on an assessment of proposed costs by CDFW staff.*

**3. Indirect Charges**

*Provide a detailed list of what is included in the indirect charges.*

**Section 9: Disadvantaged Community Consideration**

**1. Determine whether the proposed project is physically located in a disadvantaged community census tract.**

*Is the proposed project located within one or more disadvantaged communities, consistent with at least one of the criteria in Appendix A of the [Air Resources Board's Interim Guidance for investments to benefit disadvantaged communities \(SB 535 Guidance\)](#)?*

Yes  No

*If yes, identify the disadvantage community census tract(s)*

**2. Describe how the proposed project will provide direct, meaningful, and assured benefit(s) to one or more disadvantaged communities.**

*Does the proposed project provide direct, meaningful, and assured benefits to one or more disadvantaged communities, consistent with at least one of the criteria in Appendix A of the [Air Resources Board's Interim Guidance for investments to benefit disadvantaged communities \(SB 535 Guidance\)](#)?*

Yes  No

*If yes, identify applicable criteria (List a, b, c, d)*