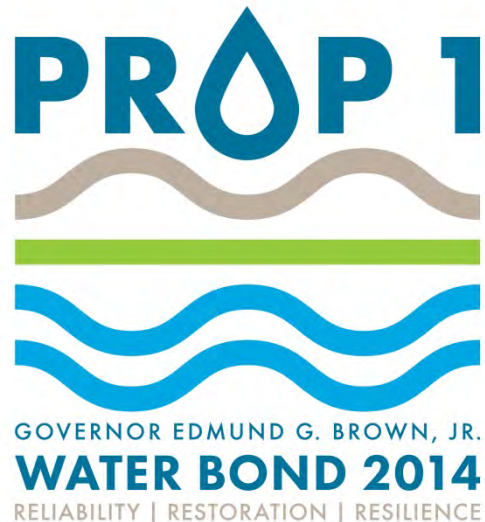


Ocean Protection Council Proposition 1 Letter of Intent Solicitation Notice



Fiscal Year 2015/2016

**Funded by the Water Quality, Supply, and Infrastructure
Improvement Act of 2014**

Letters of intent must be postmarked by December 1, 2015

**Hand Deliveries must be received by the OPC office by 5pm on
December 1, 2015**

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Introduction

The Ocean Protection Council (OPC) has developed this solicitation packet to provide instructions for completing the letter of intent (LOI) application, as well as to provide guidance on what will be expected to submit in a full proposal for the OPC Proposition 1 Grant Program. Before following the instructions in this solicitation, it is necessary for applicants to **thoroughly review the OPC’s Proposition 1 Grant Guidelines**. The Guidelines provide vital instructions and requirements for the grant program.

The information in the OPC’s Prop 1 Grant Guidelines and in this solicitation must be used together to construct an eligible and complete letter of intent application.

Further information on the OPC’s Proposition 1 grant program is available through an application tutorial which is available on the OPC’s website (www.opc.ca.gov). If potential applicants have questions that are not answered by the tutorial or OPC’s website, potential applicants are encouraged to contact OPC staff before submitting a LOI. Please contact COPC.Prop1@resources.ca.gov.

Solicitation Schedule

*NOTE: This replaces any previous solicitation schedule

October 30, 2015	Solicitation period opens for LOI
December 1, 2015	LOI solicitation closes at 5 pm
January 2016	OPC notifies applicants who are eligible to submit full proposals
February 2016	Full proposals due
March 2016	Review committee meets
April 2016	Site Visits
June 2016	Projects recommended for funding presented to Council

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In the FY15-16 budget, the OPC was appropriated \$9.3 million of the total \$27.9 million for local assistance grants. Proposition 1 funds must be committed or encumbered three years from the date of appropriation; in the case of funds appropriated in the FY 15-16 budget, by June 30, 2018. Funds must be spent after two additional years or by June 30, 2020. The OPC anticipates holding up to 3 rounds each year dependent on the level of interested applicants, the amount of funding requested, and staff capacity. OPC reserves the option to hold less than 3 per year. For round 1, OPC is accepting LOIs from any type of grantee or any type of project that meet at least one of the OPC’s Key Issue Areas. Future rounds may be focused on a particular project type, eligible applicant group, or geographic area.

If all funds during a fiscal year are expended but proposals have been submitted that otherwise could be approved for funding, these proposals may be held and re-considered during the next grant cycle.

Proposal Selection

The applicant must submit a letter of intent, which must clearly demonstrate the value of the project and provide the OPC with adequate information to evaluate the project. The letter of intent will be screened by OPC staff based on the letter of intent screening criteria (Section 3.4 of the [grant guidelines](#)).

LOIs that pass the screening will be scored by OPC staff using the LOI scoring criteria (Section 3.5 of the [grant guidelines](#)). If the letter of intent meets the scoring threshold of 75 points (as well as all program requirements), the applicant will be invited to submit a full proposal. Please note that a project's full proposal documents will not be accepted unless a completed LOI proposal has been submitted for review, scored, and the OPC requests a full proposal.

Full proposals will be reviewed and scored by OPC staff and a professional review committee to evaluate how the proposed projects achieve multibenefits, the projects' designs and readiness, the projects' objectives and other factors (Section 3.7-3.8 of the [grant guidelines](#)). Reviewers may include state and federal agency staff and others with relevant expertise, including consultants and academic professionals.

If a project scores 75 points or higher during either the LOI or full proposal stages but cannot demonstrate strong local support or there exists a significant conflict with the project from local interests, the OPC reserves the right not to fund the project until the conflict is satisfactorily resolved.

A funding recommendation will be made by staff and placed as an action item on the agenda for the next scheduled Council meeting at the direction of the Executive Director. The Council will be provided with a list of all proposals recommended for funding, the reviews of the proposals, and a staff recommendation for each of the projects recommended to be funded.

If a proposal is approved for funding, OPC staff will work with the applicant to complete a grant agreement that outlines reporting requirements, specific performance measures, invoice protocol, and grant funding disbursement procedures.

Application Process

Letter of Intent Instructions

Please read the instructions below as well as the adopted [OPC Proposition 1 Grant Guidelines](#) in order to submit a complete, clear, and responsive letter of intent application.

All LOI applications must be submitted hardcopy with **3 copies of all submitted information and a digital version of all submitted information** on either an electronic storage device or compact disc.

Please mail or hand deliver the LOI package to:

Ocean Protection Council
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

Letters of Intent must be postmarked by December 1, 2015.

Hand deliveries must be received by the Ocean Protection Council office by 5pm on December 1, 2015

LOI Application Submission

The next section of this document contains the LOI Application. Applicants can extract the application from this file or download the application individually via the OPC website (www.opc.ca.gov/2015/05/proposition-1-water-quality-supply-and-infrastructure-improvement-act-of-2014/). OPC staff prefer you download the separate file of the application to prevent unintended file corruption.

The information provided in and along with the LOI Application will be screened (Section 3.4 of the [grant guidelines](#)) and scored (Section 3.5 of the [grant guidelines](#)). Projects must score at least 75 points to be invited to submit a full proposal.

In addition to a filled out LOI application, a complete LOI application packet should include:

- **Project maps and design plans (no more than 3 maps and 3 plans)**
- **2 maps illustrating sea-level rise vulnerability (See 2.1c of LOI application)**
- **Project photos (no more than 5)**

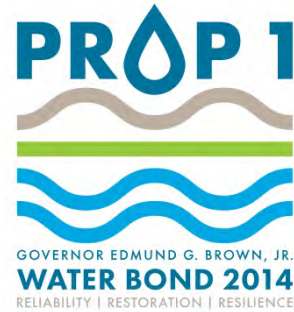
In total, accompanying the LOI application, there should be no more than 3 general maps, 3 design plans, 2 sea-level rise maps, and 5 project photos.

Maps, plans, and photos are preferred in color and should accurately represent the project. Caption photos and maps so that someone unfamiliar with the project and area can gain a proper understanding of what is being displayed.

For projects with multiple partners, phases, and landowners, applicants may work together and submit a single applicant for a combined grant to provide greater ecosystem benefits. The combined grant must be submitted and managed by a single eligible entity. During the LOI and full proposal review, the evaluation will be based on the merit of the entire proposal as a whole.

Letter of Intent Application

Ocean Protection Council Proposition 1 Grant Funding



Section 1: General Information

In total, accompanying the LOI application, there should be **no more** than 3 general maps, 3 design plans, 2 sea-level rise maps, and 5 project photos.

1.1 Project Title	Provide a brief, descriptive project title.
1.2 Applicant Name	The applicant is solely responsible to ensure all grant provisions are met.
1.3 Contact Person	This person will be contacted regarding any technical and administrative questions for the project.
1.4 Contact Person Information	Telephone: Email: Mailing Address:
1.5 Organization Type	Please indicate if you are a: <input type="checkbox"/> Public Agency (including public universities) <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Public Utility* <input type="checkbox"/> State Indian Tribe listed on the Native American Heritage Commission’s California Tribal Consultation List or federally recognized Indian Tribe <input type="checkbox"/> Mutual Water Company* *Public utilities and mutual water companies must describe a clear and definite public purpose and benefit to the customers of the water system:
1.6 Nonprofit Organization	Is applicant qualified to do business in California and qualified under Section 501(c)(3). <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide 501(c)(3) nonprofit organization number:

<p>1.7 Water Supplies</p>	<p>Check box where appropriate: <input type="checkbox"/> Urban Water Management Plan (if Urban Water Supplier) <input type="checkbox"/> Agricultural Water Management Plan (if Agricultural Water Supplier) <input type="checkbox"/> Not Applicable</p>
<p>1.8 Partner Entities</p>	<p>If the project is being pursued by multiple partners, please list the partners and briefly state the extent of their involvement:</p>
<p>1.9 General Obligation Bond Law</p>	<p>Is your project consistent with general obligation bond law? Please explain. (see Government Code §16727)</p>
<p>1.10 Prop 1 Chapter 6</p>	<p>Does the project address at least one of the purposes of Prop 1 Chapter 6? (select all that apply) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13</p>
<p>1.11 OPC's Key Issue Areas</p>	<p>Does the project address at least one of OPC's Key Issue Areas for Prop 1? (select all that apply) <input type="checkbox"/> Marine Managed Areas <input type="checkbox"/> Coastal and Ocean Water Quality Impacts <input type="checkbox"/> Marine Debris <input type="checkbox"/> Innovative Marine and Estuarine Fisheries Management <input type="checkbox"/> Climate Change</p>
<p>1.12 Mitigation</p>	<p>Is the proposed project required mitigation or is it to be used for mitigation under laws such as CEQA, NEPA, CESA, ESA, CWA, or other pertinent laws and regulations, or a permit issued by any local, state or federal agency. If yes, project is ineligible. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Section 2: Project Details

<p>2.1a Climate Change: Lifespan</p>	<p>Define the lifespan of the project (i.e. 20 years, 50 years, etc.):</p>
<p>2.1b Climate Change: Vulnerabilities and Strategies</p>	<p>Summarize the project's vulnerabilities to flooding, inundation and/or erosion from sea-level rise, storms and shoreline change within the expected lifespan of the project and how you anticipate addressing those vulnerabilities.(Limit 200 words)</p>

<p>2.1c Climate Change: Map</p>	<p>Attach 2 maps of your proposed project using NOAA's sea-level rise viewer. 1 map should be at 3ft and 1 map at 5ft. These may be screen grabs, but please clearly show where the proposed project will take place. (NOTE: NOAA's viewer does not include storm surge, erosion, or other coastal processes. OPC has chosen these scenarios to depict potential vulnerabilities to current and future sea-levels factoring in extreme high tides, El Niño, shoreline change, and storm surge).</p> <p>OPC has chosen to use this assessment based upon state policy: OPC Resolution on Sea-level Rise (March 2011); OPC Resolution on Implementation of Safeguarding California Plan (August 2014); State Sea-level Rise Guidance document (2013)</p>
<p>2.2a Project Location</p>	<p>Is the project located in a county that abuts the coast or San Francisco Bay or provides direct and measurable environmental benefits to the Coastal Zone (PRC §30103)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please identify the project county, city, and other geographic information (Latitude/Longitude in NAD 83 in decimal degrees) if possible.</p>
<p>2.2b Project Maps, Design plans, and Photos</p>	<p>Attach maps, plans, and photos that accurately represent the project. Caption photos and maps so that someone unfamiliar with the project and area can gain a proper understanding of what is being displayed. Maps and photos are preferred in color. In total, accompanying the LOI application, there should be no more than 3 general maps, 3 design plans, 2 sea-level rise maps, and 5 project photos.</p>
<p>2.2c Project Location Districts</p>	<p>Provide California State Senate District Number</p> <p>Provide California State Assembly District Number</p>
<p>2.2d Project Area Ownership</p>	<p>Check box if land where project will occur (or will require access to enter) is owned by a private entity, state, federal, or other. If yes on any box, provide name of land owner(s) and what agreements have been made, if any:</p> <p>Private <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name:</p> <p>State <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name:</p> <p>Federal <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name:</p> <p>Other <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name:</p>

<p>2.3 Disadvantaged Community</p>	<p>Check box if project will:</p> <p>1).Occur in a Disadvantaged Community as defined in CWC § 79505.5(a). (see DWR's map) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2).Provide benefits to a Disadvantaged Community <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes to either question: name the Community or Communities; explain whether it is a Block Group(s), Tract(s), or Place(s); and clearly state how the proposed project will provide direct, meaningful, and assured benefits to one or more Disadvantaged Communities. (Limit 100 words)</p>
<p>2.4 Multiple Benefits</p>	<p>Please select and articulate the benefits your project will provide. (Limit 250 words).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduction of GHG emissions or improved carbon sequestration <input type="checkbox"/> Improved resiliency and adaptation to climate change <input type="checkbox"/> Reduced pollution into waters of the state <input type="checkbox"/> More resilient fisheries <input type="checkbox"/> Healthier marine or estuarine ecosystems <input type="checkbox"/> Watershed and coastal habitat restoration <input type="checkbox"/> Water quality improvement and protection

<p>2.5 Implement Actions of the California Water Action Plan</p>	<p>Check whether the project implements actions in the CWAP, and if yes, identify those actions</p> <p><input type="checkbox"/> Yes. If yes, identify actions. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
<p>2.6 Ocean and Coastal Stressors</p>	<p>Check whether the project removes or reduces stressors form the ocean and near coastal environment:</p> <p><input type="checkbox"/> Yes. If yes, identify stressors. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
<p>2.7 Green Infrastructure</p>	<p>Check whether the project utilizes green infrastructure, natural systems, or systems that mimic natural systems.</p> <p><input type="checkbox"/> Yes. If yes, identify the infrastructure or system(s). (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
<p>2.8 Technologies</p>	<p>Check whether the project employs new, innovative or proven technologies or practices.</p> <p><input type="checkbox"/> Yes. If yes, identify technologies or practices. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
<p>2.9 Sustainable Outcomes</p>	<p>Will the project deliver sustainable outcomes in the long-term?</p> <p><input type="checkbox"/> Yes. If yes, identify the outcomes and provide a timeline for the outcomes.(Limit 75 words)</p> <p><input type="checkbox"/> No</p>

<p>2.10 Project Readiness</p>	<p>Is the project ready to implement and the grantee will start and finish the project in a timely manner? Please explain. (Limit 75 words)</p>
<p>2.11 Data and Mapping</p>	<p>Will the project provide mapping and/or data that can enhance current understanding? Can the maps and/or data be used on other projects in the area or other coastal regions? (Limit 75 words)</p>
<p>2.12 Greater Application</p>	<p>Will the project demonstrate solutions that can be implemented regionally and/or statewide? <input type="checkbox"/> Yes. If yes, please provide possible locations where this project will inform potential solutions. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
<p>2.13 Other Prop 1 Funding Opportunities</p>	<p>Check whether a proposal has been submitted (or will be submitted) to another Proposition 1 grant program for this project (i.e., that would fund the same project components applied for in this application.) The OPC intends to coordinate with other agencies funding projects under Proposition 1. <input type="checkbox"/> Yes. If yes, identify agencies and status of proposal.</p> <p><input type="checkbox"/> No</p>

Section 4. CEQA Information

Projects that receive funding shall comply with all applicable laws and regulations including the California Environmental Quality Act (CEQA).

<p>4.1 CEQA Compliance</p>	<p>If the project meets the definition of a “project” in PRC §21065 identify the Lead Agency and contact person and justification for why the lead agency was selected.</p> <p>Lead Agency: _____</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>Phone Number and Email: _____</p> <p>Justification: _____</p>
<p>4.2 CEQA Documentation</p>	<p>Check types of CEQA documentation prepared/to be prepared:</p> <p><input type="checkbox"/> Initial Study</p> <p><input type="checkbox"/> Notice of Exemption</p> <p><input type="checkbox"/> Negative Declaration/Mitigated Negative Declaration</p> <p><input type="checkbox"/> Environmental Impact Report</p> <p><input type="checkbox"/> Not Applicable</p>
<p>4.3 CEQA Status</p>	<p>Briefly describe the status of the CEQA documents, expected date of completion, and Initial Study if applicable. Provide a cost estimate if requesting OPC funds relating to CEQA compliance. Note: only work done during the term of the project may be eligible for reimbursement.</p>
<p>4.4 CEQA Document Name</p>	<p>If the CEQA document has been completed, provide the name of the document and the State Clearinghouse number if available. Submit a copy of the documentation:</p> <p>Document Name: _____</p> <p>State Clearinghouse Number: _____</p> <p><input type="checkbox"/> Not Applicable</p>

Section 5. Project Description

<p>5.1 Project Summary</p>	<p>Please provide a brief description of the project. Please include background, overview, implementation, management, deliverables, and outcomes. (Limit 500 words)</p>
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Section 6. Budget (Note: LOI costs are meant to be estimates. Full proposals will require detailed amounts)

Budget Category	Total Cost			Description of what will be funded by OPC
	OPC	Cost Share Entity	Matching Funds (denote in-kind)	
Construction				
Equipment				
Supplies				
Monitoring*				
Permitting*				
Grant Administration*				
Planning*				
Total				

*Non-implementation costs are generally limited to no more than 25% of total grant cost.

In total, accompanying the LOI application, there should be no more than 3 general maps, 3 design plans, 2 sea-level rise maps, and 5 project photos.

Full Proposal Guidance

Applicants who are invited to submit a full proposal will be sent detailed proposal submission instructions. However, prospective applicants should be prepared to submit the following information in a full proposal. This is generally the information that will be required in a full proposal, although some additions or modifications of the specific requirements may be made in the future. Note: Full proposals require a resolution from the applicant's board or council; please consider the timing needed to get an adopted resolution in time.

Overall Process

If a LOI proposal achieves a minimum of 75 points the applicant will be contacted by OPC staff and invited to submit a full proposal. Full proposals received by entities not asked to submit one will **not** be reviewed or scored. Full proposals are expected to thoroughly articulate the proposed project which should include the merits and an articulation of how the project achieves the goals of Prop 1 and the OPC. Site visits are required for all high ranking proposals. During the site visit, it is mandatory to have participation by key leadership of the applicant (e.g. executive director, financial officer, etc.) and other appropriate individuals.

Outline of Information to Submit:

Cover letter
Project Description
Budget

Supplementary Documents:

- Letters and Resolutions of Support
- Non-profit Organization Documentation
- Curricula Vitae/Resume of Applicant(s) or Consultant(s)
- Project Maps and Design Plans
- Photos of the Project Site
- California Conservation Corps Contact Letter
- Land Tenure Documentation
- Matching Funds Commitment Documentation

Project Description

A multi-page thorough description of the project goals, components, and desired outcomes should clearly articulate the want and need for Proposition 1 funding from the OPC. The Project Description should contain enough information to be evaluated based upon the categories expressed below.

Project Readiness

The applicant should describe how prepared the project is to commence. This includes the status of CEQA compliance, completion or development of plans for the project, any permits

and landowner agreements that will be required or have been obtained, or any data needs or identified data gaps.

Applicant Qualifications

The applicant should demonstrate any experience successfully implementing similar projects. The applicant should explain any existing infrastructure or administrative capacity they have that will ensure the success of the project. The applicant should explain how the project team has the technical and scientific merit required to fulfill the stated goals and objectives of the project.

Multiple Benefits

The applicant should illustrate how the project will provide multiple benefits that meet the purposes of Proposition 1, OPC's Key Issue Areas, and the California Water Action Plan. The applicant should explain the quantity of benefits as well as to the quality or extent the benefit improves or protects the aquatic environment.

Green Infrastructure and Natural Systems

The applicant should illustrate how the proposed project will utilize green infrastructure, natural systems, or systems that mimic natural systems. As many State policies emphasize the use of green infrastructure and natural systems it is a priority for development projects to use those systems with Proposition 1 funds.

Ocean and Coastal Stressors

The applicant should demonstrate how the proposed project will remove or reduce multiple stressors from the ocean and near coastal environment, including but not limited to eliminating non-point discharge, fishing pressure, habitat degradation, vulnerability to sea-level rise, and storms and erosion.

Best Available Science

The applicant should describe how the proposed project is consistent with best available science. In addition, the applicant should articulate how the science used is up to date and appropriate for the project's specific topic as well as the feasibility of the proposed work.

Measurable Long Term Success

The applicant should demonstrate a clear and reasonable method for measuring and reporting the effectiveness of the project. In addition, the applicant should illustrate how they intend to deliver sustainable outcomes in the long-term. The applicant should outline funding required, secured, or committed to maintain successful outcomes in the long-term.

Marine Managed Areas (MMAs) and Fisheries

The applicant should explain how the proposed project will advance the management of individual MMAs or the statewide MMA network. Additionally, the applicant should describe how the project will advance the resiliency of marine, estuarine, and diadromous fish populations and the human communities that depend upon them in the face of a changing climate.

Disadvantaged Communities

The applicant should describe if the project is located within a Disadvantaged Community or will provide benefits to that Disadvantaged Community. The applicant should name the Community or Communities and whether the determination is from a Block Group, Tract, or Place. The applicant should clearly state how the proposed project will provide direct, meaningful, and assured benefits to one or more Disadvantaged Communities.

Tribal Government Communication

All applicants must contact tribes that are culturally affiliated with the geographic area of the proposed project as such affiliation is identified by the list issued by the Native American Heritage Commission pursuant to Public Resources Code section 5097.94. Applicants will notify affiliated tribes of the proposed project, and where relevant, lead agencies in charge of approving the project will engage in government to government consultation process identified by Public Resources Code section 21080.3.1 *et seq.* Any concerns or issues regarding the project must be resolved, or where they cannot be feasibly resolved, identified before the project may proceed for funding. OPC's tribal liaison, [Jenn Phillips](#), may choose to assist with this inter-governmental communication where necessary. The applicant should document this effort, and OPC reserves the right to consider tribal impacts and mitigation in its capacity as a Responsible Agency.

Projects or Plans in the Area

The applicant must provide a list of projects or plans in the surrounding area of the project that could have potential benefits or impacts from the project. This effort will help identify leveraged support in a region or geographic area.

Budget

This is a sample. The applicant’s budget will appropriately reflect the required tasks and line items for that specific project

Tasks Number and Title	Line Items	Description	Deliverable(s)	Total Cost	Amount Requested from OPC	Matching Funds (denote in-kind)
Task 1:	Grant Administration					
	Permitting					
	Planning					
Task 2:	Construction					
	Equipment					
Task 3:	Native Plants					
	Dirt					
Task 4:	Monitoring					
Total						

Supplemental Documents

In addition to the project description and budget, documentation of a variety of aspects concerning the project are required to appropriately evaluate each proposal. These include:

- Letters of Support**
Provide letters of support for the project, including support and commitment letters from partners providing a cost share. Letters of support from local government agencies are particularly helpful in demonstrating local support for the project.
- Authorizing Resolution from Governing Board (if applicable)**
For applicants governed by a board or commission (including but not limited to non-profit organizations, public universities, etc.), the applicant is required to provide a resolution from its governing board approving the filing of the full proposal and certifying that it understands the general provisions of the grant agreement. For entities who have formally delegated authority to an employee to apply for grants, this delegation document may, at the discretion of the OPC, substitute for the need for a resolution by the governing board. A template of this resolution will be provided to all applicants who are invited to submit a full proposal. Note: as some governing boards do not meet frequently, please plan accordingly in order to provide this resolution with the full proposal.
- Non-profit Organization Documentation**
Non-profit organizations must submit non-profit organization documentation verifying their status and financial capabilities.

- **Curricula Vitae / Resumes**
Provide background of appropriate applicants or consultants demonstrating their qualifications to perform the proposed work.
- **Project Maps**
Provide a map identifying the project site. The map should clearly show the location of the project at a level where someone unfamiliar with the area can locate the project.
 - Provide an Assessor's Parcel Map of the project area with the parcel(s) identified by parcel number.
 - Topographic Map; (preferred 1:24,000 scale) that is detailed enough to identify the project area and elements as described in the project description.
- **Photos of the Project Site**
Submit no more than 10 photos to help illuminate the project area(s).
Caption the photos to aid in understanding how they are related to the project.
- **California Conservation Corps**
For the full proposal, please include a completed Corps Consultation Review Document. The applicant should provide evidence that they have consulted with the state and local conservation corps and included their services if feasible. The process for obtaining this required consultation is described in Section 5 and Appendix C of the grant guidelines.
- **Land Tenure Documentation**
When an applicant does not have tenure on the land where a project will take place, an agreement must be in place with the appropriate landowner(s). These can include:
 - Fee title ownership.
 - An easement or license agreement.
 - Other legally enforceable license and agreement between the applicant and the fee title owner, or the owner of an easement in the property, sufficient to give the applicant adequate site control for the purposes of developing the project and long-term management.
 - For projects involving multiple landowners, all landowners or an appointed designee must provide written permission to complete the project.

If an applicant does not have tenure at the time of proposal submission, but intends to establish tenure via an agreement that will be signed upon grant authorization, the applicant must submit a template copy of the proposed agreement, memorandum of understanding (MOU), or permission form at the time of proposal submission. Once a project has been awarded, the applicant must submit documentation of land tenure before a complete grant agreement can be executed and any funding can be expended.
- **Matching Funds**
The applicant should provide documentation of matching funds and clarify the circumstances regarding the funds. That is to say, it should be clear whether funds are committed or conditional on successful awarding through a competitive process. In addition, the applicant should explain how the OPC funding the project will leverage the resources of private, state, federal or local funding sources.