

# San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy

## Proposition 1 Grant Program

### Project Narrative

Completed grant applications will be evaluated to determine the final funding recommendations. Applicants will be required to submit one original and three copies of the application and attachments as well as a digital copy in pdf or word format.

**1. Grant Application Form:** Please see Exhibit A

**2. Project Description includes:** (Sections 2a-2f should not exceed 7 pages, single-spaced, 11 point font minimum).

**a. Complete Project Description:** for acquisition projects include APN, acreage and purpose for acquisition; for planning and implementation include specific tasks and deliverables.

**b. Statement of Need for the Proposed Project:** a summary of the needs for the project and how the project meets the RMC's policies and project evaluation criteria, and exceeds Proposition 1, Chapter 6 objectives of the water bond legislation (RMC Grant Guidelines Section 2.3).

**c. Description of audience and geographic area served:** provide a summary of the communities, cities, and populations that will be served once the project is completed.

**d. Description of Goals and Objectives:** the goals and objectives should clearly define measurable and outcome-oriented goals and objectives for the project, performance measures to track progress toward objectives, and a reporting system to present the analysis of performance measures against the deliverables and tasks.

**e. Community Outreach:** how will the community be involved in the project design and implementation, include how the project is consistent with the RMC Environmental Justice Policy (RMC Grant Guidelines Section 2.4, include specific plans for community outreach, education, community involvement).

**f. Monitoring and Assessment Plan:** The monitoring and assessment plan should include the tracking of the progress of the measurable goals and objectives of the project during as well as after the project is completed. Outline of a monitoring and assessment plan should include measurable and quantifiable targets for a planning and implementation project. And, for acquisition projects include the long-term management and maintenance plan. The RMC is interested in measuring the progress of each of its activities in achieving results or outcomes. Hence, the focus of each project evaluation must be on outcomes, defined as the project results or impact on users and society. Output and other measures are important, but the focus should be on results.

**g. Organizational capacity:** include a brief history of your organization and the ability to fully complete and maintain the project long-term

- 3. California Conservation Corps:** Applicants applying for funds to complete restoration and ecosystem protection projects are required to consult with representatives of the California Conservation Corp (CCC) and the California Association of Local Conservation Corps (CALCC), the entity representing the certified CCC, to determine the feasibility of the CCC in completing the proposed project (Sec. 79734). Unless otherwise exempted, all applicants that fail to engage in such consultation will not be eligible to receive Proposition 1. CCC and CALCC have developed the consultation process for inclusion in Proposition 1 funding, please complete Exhibit B and for more information, visit <http://www.ccc.ca.gov/work/programs/prop1/Pages/default.aspx>.

Note, the Corps already has determined that it is not feasible to use their services on projects that solely involve either planning or acquisition. Therefore applicants seeking funds for such projects are **exempt** from consultation requirement and should check the appropriate box on the Consultation Review Document, please complete Exhibit B.

- 4. Certified Youth Employment Plan:** please include the organization's capacity to develop, manage and implement a training program for young adults in the environmental discipline that leads to permanent employment in the green industry (maximum one page).
- 5. Tasklist and Timeline:** The tasklist should include a detailed description of each task and should include tasks for evaluation, monitoring, and assessment. *An example of a tasklist can be found on the RMC website at <http://www.rmc.ca.gov/>.*
- 6. Budget:** The budget will include any matching funds that may be used for the project. Please also identify any other grants for which you have applied for this project (include amount, potential funding agency, and contact). *See the RMC website for an example of a project budget at <http://www.rmc.ca.gov/>.* Applicants should endeavor to submit a budget in the format presented in the example on the RMC website.
- 7. Resolution:** The applicant's governing body certifies that their governing board gives the authorized signatory the authority to apply, receive and manage the project.
- 8. Environmental Compliance:** Identify the status of the environmental assessment. This information may include a notice of exemption filed with the county clerk, an initial study, or a brief description of how the applicant will comply with CEQA/NEPA once the grants are awarded.
- 9. Permits, Easements, or Certifications:** The applicant is required to obtain all permits related to the proposed project before implementation of the project.

- 10. Operation and Maintenance:** The applicant must demonstrate, specifically for development projects an outline of how the project will address future operations and maintenance needs (no more than one page).
  
- 11. Agreements:** The applicant must include proof of ownership and compliance with Land Tenure Requirements or the applicant must demonstrate movement to secure land tenure through a willing seller letter, memorandum of agreement, or other binding agreements.
  
- 12. Non-profit:** If applicable, provide proof of non-profit status (Copy of IRS Determination Letter)
  
- 13. Design/Construction Documents and/or Project Site Photographs:** Digital format is preferred, on CD, and each photograph should be saved as a separate file (no more than six (6) photographs, not larger than 8 ½" by 11").
  
- 14. Project location map:** the applicant must submit a map of the project location.
  
- 15. Letters of Support:** The applicant is required a minimum of three support letters to fulfill this requirement, but additional support letters may be included.



**EXHIBIT A  
RMC PROPOSITION 1 GRANT PROGRAM  
GRANT APPLICATION FORM**

- 1. **APPLICANT:** \_\_\_\_\_
- 2. **AGENCY:** \_\_\_\_\_
- 3. **CONTACT:** \_\_\_\_\_
- 4. **EMAIL/PHONE:** \_\_\_\_\_
- 5. **ADDRESS:** \_\_\_\_\_
- 6. **NAME AND TITLE OF PERSON AUTHORIZED TO EXECUTE AGREEMENTS** (if different from agency contact): \_\_\_\_\_

7. **PROJECT NAME** (it is recommended that you include one or more of the following terms in the project name: Acquisition, Restoration, Development, Water Quality Improvement (maximum 50 characters):

\_\_\_\_\_

\_\_\_\_\_

8. **PROJECT DESCRIPTION** (150 words or less and you may utilize the same project description as your project narrative):

\_\_\_\_\_

\_\_\_\_\_

9. **PROGRAM TYPE:** (check ONLY ONE)

- Urban Lands
- Rivers/Tributary Parkways
- Mountains, Hills and Foothills

10. **PROJECT TYPE:** (check all that apply)

- Planning
- Acquisition
- Development
- Open Space
- Watershed Improvement-Water Quality
- Watershed Improvement-Water Conservation
- Watershed Improvement-Water Supply
- Watershed Improvement-Water Storage
- Wildlife Corridor
- Wetland Habitat Restoration

11. **PROJECT LOCATION:**

Address: \_\_\_\_\_

City Council District: \_\_\_\_\_

State Senate District: \_\_\_\_\_

State Assembly District: \_\_\_\_\_

Congressional District: \_\_\_\_\_

County: \_\_\_\_\_

County Supervisor District: \_\_\_\_\_

Parcel No(s): \_\_\_\_\_

Lat/Long: \_\_\_\_\_

**12. COMPLETE THE CALIFORNIA CONSERVATION CORPS AND CERTIFIED COMMUNITY CONSERVATION CORPS CONSULTATION PROCESS (EXHIBIT E). CHECK ONLY ONE**

- EXCEMPT, this project is a planning or acquisition project  
 YES, state the CCC that your agency is proposing to hire to complete your project, state which conservation corp your agency will be hiring: \_\_\_\_\_  
 NO, explain why the CCC cannot provide the services for your project (maximum of one page): \_\_\_\_\_  
 OTHER, explain the Youth Employment Program (maximum of one page): \_\_\_\_\_

**13. WILL THIS PROJECT RESULT IN NEW PARK/OPEN SPACE?**

- YES, then how many Total Acres \_\_\_\_\_; Trail Miles \_\_\_\_\_  
 NO

**14. WILL THIS PROJECT RESULT IN NEW AREAS OF RESTORED HABITAT?**

- YES, then how many Total Acres: \_\_\_\_\_; Trail miles: \_\_\_\_\_;  
 Riparian Linear Miles: \_\_\_\_\_; Acres of Wetlands: \_\_\_\_\_  
 NO

**15. WILL THIS PROJECT RESULT IN NEW PARK DEVELOPMENT?**

- YES, then how many Total Acres: \_\_\_\_\_; Trail Miles \_\_\_\_\_  
 NO

**16. WILL THIS PROJECT INVOLVE AN ACQUISITION? (check all that are included in this grant application):**

- YES, then how many Total Acres: \_\_\_\_\_;  
 Willing Seller Letter  
 Appraisal  
 Current Title Report  
 Environmental Assessments  
 NO

**17. DOES YOUR PROJECT INVOLVE DEVELOPMENT/RESTORATION? (check all that apply)**

- Site Control (does your agency own the property for the proposed project)  
 Zoning Type (does your agency have the appropriate approved zoning for the proposed project)

<b><u>AGENCY</u></b> <b><u>identify permits necessary for project implementation</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>DATE OF APPROVAL/PENDING</u></b>
California Fish and Wildlife			
State Water Control Resources Board			
US Army Corp of Engineers			
US Fish and Wildlife			
Los Angeles County Flood Control District			
City/County Construction Permits			
Coastal Commission			
Other			

**18. DESIGN**

What is the status of your project design, check the most appropriate box?

- General project concept with no professional design work
- Professional drafted concept design
- Professional drafted concept design with defined task and budget line items
- 30% construction drawings with task and budget line items
- 60% construction drawings with task and budget line items
- Approved construction drawings with all permits

What is the status of the environmental documentation for this project, check the most appropriate box?

- No CEQA/NEPA work initiated
- Initial Study Completed, date of completion \_\_\_\_\_
- Negative Declaration, date of certification \_\_\_\_\_
- Categorically Exempt, date of certification \_\_\_\_\_
- CEQA/NEPA in process, expected date of completion \_\_\_\_\_
- CEQA/NEPA completed, date of completion \_\_\_\_\_

**19. BUDGET/FUNDING INFORMATION**

Amount requested: \_\_\_\_\_

Is your funding request for the full amount necessary to complete this project?  YES  NO

Matching Funds:  YES, total amounts and funding agency \_\_\_\_\_  NO

Agency*	Matching Funds
<b>TOTAL MATCHING FUNDS</b>	

**\*include additional lines for matching funds if needed**

**20. TIMELINE**

Assuming that the RMC grant funds may be awarded in the summer 2016 what is the expected timeline for this project.

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

**21. SIGNATURES**

Signature of Applicant: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Name and Title: \_\_\_\_\_



**EXHIBIT B**  
**Conservation Corps Consultation Review Document**

Unless an exempted project, this Corps Consultation Review Document must be completed by California Conservation Corps and Community Conservation Corps staff and accompany applications for projects or grants seeking funds through Proposition 1, Chapter 6, Protecting Rivers, Lakes, Streams, Coastal Waters and Watersheds. Non-exempt applications that do not include this document demonstrating that the Corps have been consulted will be deemed “noncompliant” and will not be considered for funding.

1. Name of Applicant: \_\_\_\_\_ Project Title: \_\_\_\_\_

Department/Conservancy to which you are applying for funding: \_\_\_\_\_

**To be completed by Applicant:**

Is this application solely for planning or acquisition?

- Yes (application is exempt from the requirement to consult with the Corps)
- No (proceed to #2)

**To be completed by Corps:**

This Consultation Review Document is being prepared by:

- The California Conservation Corps (CCC)
- California Association of Local Conservation Corps (CALCC)

2. Applicant has submitted the required information by mail, hand-delivered or email to the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC):

- Yes (applicant has submitted all necessary information to CCC and CALCC)
- No (applicant has not submitted all information or did not submit information to both Corps – application is deemed non-compliant)

3. After consulting with the project applicant, the CCC and CALCC has determined the following:

- It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project (deemed compliant)
- It is feasible for the CCC and/or certified community conservation corps services to be used on the project and the following aspects of the project can be accomplished with Corps services (deemed compliant).

\_\_\_\_\_  
\_\_\_\_\_

CCC AND CALCC REPRESENTATIVES WILL RETURN THIS FORM AS DOCUMENTATION OF CONSULTATION BY MAIL, HAND-DELIVERED OR EMAIL TO APPLICANT WITHIN FIVE (5) BUSINESS DAYS OF RECEIPT AS VERIFICATION OF CONSULTATION. APPLICANT WILL INCLUDE COPY OF THIS DOCUMENT AS PART OF THE PROJECT APPLICATION.

