**APPLICATION CHECKLIST**

**ONCE-THROUGH COOLING INTERIM MITIGATION PROGRAM GRANT SOLICITATION**

Use this checklist to make sure that you have submitted all required elements of **Phase 1 (pre-proposal phase)** of the Once-Through Cooling (OTC) Interim Mitigation Program’s 2018 competitive call for restoration proposals. All items must be uploaded and submitted online via [SOAR](https://soar.resources.ca.gov/). **Forms and templates for ALL attachments (everything listed below after the SOAR Application itself) can be found on the** [OTC Program webpage](http://www.opc.ca.gov/once-through-cooling-interim-mitigation-program/). Incomplete applications may not be evaluated or considered for funding. You do not need to submit this checklist, it is simply intended to be a helpful tool for you.

**IMPORTANT:** You will only be able to submit your full proposal through the same account you set up when you submitted your pre-proposal. You must ensure that you are submitting your full proposal with the same Proposal Identification Number (PIN) you used for the pre-proposal. It is essential that you carefully review (a) the OTC Program Award Guidelines and (b) the OTC Program Grant Solicitation and Application Instructions documents **before** you begin preparing your full application. You should also review the SOAR [User Manual](http://resources.ca.gov/grants/wp-content/uploads/2017/01/SOAR_UserManual.pdf) and SOAR [FAQ](http://resources.ca.gov/grants/wp-content/uploads/2017/01/SOARFAQs.pdf) before beginning your online application in SOAR. **When uploading your files to SOAR, please use the electronic file naming conventions listed in the chart below.**

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| --- | --- | --- | --- |
| **X** | **ITEM** | **OPTIONAL VS. REQUIRED** | **ELECTRONIC FILE** **NAMING CONVENTION** |
|  | Full Proposal Questions for SOAR Application | Required | Not applicable |
|  | References | Required | [SOAR PIN]References |
|  | Project Graphics | Required and optional (see description) | [SOAR PIN]ProjectGraphics |
|  | Letters of Support | Optional | [SOAR PIN]LettersOfSupport |
|  | CEQA and Environmental Compliance Form | Required | [SOAR PIN]CEQAForm |
|  | Project Permit/Approval Status Form (you must still fill this document out even if your project does not require permit) | Required | [SOAR PIN]PermitStatus |
|  | Proof of permits (if applicable), together in one PDF with the Project Permit/Approval Status template | Required (if applicable) |  |
|  | Workplan, Budget, and Timeline Template | Required | [SOAR PIN]Workplan |
|  | Nonprofit Organization Questionnaire  | Required from nonprofits only | [SOAR PIN]Nonprofit |

**Public disclosure and Personal Information**

Once submitted, proposals are subject to the Public Records Act and may be publicly available. **Do not submit personal information** such as home address; home telephone, fax, or cell phone numbers; home email address; date of birth; citizenship; drivers’ license numbers; marital status; personal hobbies; etc. Such personal information is irrelevant to the merits of the proposal.

**Full Proposal Application Questions**

**PROPOSALS ARE DUE ON SOAR BY 5:00 PM ON FEBRUARY 1, 2019.**

*It is recommended that you save all of your responses to the questions below in the Word document and then copy and paste the responses into your SOAR application. Please review the SOAR* [*User Manual*](http://resources.ca.gov/grants/wp-content/uploads/2017/01/SOAR_UserManual.pdf) *and SOAR* [*FAQ*](http://resources.ca.gov/grants/wp-content/uploads/2017/01/SOARFAQs.pdf) *before beginning your online application in SOAR.*

**Applicant Affiliation**

1. Choose one category below that best describes the primary applicant’s affiliation.

a. Public agency

b. Public or private university

c. Nonprofit organization (501 (c)(3) as verified by the Internal Revenue Service)

d. Private entity

e. Federally recognized tribe

f. California Native American tribes listed on the Native American Heritage Commission's California Tribal Consultation List

g. Other

1. If a public agency, please further indicate the primary applicant’s affiliation:

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

**Project Description (4000 characters)**

1. Provide a clear, detailed description of the project proposed for restoration funding through the Once-Through Cooling Interim Mitigation Program. Describe the need and purpose of the project including the specific problems, threats, issues, questions or unserved needs the project would address, and how it will do so at the appropriate scale. Describe the goals and objectives, and clearly define the specific measurable outcomes and benefits expected from this project. Describe the methods and activities that will take place to achieve the desired outcomes. Describe how the project is based on the best available scientific information and explain the relevant scientific background and data relevant to the project. Provide analysis and documentation to demonstrate the significance of the expected benefits and the likelihood that they will be realized. Attach a list of references for all documents cited within the proposal narrative and other components of this application including scientific reports, project reports, restoration plans, management or policy documents, books, etc., in the Attachments tab.

**Project History and Need for Funds (2000 characters)**

1. Describe the history of the project, including all phases completed to date (including funding sources). Indicate if the project related to any projects previously or currently funded by OPC. For projects where future phases are critical to project success, explain the strategy for funding and implementing the future phase(s).

**Alignment with OTC Policy and OPC-SAT Report (4000 characters)**

1. Identify how the project aligns with the Policy to increase marine life associated with marine protected areas in the geographic region of the facility, as defined in [Sections 1.2 and 1.3 of the Award Guidelines](http://www.opc.ca.gov/webmaster/_media_library/2018/10/OTCAwardGuidelines_OceanProtectionCouncil_FINAL.pdf). Identify how the project addresses specific recommendations of the Ocean Protection Council Science Advisory Team (OPC-SAT) report entitled ["Ocean Restoration Methods: Scientific Guidance for Once-Through Cooling Mitigation Policy"](http://www.opc.ca.gov/webmaster/OST-Ocean-Restoration-Methods-Final-HighRes.pdf).

**Project Significance**

1. Describe the regional significance of the project. (2000 characters)
2. Describe the statewide significance of the project. If the project does not have statewide significance, write “This project is regionally significant.” (2000 characters)

**Geographic location/GPS coordinates (2000 characters)**

1. Describe the site's physical setting and characteristics that are tied to the project’s objectives. Identify the site using GPS coordinates. Upload “Project Graphics” in the Attachments tab.

**Climate Change and Adaptation (2000 characters)**

1. 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. Project elements that increase adaptability to climate change include, but are not limited to: using light-colored or reflective materials on traveled surfaces; heat island mitigation; limiting development in a floodplain; using recycled water or native plants to reduce water consumption; protecting habitat for species potentially threatened by climate change; addressing the impacts of ocean acidification and sea level rise; etc.

**Innovative Methodology**

1. Describe how the project employs new, innovative, or proven technologies or practices to improve the adaptive management of California’s marine protected areas. Explain how the proposed technologies and practices are innovative in comparison to similar projects and the current practices and technologies. (2000 characters)
2. Describe the plan for monitoring, evaluating, and reporting project effectiveness, and implementing adaptive management strategies as necessary. (2000 characters)
3. To the best of your ability at this time, identify who will be responsible for funding and implementing ongoing management and monitoring after the grant period is over. (1500 characters)
4. Describe the project team's capacity (e.g., staff resources, facilities, equipment) to complete this project within the scheduled timeframe and within the allowable budget. (1500 characters)
5. Is the expertise needed for the project readily available within the applicant's organization? If not, what are the plans to acquire it? List other potential expertise needed. (1500 characters)
6. Describe any possible factors which could significantly delay the implementation and/or completion of the project and how these factors will be addressed (e.g., permitting delays, habitat seasonal restrictions, encroachment permits, etc.). (1500 characters)
7. If the project will use conventional construction materials like manufactured block or concrete, describe why these materials were selected versus other alternatives, and how these materials will be integrated into the landscape in a natural way. If not applicable, write “N/A”. (1500 chracters)
8. Provide an overview of the planned interpretive displays (e.g., signs, panels and/or kiosks explaining the history, biology, geology, etc., of the habitat the visitor may encounter) and describe the intended audience. If more than one display is planned, describe the overall interpretive theme that will connect them. If not applicable, write “N/A”. (1500 characters)

**Data and Project Upload (2000 characters)**

1. Clearly describe the project’s data management plan that ensures data will meet the established metadata standards as discussed in [Section 3.1 of the Award Guidelines](http://www.opc.ca.gov/webmaster/_media_library/2018/10/OTCAwardGuidelines_OceanProtectionCouncil_FINAL.pdf). Describe how data and other information generated by the project will be handled, stored, shared, and disseminated to the public, participants, stakeholders, and the State. Raw data, metadata, associated technical reports, and educational materials are required to be uploaded to California Natural Resources Agency Open Data Platform within 1 year of the project end date.

**Community Support and Interactive Partnerships**

1. Describe if the project has public and institutional support at the local, regional, or larger scale. As applicable, describe in-kind contributions (e.g., administrative or technical services, labor, materials, equipment, etc.), partnerships, efforts to include stakeholders in project planning, design, outreach, education, implementation, monitoring, maintenance, etc. Describe any outreach efforts in bringing groups from diverse cultural backgrounds and incomes into the planning process. Describe partnerships and collaboration opportunities throughout the project’s duration with government agencies including California Tribes and Tribal Governments; conservation, science, or fishing organizations; local MPA Collaboratives; and other partners. Describe their corresponding roles, including design and implementation, as applicable. Letters of support are not required but can be uploaded as attachments in the Attachments tab. Letters of support must be submitted with your application through SOAR to be considered. Letters of support submitted by other means will not be considered. (2000 characters)
2. Has there been any opposition to the project? If so, explain the nature of the concerns and how they were addressed. (1500 characters)
3. Describe the plan to include state agency/tribal review and incorporate input from local partners involved throughout the duration of the project, including the initial planning phase, as needed. Describe how entities with jurisdiction have been notified about the project thus far. (1500 characters)
4. Describe how the project benefits disadvantaged communities as described in [Section 2.2 of the Award Guidelines](http://www.opc.ca.gov/webmaster/_media_library/2018/10/OTCAwardGuidelines_OceanProtectionCouncil_FINAL.pdf) (workforce education and training, contractor, job opportunities, etc.). How does the project promote and/or encourage involvement or use from diverse cultural backgrounds and incomes? Use the CalEnviro Screen map viewer and/or the California ARB map viewer showing designations as per SB 535 and AB 1550, as described in Section 2.2, to briefly provide background information on the disadvantaged communities that will benefit. Consider that a project may provide benefits to a disadvantaged community even if it is not located in or near one. Conversely, a project may not provide benefits just because it is located in or near a disadvantaged community. If not applicable to this project, write “This project does not provide benefits specifically to disadvantaged communities.” (2000 characters)

**Permitting and Environmental Review (1000 characters)**

1. Projects funded by OPC must be reviewed in accordance with the California Environmental Quality Act (CEQA). CEQA does not apply to projects that will not have a direct or indirect effect on the environment. 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 results in a “Negative Declaration (Neg Dec),” “Mitigated Negative Declaration (MND),” or “Environmental Impact Report.” You must also submit the CEQA & Environmental Compliance form in the Attachments tab.

 Select the option that applies to your proposal and elaborate as needed.

a. The proposed project is not a project under CEQA. Briefly specify why.

b. The proposed project is exempt under CEQA. Provide the CEQA exemption number and specify how the project meets the terms of the exemption.

c. The proposed project requires Neg Dec, MND, or EIR. Specify the lead CEQA agency (the agency preparing the document) and the (expected) completion date. Please note that the OPC will need to review and approve any CEQA document. For more information on CEQA, visit: <http://resources.ca.gov/ceqa/>

**Additional Funding**

1. Select the appropriate response regarding additional funding and copy it into the text box. REMINDER: Identify all additional funding in the budget template and upload the template in the Attachments tab.
2. If selected, this project will be funded exclusively by this award from OPC. This project does not require any additional funds and will be completed in its entirety with the proposed budget.
3. Less than 25% of the total budget for this project is from private, state, federal, or local funding.
4. 25-50% of the total budget for this project is from private, state, federal, or local funding.
5. 50-100% of the total budget for this project is from private, state, federal, or local funding.

**Attachments**

Ensure that all relevant documents below are uploaded in the Attachments tab with your application through SOAR to be considered. Attachments submitted by other means will not be considered.

**References (template not provided)**

* + Attach a list of references for all documents cited within the proposal narrative and other components of the application including scientific reports, project reports, restoration plans, management or policy documents, books, etc. Include your proposal title and name(s) of applicant. Include hyperlinks to online resources when possible. This can be uploaded as a Word document or PDF file.

**Project Graphics (template not provided)**

* + Project maps and design plans should be combined into **one PDF file** with a maximum size of 10MB. Project photos should be provided in JPG format.
		- Regional Map (required) – 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 (required) – 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 (as applicable) – Construction projects should include one or more design drawings or graphics indicating the intended site improvements.
		- Site photos (recommended, but not required) – one or more clear photos of the project site.

**Letters of Support (template not provided)**

* + Letters of support are not required but can be uploaded as a Word documents or PDF file. If you have more than one letter of support, upload them together in **one document**.

**CEQA and Permitting**

* + All applicants must fill out the CEQA and Environmental Compliance Form. If CEQA is not triggered for your project, you must indicate so on the form.
	+ Use the Project Permit/Approval Status Form to disclose what permits are required, including those for compliance with CEQA and NEPA, and provide proof that the permits have been obtained. The list on this form is not all inclusive. It is the applicant’s responsibility to comply with all applicable permits. Attach proof of permits with the Project Permit/Approval Status template in **one PDF document**. If your project does not require any permits, write N/A in the “date anticipated” column.

**Workplan, Budget, and Timeline**

* + The template provided is meant to be a guide to create your work plan, budget, and timeline, if selected. The more detailed you make this now, the easier it will be to put together the grant agreement. You may change the cell sizes or design of the chart if needed. Review the "General Conditions and Budget Guidelines for Grantees" document to determine what costs are eligible (link on OTC Program webpage: http://www.opc.ca.gov/once-through-cooling-interim-mitigation-program/).

**Nonprofit Applicants**

* + Complete and upload the Nonprofit Organization Pre-Award Questionnaire.