# Offshore Wind General Fund - Full Proposal

**Project Name:**

Please respond to the summary information and full proposal prompts on the following pages. Please submit all materials as one attached PDF file to [OPC-OSW@resources.ca.gov](mailto:OPC-OSW@resources.ca.gov) by   
**July 31, 2023** by **5:00 PM** using the subject: Offshore Wind Full Proposal – [Your Organization].

## Section 1: Cover Page

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contact Information | | | | | | | |
| **Organization** |  | | | | | | |
| **Contact Person** |  | | | | | | |
| **Position/Title** |  | | | | | | |
| **Phone** |  | | **Email** | |  | | |
| **Mailing Address** |  | | | | | | |
| **Federal Tax ID#** |  | | | | | | |
|  | | | | | | | |
| Project Information | | | | | | | |
| **Project Name** |  | | | | | | |
| **Amount Requested** | $ | **Total Project Cost** | | $ | | **Non-State Leveraging Funds** | $ |
| **Project Duration (in years)** |  | | | | | | |

## Section 2: Application Completeness 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](#_Section_1:_Cover) | Required |  |
| [**Section 2:** Application Completeness Checklist](#_Section_2:_Application_1) | Required |  |
| [**Section 3:** Project Description](#_Section_3:_Project) | Required |  |
| [**Section 4:** Tasks and Project Management](#_Section_4:_Tasks) | Required |  |
| **[Section 5](#_Section_5:_Community_1)**[: Stakeholders/ Community Engagement](#_Section_5:_Community_1) | Required |  |
| **[Section 6](#_Section_6:_Budget_1)**[: Budget](#_Section_6:_Budget_1) | Required |  |
| [**Section 7:** Project Schedule and Major Deliverables](#_Section_7:_Project) | Required |  |
| [**Section 8:** Supplemental Documents](#_Section_8:_Supplemental) | | |
| 1. Project Team Resumes or Curricula Vitae | Required |  |
| 1. Nonprofit Organization Pre-Award Questionnaire | Required\* |  |
| 1. Letters of Support | Required |  |

\* Required for nonprofits only

For Section 3 – 7, draft your responses to the prompts below and **delete the instruction text** to ensure you maximize your page limit. When answering these prompts, please refer to the evaluation criteria found within the solicitation document to obtain further context.

## Section 3: Project Description

**The maximum page limit for Section 3 is 1 page.**

The project description should identify how the project will complete comprehensive environmental monitoring guidance.

## Section 4: Tasks and Project Management

**The maximum page limit for Section 4 is 2 pages.**

### Project Tasks

Provide a list of all Task Names for the project. These tasks and their numbers should correspond to your Budget (Section 6), Schedule, and Deliverables (Section 7).

|  |  |
| --- | --- |
| **Task Number** | **Task Name** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
|  | *Add or remove rows as needed* |

### Project Activities, and Approaches

Please identify the major activities/tasks involved in the project. Please use this section to elaborate on the tasks listed above and consider the list of deliverables in Section 7. Please also provide a description of the methodologies and approaches that would be used to develop the comprehensive environmental monitoring guidance.

### 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.

### Project Effectiveness and Reporting

Please discuss the methods for measuring and reporting the project’s effectiveness.

### Informing Management and Advancing Statewide Policy

Discuss how your project will inform management and policy. Discuss how the project may help the state develop and implement a comprehensive monitoring program, and/or improve adaptive management strategies, among others.

## Section 5: Stakeholder/Community Engagement

**The maximum page limit for Section 5 is 2 pages.**

### Coordination and Collaboration

Please provide a description of the advisory committee(s) of experts, including their role, size, and composition, and include a plan outlining how to assemble the advisory committee.

Please identify coordination and collaboration opportunities with subject matter experts and key players in the offshore wind field, including government agencies, tribes, industry, environmental nonprofit organizations, as appropriate. Additionally, please discuss the project’s plan to facilitate coordination with the key players in the field.

If applicable, please address previous experiences in effectively facilitating coordination and collaboration.

### Stakeholder/Community Engagement

Please discuss the project’s plan to engage with stakeholders, tribes and/or the public.

## Section 6: Budget

**The maximum page limit for Section 6 is 1 page.**

### Budget Template

Please include the total cost of the project, including estimated costs broken down by category and major task. For this budget table, please include only OPC secured funds. Please add or remove task columns as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Task 1** | **Task 2** | **Task 3** | **Task 4** | **Total** |
| **Personnel** |  |  |  |  |  |
| **Travel** |  |  |  |  |  |
| **Subcontractor(s)** |  |  |  |  |  |
| **Equipment/Materials** |  |  |  |  |  |
| **Overhead\*** |  |  |  |  |  |
| **Task Total** |  |  |  |  |  |
| **Agreement Total:** | | | | |  |

\* OPC does not pay more than 15% overhead on approved costs with an exception for UC/CSUs, in which OPC will pay no more than 25% overhead. Additional exceptions to allow for 25% overhead may be considered by OPC’s Executive Director in the case of research institutes with significant field programs.

### Leveraging of Funding Sources

Please note that while the use of leveraged funding is appreciated, it is not given priority in the evaluation process.

If applicable, identify in-kind resources or leveraged funding being provided as match or leverage for the project. Funds are only considered match if they have yet to be expended at the time of application. 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.

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

## Section 7: Project Schedule and Major Deliverables

**The maximum page limit for Section 7 is 2 pages.**

### Project Schedule

*Add or remove task rows as needed.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 1** | | | | | | | | | | | | |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 4** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year 2** | | | | | | | | | | | | |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 4** |  |  |  |  |  |  |  |  |  |  |  |  |

**Major Deliverable Milestones**

|  |  |  |
| --- | --- | --- |
| **Task** | **Deliverable Name** | **Estimated Due Date** |
| Task 1: Project Management | Quarterly Reports |  |
| Example: Task 4: Guidance Development | Final Monitoring Guidance | Fall 2025 |
| *Add rows as needed* |  |  |

## Section 8: Supplemental Documents

1. Project Team Resumes or Curricula Vitae
2. [Nonprofit Organization Pre-Award Questionnaire\*](https://www.opc.ca.gov/webmaster/_media_library/2022/07/OPC-Non-Profit-Organization-Pre-Application-Questionnaire%E2%80%A9and-Eligibility-Self-Screening-CNRA-OPC-010.docx)
3. Letters of Support

\* Required for nonprofits only