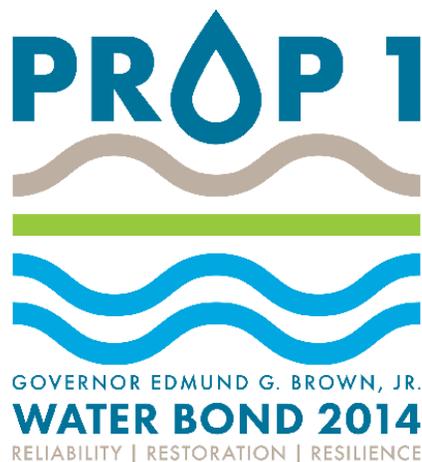




PROPOSITION 1 GRANT PROPOSAL SOLICITATION AND APPLICATION INSTRUCTIONS

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

Applications due February 23, 2018



I. GRANT APPLICATION INSTRUCTIONS

A. Essential Background and Information

The California Ocean Protection Council (OPC) was created by law in 2004 via the California Ocean Protection Act. The OPC works to ensure that California maintains healthy, resilient and productive ocean and coastal ecosystems for the benefit of future generations. The OPC is committed to basing its decisions and actions on the best available science, and to promoting the use of science among all entities involved in the management of ocean resources.

The Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1 or “Prop 1”) was approved by voters in November 2014. Prop 1 is codified as Division 26.7 of the Water Code. Prop 1 funding is intended to fund projects that meet the goals of the state Water Action Plan. In Prop 1, Chapter 6 allocates \$30 million to the OPC for a competitive grant program for multi-benefit ecosystem and watershed protection and restoration projects in accordance with statewide priorities. Chapter 6 of Prop 1 sets forth specific purposes of the allocation of funds to the OPC, and OPC Prop 1 grants must achieve at least one of these purposes.

The OPC approved its updated Prop 1 [Grant Guidelines](#) on November 1, 2017. The Grant Guidelines document includes:

- OPC Priority Areas for funding*;
- Project purposes and eligibility;
- The Prop 1 grant application process;
- Additional requirements; and
- Appendices including the text of Prop 1’s Chapter 6, and Prop 1 term definitions.

An important clarification about OPC’s four Priority Issue Areas for funding that are described on page 4 of the Grant Guidelines (as well as the corresponding Scoring Criteria on page 11) is that **the OPC still encourages applications for wetland and other habitat restoration projects such as those typically funded through Prop 1 funding to benefit California’s coast and ocean.** Prop 1 grant applications for these projects should be clear in articulating their multi-benefits, in particular whether they would provide benefits in at least one of the Priority Issue Areas.

Please review the OPC Prop 1 [Grant Guidelines](#) as well as this document carefully and thoroughly before proceeding with the grant application process.

B. New Application Process

For the first time, OPC is requiring grant applications to be completed online, via the Resources Agency’s online SOAR grant application system, accessible at: <https://soar.resources.ca.gov/>. For those using the SOAR system for the first time, please refer to the important SOAR Resources and reference documents provided in Appendix B of this document.

Applications must be completed through the following steps:

- (1) Carefully review the OPC Prop 1 Grant Guidelines and this entire document;
- (2) Respond to questions online in SOAR;
- (3) Download relevant forms and templates from the [OPC Prop 1 webpage](#) and either complete them or use the templates to create your own documents;
- (4) Upload relevant files as Attachments in the SOAR online system, using the electronic file naming convention provided in the Applicant Checklist;
- (5) Use the Application Checklist (available on the OPC Prop 1 webpage) to ensure completion of all required application components, sign it and make hard copies to submit by mail as indicated on the Application Checklist.

A complete application will consist of the following documents or files. All items listed are required unless otherwise noted:

- Grant Application Checklist
- SOAR Application¹ (completed online)
- Project Workplan and Tasks (Applicants are asked to provide a brief description in SOAR but are expected to prepare their own document using the template provided.)
- Project Budget and Matching Funds (Applicants are asked to provide a brief description in SOAR but are expected to prepare their own document using the template provided.)
- Nonprofit Organization Pre-Award Questionnaire (for nonprofit organizations only)
- CEQA and Environmental Compliance Form
- Permit Approval Status Form
- Governing Body Resolution or Certification Letter (Templates provided)
- Land Tenure/Property Data/Site Control Form (Required if relevant, e.g. for acquisition and/or restoration projects)
- Willing Seller Letter Form or executed purchase option agreement (Required if relevant)
- Project Site Maps, Plans and/or Graphics (in a single PDF file, 10 MB maximum size)
- Letters of Support (Optional; accepted only if uploaded as Attachment in SOAR)
- For restoration and ecosystem protection projects, please submit a Conservation Corps Consultation Review Document signed by the Corps.

Appendix A of this document provides the text of all questions that the SOAR online application system will ask of applicants.

Two hard copies of each application package (1 original, 1 copy) should be sent to:

Ocean Protection Council - Prop 1 Grant Program
California Natural Resources Agency
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

¹ The starting page of the SOAR application requires the latitude and longitude of the project. This is easily obtained by opening Google Maps and right clicking on the project location.

All relevant Prop 1 documents, including forms required for the online grant application process, can be found online: <http://www.opc.ca.gov/2015/05/prop1/>

Send questions about the grant application process to: OPC_Prop1grants@resources.ca.gov.

Important Technical Considerations: When using SOAR, please note the following:

- SOAR is an internet-based system, and available 24 hours a day, 7 days a week.
- Usage recommendations - not requirements - for SOAR include:
- Use of a PC and Internet Explorer (6.0 or higher), as previous users have reported problems using the Chrome or Firefox browsers.
- Disable pop-up blocking software while using SOAR
- Save work often – the system will time out after 60 minutes of activity.

C. OPC Prop 1 Round 2 Schedule

The OPC’s schedule for this next grant round of Prop 1 (Round 2) funding is as follows:

Solicitation Released	December 19, 2017
Informational Webinar	January 8, 2018 - 11 am PST
Proposals due	February 23, 2018 (hard copy must be postmarked by this date)
Evaluation & Site Visit	March 2018 – June 2018
OPC Meeting**	July 25, 2018

** All Proposition 1 grants must be approved at an Ocean Protection Council meeting. The specific meeting when a grant will be considered will depend on project readiness and staff capacity. Not all grants will be able to be presented at the July 2018 meeting.

To attend the informational webinar, please send an RSVP email with your name, affiliation and contact information to: OPC_Prop1grants@resources.ca.gov. OPC staff will also be announcing several in-person workshops throughout the State to review the grant funding process and answer questions. Details will be posted as available on the [OPC’s Prop 1 website](#).

D. Pre-Proposal Consultation

Applicants may consult with OPC staff during the project solicitation period, prior to submitting their applications. Pre-proposal consultation will be available to any potential applicant but is not required. OPC staff will be available to discuss projects and proposal related questions, but they will not be able to review full proposals before they are submitted.

II. Other Considerations

The OPC’s updated Prop 1 Grant Guidelines define eligibility for applicants and for projects, and identify Priority Issue Areas for the expenditure of Prop 1 funding.

Project Minimums and Small Grants

Please review page 7 of the Grant Guidelines for discussion of grant amount minimums and the creation of a new Prop 1 Small Grants category with a lower minimum grant amount.

Planning Projects

Along with supporting project implementation, the OPC will support project planning projects that can compete for grant funding from the OPC and other state and federal agencies.

Projects that Benefit Disadvantaged Communities

See page 7 of the Grant Guidelines. Proposition 1 defines a disadvantaged community as “a community with an annual median household income that is less than 80 percent of the statewide annual median household income.” (CA Water Code Section 79505.5.) The online application (Question 28) asks whether the project is located in or near a Disadvantaged Community. See the Grant Guidelines for resources to see locations of disadvantaged communities.

Environmental Documents and Permits

The OPC is required to comply with the California Environmental Quality Act (CEQA). Grant applicants should consider whether their proposed project will trigger the need for an environmental impact report or negative declaration or whether a CEQA exemption applies. How CEQA applies and the status of CEQA compliance must be addressed in the grant application, and applicants must complete a CEQA and Environmental Review form (available on the OPC Prop 1 webpage) and include it as an Attachment in their online application in the SOAR system. Applicants are strongly encouraged to use expedited or simplified permitting approaches where available and applicable.

Rights to Submitted Materials

All information that you submit is subject to the unqualified and unconditional right of the OPC to use, reproduce, publish, or display, free of charge. Please indicate if crediting is requested for any of the photos and/or maps.

APPENDIX A – OPC PROP 1 APPLICATION QUESTIONS IN SOAR

IMPORTANT: For each question that requests a text answer, please note that each text box has a character limit for responses. The SOAR screen will show how many characters are allowed for each answer field. However, even for the more complex questions, there is a 4000-character (not word) limit for responses. For this reason, and to avoid losing your work, we recommend that applicants prepare responses in advance in a word processing program, then cut and paste responses into the relevant response boxes. In addition, SOAR cannot accept bullets or other formatting. **Applicants should hit SAVE regularly to save work on the application.**

SELF-SCREENING QUESTIONS

1. **Timeframe.** Can project be completed in timeframe described in Section 2.3 of the OPC Prop 1 Grant Guidelines? If yes, please briefly describe the project timeframe. In general, projects must be ready to start work and also able to be completed within a maximum of five years.

2. **Environmental Review.** Projects funded by the OPC must be reviewed in accordance with the California Environmental Quality Act (“CEQA”). CEQA does not apply to projects that will not have either a direct or indirect effect on the environment. For all other projects, if the project is statutorily or categorically exempt under CEQA, no further review is necessary. If the proposed project is not exempt, it must be evaluated by a public agency that is issuing a permit, providing funding, or approving the project, to determine whether the activities may have a significant effect on the environment. The evaluation will result in a “Negative Declaration (Neg Dec),” “Mitigated Negative Declaration (MND),” or “Environmental Impact Report.” **IMPORTANT:** You must also download the CEQA & Environmental Compliance form from the OPC Prop 1 webpage, fill it out, and submit it as an attachment in SOAR. The proposed project:
 - a. Is not a project under CEQA. Briefly specify why.
 - b. Is exempt under CEQA. Provide the CEQA exemption number and specify how the project meets the terms of the exemption.
 - c. Requires Neg Dec, MND, or EIR. Specify the lead CEQA agency (the agency preparing the document) and the (expected) completion date.

- 3a. **Applicant Eligibility.** Is the applicant eligible? Choose one category below.
 - a. Public agency
 - b. Public university
 - c. Nonprofit organization
 - d. Public utility
 - e. Federally-recognized Indian Tribe
 - f. Indian tribe listed on the Native American Heritage Commission's California Tribal Consultation List
 - g. Mutual water company

Projects proposed by mutual water companies must have a clear and definite public purpose and must benefit the customers of the water system and not the investors. Additional eligibility requirements apply to any eligible grantee that is also an Urban water supplier or an Agricultural water supplier, as set forth in Proposition 1, Water Code Section 79712(b). See the Grant Guidelines, Section 2.2 for more details.

- 3b. If you chose a. Public agency above, please indicate if you are a:
- a. State agency
 - b. State department
 - c. Special district
 - d. Joint Powers Authority
 - e. City
 - f. County
 - g. City and County
 - h. Other political subdivision of the state
- 4a. **Bond fund eligibility.** Does the project consist of work that is eligible for bond funds under State General Obligation Bond Law? See Government Code, Section 16727. In general, this means projects must entail the construction or acquisition of capital assets and/or activities that are incidentally but directly related to construction or acquisition, such as planning, design or engineering. Other examples of eligible projects are restoration and enhancement projects, or new or enhanced facilities. See the Grant Guidelines, Section 2.3 for more details.
- 4b. **Will the project deliver sustainable outcomes in the long-term?** Projects with bond funding are generally expected to have benefits for at least 15 to 30 years.
- 4c. If you answered Yes above, please indicate the number of years that your project will provide benefits. Do not use comma (,) and enter a number between 0 and 100.
5. **Does this project meet at least one of the purposes of Chapter 6 of Prop 1?** This language can be found in the Grant Guidelines in Appendix B. If yes, which purposes does this project fulfill? Explain.
- 6a. **Does the project address at least one of the OPC's 4 Priority Issue Areas for Prop 1 Funding?** If yes, please explain. See Section 1.5 of the Grant Guidelines for OPC Priority Issue Areas.
- 6b. **Multi-benefits.** Does the project provide multi-benefits consistent with Prop 1 and OPC's mission? If yes, please explain.
7. Does the project fulfill a specific articulated mitigation required for a specific project? Prop 1 funds cannot be used to fund mitigation that is already required for a project.

- 8a. Is the project located in an area potentially vulnerable to flooding, inundation and/or erosion from sea-level rise, storms and shoreline change within the expected lifespan of the project?
- 8b. If Yes, does the project describe how guidance such as Executive Order B-30-15, SB 379, and the current versions of the Safeguarding California Plan and the state's Sea-level Rise Guidance document will be incorporated?
- 9a. **Is the project located in California state waters?** If yes, please describe exact offshore location and/or provide latitude and longitude (Please clarify if different from the latitude and longitude provided at the beginning of your SOAR application).
- 9b. **Is the project located in a county that abuts the California coast or San Francisco Bay, and/or provides direct and measurable environmental benefits to the Coastal Zone (CA PRC §30103)?** If yes, please provide exact location of the project, including latitude and longitude. This is easily obtained by opening Google Maps and right clicking on the correct location.

PROJECT DESCRIPTION AND QUESTIONS

10. **Project Description.** Provide a clear, detailed description of the project proposed for OPC funding. The project description should include the following sections:
- The need and purpose of the project. Describe the specific problems, threats, issues, questions or unserved needs the project would address, and how it will do so at the appropriate scale. Put another way, why is the project necessary?
 - How does the project address one or more of the Funding Priority Issue Areas identified in the OPC Grant Guidelines (Section 1.5)?
 - Which actions described in the California Water Action Plan will the project promote or implement?
 - Description of relevant studies or other information that documents the problem(s), threat(s), and unknowns and includes the ways this problem has been addressed locally and elsewhere
 - Description of the regional significance of the project
11. **Project History and Need for Funds.** Describe the following:
- The history of the project, including all phases completed to date (including funding sources. Is the project related to any previous or proposed OPC projects? If so, which ones and how are they related?
 - For planning projects or other projects where future phases are critical to project success, explain the strategy for funding and also implementing the future phase(s).
 - Need for OPC Prop 1 Funds – What would happen to the project if no funds were available from the OPC? If the project is not implemented in the near term, what project opportunities or benefits could be lost and why?

12. **Project Goals and Objectives.** The goals and objectives should clearly define the expected outcomes and benefits of the project. When feasible, the objectives should be measurable and quantifiable. Provide analysis and documentation to demonstrate the significance of the expected benefits and the likelihood that they will be realized.
13. **Site Description.** Describe the project's physical setting, including site characteristics that are tied to your project objectives.
14. **Specific Tasks.** Identify the specific tasks that will be undertaken and the work that will be accomplished for each task. (See Task/Milestone Chart template posted on OPC Prop 1 webpage for an optional form that can be uploaded to SOAR.).
15. **Work Products.** List the specific work products or other deliverables that the project will result in, ideally in relation to each Task in the Project Workplan. This information can be included in the Project Workplan and Task Template that is downloadable on the OPC Prop 1 webpage: <http://www.opc.ca.gov/2015/05/prop1/> and this document must be uploaded to SOAR as an Attachment.
16. **Measuring Success.** For projects involving restoration, enhancement, construction or land acquisition, describe the plan for monitoring, evaluating and reporting project effectiveness, and implementing adaptive management strategies as necessary. Who will be responsible for funding and implementing ongoing management and monitoring?
17. **Scientific Background and Information.** Please add any relevant scientific information not covered in previous sections. Please describe how the project is based on the best available scientific information.
 - Planning, implementation, and scientific projects. Include a conceptual model that clearly explains the underlying basis of the knowledge that will support the proposed work. Present the conceptual models either graphically or as narrative. Reference pertinent scientific literature. Describe how the conceptual model informed the project design. The conceptual model must be revisited in the project's final report.
 - Acquisition projects. Explain the scientific rationale underlying the proposed acquisition (e.g., status/significance of resources to be conserved, contribution to wildland connectivity and corridors, juxtaposition and relationship to other conservation lands, etc.).
 - Other. Explain the relevant scientific background and data relevant to the project.
18. **Climate Change and Adaptation.** If relevant, describe how the proposed project will decrease the climate change vulnerability of ecosystems and/or species. Describe how the proposed project results in decreased exposure or sensitivity or increased adaptive capacity of ecosystems and/or species to climate change.

19. **Preliminary Budget and Schedule.** The preliminary budget and schedule must include a line item for every task identified in the project description. For each task, applicants should provide the estimated completion date, the estimated total cost of the task, the amount requested from the OPC, and the amount that will be provided by other funding sources. The task list in the Preliminary Budget and Schedule must match the task list provided in the project description. Please indicate the source of matching funds included in the budget.
20. **Community support and collaboration.** Briefly describe if the project has public and institutional support, at the local, regional, or larger scale and evidence of that support. For example, have stakeholders provided funds, in-kind contributions (e.g., administrative or technical services, labor, materials, equipment, etc.), partnerships, etc. Briefly describe efforts to include stakeholders in project planning, design, outreach, education, implementation, monitoring, maintenance, etc. Letters of support are not required but may be uploaded as attachments on the Attachment Tab in SOAR. To be considered, letters of support must be submitted through SOAR. Letters of support submitted by other means will not be considered.
21. **Capacity and feasibility.** Describe how your proposed project approach is both feasible and appropriate for the proposed work. Describe the project team's capacity (e.g., staff resources, facilities, equipment) to perform the proposed tasks. If you are a Nonprofit applicant only, you are required to complete a Nonprofit Organization Pre-Award Questionnaire which is posted on the [OPC webpage for Prop 1 grants](#). Please demonstrate how the work you have outlined in your proposal can be completed within no more than three years given reasonably foreseeable constraints (e.g., weather conditions or permitting). Thoroughly address any contingencies or requirements such as dependence upon the outcome or timing of other projects or programs, upon natural, financial, or operational conditions, and upon environmental compliance or permitting processes.
22. **Data Management and Access.** Describe how data and other information generated by the project will be handled, stored, and shared, i.e., disseminated to the public, participants, stakeholders, and the State.
23. **References.** Include a list of references for all documents cited within the Proposal Narrative and other components of the Application, including: scientific reports; project reports; restoration, management or recovery plans; books, or other supporting information.
24. **Project Graphics.** Provide the following project graphics with your application. Project maps and design plans should be combined into one (1) PDF file with a maximum size of 10MB. Project photos should be provided in JPG format. The PDF and JPG files should be uploaded into SOAR as Attachments. Please check below which types of graphics will be included in the project graphics file attachment.

- Regional Map – Clearly identify the project's location in relation to prominent area features and significant natural and recreational resources, including trails, protected lands, MPAs, bodies of water, etc.
 - Site-scale Map – Show the location of project elements in relation to natural and man-made features on-site or nearby. Any key features discussed in the project description should be shown.
 - Design Plan – Construction projects should include one or more design drawings or graphics indicating the intended site improvements.
 - Site photos – one or more clear photos of the project site.
25. **Conservation Corps consultation.** For restoration and ecosystem protection projects, Proposition 1 requires that the grantee use state and local conservation corps services if feasible. Grantees must submit a completed Corps Consultation Review Document, provided on the OPC Prop 1 webpage. This document should be uploaded as a PDF in SOAR as an optional attachment.
26. **Nature-based and green infrastructure.** OPC prioritizes projects that promote risk reduction and resiliency of the built and natural environment in the face of sea level rise, including innovative design elements and approaches such as living shorelines and nature-based infrastructure. If relevant, please explain how your project uses these approaches and/or elements, and check all that apply:
27. **Innovation.** How does your project employ new, innovative, or proven technologies or practices to improve the manner in which the state manages ocean and coastal resources? Explain how the proposed technologies and practices are innovative in comparison to similar projects and the current practices and technologies.
28. **Disadvantaged Communities.** How does the proposed project benefit Disadvantaged Communities as described in Section 2.6 of the Grant Guidelines? Prop 1 defines a disadvantaged community as “a community with an annual median household income that is less than 80 percent of the statewide annual median household income.” (CA Water Code Section 79505.5.) See the OPC Prop 1 Grant Guidelines for to assist in identifying Disadvantaged Communities' locations. Please indicate if the project is located in or near a disadvantaged community - whether or not the project is in a disadvantaged community, it may provide benefits to one. If the project benefits a disadvantaged community, please explain how.
29. **How does the project leverage private, federal or local funding sources?** Choose the percentage that applies. IMPORTANT: Applications must include a preliminary project budget as well as identification of sources of matching funds. The Form/Template for both of these can be downloaded in a single consolidated Excel spreadsheet on the [Prop 1 funding webpage](#).

APPENDIX B – SOAR RESOURCES

SOAR Login Page

<https://soar.resources.ca.gov/>

SOAR User Manual

http://resources.ca.gov/grants/wp-content/uploads/2017/01/SOAR_UserManual.pdf

SOAR FAQs

<http://resources.ca.gov/grants/wp-content/uploads/2017/01/SOARFAQs.pdf>

SOAR Help Desk

Applicants needing assistance with SOAR may contact the SOAR Help Desk, which is staffed Monday - Friday (9:00 AM - 4:00 PM).

Direct your questions to: 916-653-6138 or SOAR.ADMIN@resources.ca.gov. If you are experiencing problems with SOAR, please be ready to provide the following information:

- Name of the funding program you are applying to;
- A short description of the problem (including where in the application the problem is occurring);
- Proposal Identification Number (PIN) assigned to the application; and
- A screen shot of the error received (if applicable).