Ocean Protection Council

Proposition 1 Grant Program

Full Proposal

## Section 1: Cover Page

**Project Name:**

Please respond to the summary information and full proposal prompts on the following pages, and submit your full proposal package to OPC\_Prop1grants@resources.ca.gov by **June 30, 2021**.

**Summary Information:**

|  |
| --- |
| Contact Information |
| **Organization** |  |
| **Contact Person** |  | **Email** |  |
| **Position/Title** |  |
| **Phone** |  |
|  |
| Project Information |
| **Project Name** |  |
| **Amount Requested** | $ | **Total Project Cost** | $ | **Non-State Leveraging Funds** | $ |
| **Project Duration (in years)** |  |
|  |
| Location Information |
| **County** |  | **Specific Location****(address or cross streets)** |  |
| **Latitude** |  |
| **Longitude** |  |
| **What point is represented by the lat/long (e.g. parking lot, center of site, etc.)** |  |

## Section 2: Application Completeness Checklist

**Full Proposal Checklist**

When submitting your full proposal package, please indicate if you have included or completed each item listed. Items marked as “required” must be completed; other items may or may not be applicable to your project.

|  |  |  |
| --- | --- | --- |
| **Item** | **Requisite** | **Complete** |
| **Section 1:** Cover Page | Required | [ ]  |
| **Section 2:** Application Completeness Checklist | Required | [ ]  |
| **Section 3:** Project Narrative | Required | [ ]  |
| **Section 4:** Budget  | Required | [ ]  |
| **Section 5:** Task Description and Schedule | Required | [ ]  |
| **Section 6:** Community Engagement Plan  | Required | [ ]  |
| **Section 7:** Supplemental Documents |
| 1. CEQA and Environmental Compliance Form
 | Required\* | [ ]  |
| 1. Permit Approval Status Form
 | Required\* | [ ]  |
| 1. Land tenure/property data/site control worksheet and data form
 | Required\* | [ ]  |
| 1. Project Team Resumes or Curricula Vitae
 | Required | [ ]  |
| 1. Nonprofit Organization Pre-Award Questionnaire
 | Required\*\* | [ ]  |
| 1. California Conservation Corps (CCC) Review Document

*Please visit the* [*CCC Prop 1 webpage*](https://ccc.ca.gov/what-we-do/funding-opportunities/proposition-1-water-bond/) *and follow the steps outlined to complete the* [*Corps Consultation process*](https://ccc.ca.gov/wp-content/uploads/2020/08/Prop-1-Corps-Consultation-Process-Rev.-Aug-2020.pdf)*.*  | Required | [ ]  |
| 1. Letters of Support
 | Required | [ ]  |
| 1. Governing Body Resolution
 | Required | [ ]  |
| 1. STD 204 Form
 | Required | [ ]  |
| 1. STD 205 Form
 |  | [ ]  |
| 1. Maps, site maps, photos, or design plans (if not submitted with LOI)
 |  | [ ]  |

\*For implementation projects only

\*\*Required only for nonprofits

## Section 3: Project Narrative

Please provide responses to the prompts below. The sections below line up with the scoring criteria in the solicitation. Please review the scoring criteria on pages 11-14 of the Prop 1 solicitation for additional guidance on items to cover in the Project Narrative. Please refer to the prompts below, draft your responses and delete the red text to ensure you maximize your page limit. **The maximum page limit for section 3 is 8 pages**.

**Alignment with Prop 1 and OPC Priority Project Types**

**Project Need and Problem**

Please characterize the project need, purpose or problem that the project will address, the water quality nexus, and description of the project itself. The problem characterization should include identifying and providing evidence of the problem or need for the project. Examples include providing evidence and description of a local water quality problem (including whether the water body is listed as impaired on the Clean Water Act Section 303(d) list), climate change resilience problem, or habitat degradation problem. If your proposal includes stormwater best management practices/low impact development, please identify the specific pollutants that would be treated by the project, the amount of flow expected to be treated/area of runoff treated, and where that flow is discharged. Please include similar information for other water quality components, such as wetland restoration.

**Project Description and Alignment with OPC’s priorities for Prop 1 funding**

The project description should identify how the project will address the needs or problems identified in the problem characterization. Additionally, the project description should identify what the project would accomplish, the multi-benefits provided, and how it aligns with specific OPC Priorities for Prop 1 funding, including restoration, habitat enhancement, and resilience to climate change. Resilience to climate change may include adaptation to sea-level rise, flooding, and shoreline erosion. Although not scored in this section, the project is expected to include a monitoring or evaluation component to determine the project’s success at addressing the identified need or problem. Scoring on monitoring and evaluation will occur under the “Measuring Effectiveness and Operations and Maintenance” section.

**Alignment with OPC’s Strategic Plan to Protect California’s Coast and Ocean for 2020-2025**

Describe how the project would assist in implementing the OPC’s Strategic Plan to Protect California’s Coast and Ocean for 2020-2025.

**Project Goals and Expected Outcomes**

Describe project’s goals or expected outcomes; for example: 100% design plans for future restoration at the site, or completed wetland restoration at the site, with public access components.

**Project Demonstrates Significant Benefits to Communities Entitled to Environmental Justice**

Please provide a brief summary description that demonstrates the project’s direct connection to the Community in addressing the problem described above, and how the project will deliver intentional benefits that are direct, meaningful and assured for the Community. Please refer reviewers to **“Section 6. Community Engagement Plan”** to further elaborate on HOW the project team is engaging the Community in the development and implementation of your project.

**Project Proposal Scope, Readiness, and Applicant Capacity**

**Project Site, Activities, and Methods**

Please describe the project location/site and identify the major activities/tasks involved in the project. Please complete the table of task activities, deliverables, and deadlines in section 5 to provide details, and refer reviewers to the table for a detailed scope. Be specific about the portion of the project that would be funded by this request to the Ocean Protection Council. Please also provide a description of how best available science or practices would be used as part of the project, including best available science on climate change and state climate change documents (e.g. sea level rise resilience).

**Project Readiness and Permitting**

Please provide a brief description of project readiness, including a status and timeline for design plans, CEQA compliance, permitting, commitments from project partners, land access and tenure agreements, and property restrictions or encumbrances, if applicable. Please include the applicable forms in your attachments to this full proposal. The description of project readiness should include 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, etc.).

**Project Management, Team and Capacity**

Please briefly describe the project team’s experience, qualifications, and capacity to complete the project, and include the project team’s resumes or curricula vitae as part of the attachments to this application.

**Measuring Effectiveness and Operations and Maintenance**

Please include a description of how the project will be monitored for effectiveness (including the use of CRAM, if applicable). Please include information on how the project effectiveness will be determined over the project implementation (funded) time period as well as over the long-term once the project is complete (up to 30 years). Please also describe any long-term plans for operations and maintenance, including who will maintain the project, and how ongoing maintenance will be funded.

**Partnerships and Collaboration**

Identify collaboration opportunities with government agencies and private entities, either in project implementation or to inform the state’s ocean management. Government agencies may include Tribal Governments, the California Conservation Corps, or Local Conservation Corps. Private entities may include contractors, non-governmental organizations, and local businesses.

**Leveraging of Funding Sources**

Identify in-kind resources or leveraged funding being provided as match or leverage for the project. Only local, federal, or private funds or in-kind resources will be considered match or leverage. Please indicate whether these funds are already committed or are being pursued.

## Section 4: Budget

Please provide a preliminary budget and list secured or potential sources of matching funding using the templates below.

*Budget Template*

Please include the total cost of the project, including estimated costs by major task, and the proposed sources of funding. Include proposed funding sources even if they are not yet secured, but please make status clear. This template is meant to be used as part of the project proposal process, but if projects are selected for funding, OPC will require a more detailed budget when the grant agreement is developed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Number (add rows as needed)** | **Task Name** | **OPC Funds Requested to Complete Task** | **Matching Funds (includes in-kind)** | **Total Cost** |
| 1 | Project Management |  $ -  |  $ -  |  $ -  |
|  |   |  $ -  |  $ -  |  $ -  |
|  |   |  $ -  |  $ -  |  $ -  |
|   |   |  $ -  |  $ -  |  $ -  |
|   |   |  $ -  |  $ -  |  $ -  |
|   |   |  $ -  |  $ -  |  $ -  |
|   | Indirect Costs\* (15%) |  $ -  |   |  $ -  |
|   | Equipment Costs |  $ -  |  $ -  |  $ -  |
| **Total** |  **$ -**  |  **$ -**  |  **$ -**  |

*Sources of Potential or Secured Match Funding*

List all matching funds and their source(s). Identify any matching funds from other State agencies. You may include in-kind match such as staff time, volunteer time, donated materials, bargain sales, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Amount** | **Status of funding (secured, applied, etc.)** | **State of CA Funds? (Y/N)** |
|   |  $ -  |   |   |
|   |  $ -  |   |   |
|   |  $ -  |   |   |
| **Total** |  **$ -**  |  |  |

## Section 5: Task Description and Schedule

**Task Description**

Please provide a description of tasks, deliverables and estimated due dates (expected start and end). Please add rows to the template to account for additional tasks.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task # and Title** | **Description of Task Activities** | **Deliverable(s)** | **Estimated Due Date** |
| Task 1: Project Management | Project coordination, preparing quarterly reports and invoices | Quarterly Reporting | Annually on:February 1May 1August 1November 1 |
| Example: Task 4: Project monitoring |  | Final Monitoring Report | March, 2023 |
|  |  |  |  |

**Project Schedule**

Provide a project schedule that estimates the completion date of the major project tasks using the template Gantt chart below. Please assume that funding will be approved by December 2021. Please gray out the boxes under each month where task activities will take place or mark with “X”.

|  |
| --- |
|  |
|  | **2022 Q1** | **2022 Q2** | **2022Q3** | **2022 Q4** | **2023 Q1** | **2023Q2** | **2023 Q3** | **2032 Q4** | **2024 Q1** | **2024 Q2** | **2024Q3** | **2024 Q4** |
| **Task 1: Project Management** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3:**  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 4:** |  |  |  |  |  |  |  |  |  |  |  |  |

## Section 6: Community Engagement Plan

Please describe your project’s Community engagement plan by responding to the prompts below. The Community engagement plan should demonstrate **how** applicants and partner organizations have worked, or plan to work with Community stakeholders to develop engagement strategies for the project, how they will be executed and tracked for success. This community engagement plan should serve as a roadmap for outreach and engagement decisions over the short-term and long-term of the project. Draft your responses to the prompts below and delete the red text to ensure you maximize your page limit. **The maximum page limit for Section 6 is 2 pages.**

**Defining the Community and Community-informed needs**

In relation to the project, briefly define the Community’s geographic extent (e.g. neighborhood-scale, city/regional-scale, or rural project), the Community-informed needs and how the Community has shaped the development of the project proposal, and who the key Community Stakeholders are. Describe the Community demographics, scale, and surrounding land uses in relation to the proposed project’s water quality and watershed benefits. Questions to consider:

* What does the project seek to do for the Community? Identify Community-based needs and desired goals.
* Is the project led by a Community-based organization (CBO)?
* Which specific community members/groups will be most impacted by your project? Are those groups already engaged?
* Which stakeholders and partner organizations should you collaborate with for your community engagement efforts to be successful?

**Proposed Community Engagement & Outreach (short-term actions)**

Please provide engagement strategies and opportunities that demonstrate how the applicant and community-based partner organizations engaged, or will engage, residents or stakeholders to design the project and build community capacity, and how success will be measured. Please also emphasize opportunities for Community workforce employment, including employment for students. Questions to consider:

* Will the Community be engaged in every phase of the project? If not, what portions of the project will include engagement and when.
* How many meetings occurred or will occur in the Community and why these meeting times and locations were convenient for community members or stakeholders?
* What type of communication platforms will be accessible for Community members; will any digital platforms be used as engagement tools? How will project progress and results be communicated?
* What additional outreach, if any, will occur to ensure a broad selection of Community members or stakeholders are reached and included in the development and decision-making process of our project?
* Is there an established dedicated engagement budget for the duration of the project? If so, what types of activities and/or benefits does the allocated budget provide for Community members?
* How do you plan on measuring successful Community participation and engagement?

**Ensuring Sense of Ownership in the Community (long-term actions and benefits)**

Please describe how the project team is building a sense of ownership in the Community over the project and solutions, and how the applicant plans to institutionalize engagement for long-term Community involvement and durable benefits. Identify any wealth-generating pathways, such as long-term workforce employment, equitable Community investments, or other economic benefits to help sustain Community resilience as a result of the project. Also identify how the project will be maintained and monitored in the long term and whether funding is secured. Questions to consider:

* Are there portions of the project that provide opportunities for Community empowerment and leadership? Outline any structural steps for delegating power and responsibility in the most effective way.
* How will long-term and sustainable engagement be achieved?
* Are there gaps that can be filled by local groups to complement the process to ensure Community inclusion and desired goals are sustained?
* Are there project deliverables documenting the Community engagement process?
* Will there be long-term data collection conducted by the Community? Describe stakeholder commitments to periodic reviews, evaluation, maintenance, or operations.

## Section 7: Supplemental Documents

a. CEQA and Environmental Compliance Form

b. Permit Approval Status Form

c. Land tenure/property data/site control worksheet and data form

d. Project Team Resumes or Curricula Vitae

e. Nonprofit Organization Pre-Award Questionnaire

f. California Conservation Corps Review Document

g. Letters of Support

h. Governing Body Resolution

i. STD 204 Form

j. STD 205 Form

k. Maps, site maps, photos, or design plans (if not submitted with LOI)