## **PROPOSAL APPLICATION**

**Natural Community Conservation Planning**

**Local Assistance Grant Program**

**California Department of Fish and Wildlife**



**IMPORTANT**

1.  To obtain application instructions, program guidelines, and sample budgets, please refer to the Natural Community Conservation Planning Local Assistance Grant (NCCP LAG) Proposal Solicitation Package (PSP) available on-line at:

<https://www.wildlife.ca.gov/Conservation/Planning/NCCP/Grants>

2. Please work with your California Department of Fish and Wildlife (CDFW) regional office and U.S. Fish and Wildlife Service (USFWS) Field Office and Implementing Entity in developing the Proposal (see PSP Appendix A for contact information).

3. Please limit your responses. The Full Proposal Application should not exceed 10 pages (using a minimum of 11 point font), excluding any necessary maps or support letters (if applicable). (The directions in *italics* can be deleted in the final application.)

4. The Proposal Application and all accompanying documents must be submitted electronically in Microsoft Word format (with a scanned version of the signed signature page and support letter(s), if applicable) to CDFW no later than **July 15, 2016, (COB, 5 pm PST).**  Submit applications to: ***shannon.lucas@wildlife.ca.gov.***

**Natural Community Conservation Planning**

**Local Assistance Grant Program**

**Proposal Application**

**FY 2016-17**

**1. SUMMARY INFORMATION**

Project Title:

Name of NCCP(s):

Year of NCCP(s) approval:

Name of Applicant Organization/Entity:

Type of Applicant Organization/Entity:

Grant Amount Requested:

Project Start Date:

Project Completion Date:

**A) APPLICANT/FISCAL AGENT**

*The Applicant must meet eligibility requirements and the project must meet screening criteria as detailed in the PSP. The Applicant will act as the fiscal agent and will enter into a grant agreement with the California Department of Fish and Wildlife if awarded a grant.*

**Applicant Contact Person/Project Manager**

Name:

Title:

Phone:

Fax:

Email:

**Mailing address**

Line 1:

Line 2:

City:

State:

Zip Code:

**B) KEY PARTNERS AND/OR SUBCONTRACTORS**

*List partners and/or subcontractors in the table below. Please also list separately any consultants or other parties who will be paid as subcontractors by the Applicant to help complete the project. Describe how partners or subcontractors are involved in the project under 3.E, below. Add columns or adjust column headings as necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Type (Partner or Subcontractor): |  |  |  |
| Name of Their Organization: |  |  |  |
| Type of Organization:  |  |  |  |
| Contact Name: |  |  |  |
| Telephone: |  |  |  |
| Email: :  |  |  |  |

1. **AGENCY CONTACTS**

*List the name and contact information for the CDFW regional staff, USFWS Field Office staff, and Implementing Entity staff who were consulted in the development of this proposal and briefly describe the level of collaboration before and/or during proposal preparation (for example, “consulted regarding scope of work” or “reviewed final proposal”):*

**CDFW Regional Office Contact**

Name:

Phone:

Email:

Briefly Describe Collaboration:

**USFWS Field Office Contact**

Name:

Phone:

Email:

Briefly Describe Collaboration:

**NCCP Implementing Entity[[1]](#footnote-1) Contact**

Name:

Phone:

Email:

Briefly Describe Collaboration (include letter of support if applicant is not the Implementing Entity):

**2. PROJECT BACKGROUND**

* + - 1. **NECESSITY/BACKGROUND AND RATIONALE**

*Describe the relationship of the proposal to the NCCP and why the project is necessary and a high priority. Describe how the proposed project helps to achieve a specific goal or objective of the NCCP or implement a strategic plan. Reference the specific goal/objective that this project will help to achieve. State whether the project helps to satisfy a specific CDFW obligation to the NCCPs. Please also discuss how the proposed project helps to implement the NCCP given its current implementation status (i.e., length of time in implementation). If applicable, state how the project may be useful to other NCCPs, other CDFW Regions, or the entire State, and whether the project seeks to examine or remedy a critical local, regional, or statewide issue (such as drought). Note if the project will help to meet the goals or objectives of another approved CDFW Plan (e.g. State Wildlife Action Plan.)*

* + - 1. **OBJECTIVE**

*Identify the type of project (see the table of examples of eligible Projects on Page 3 of the PSP). Describe the project goals and objectives and the general approach that will be taken to achieve them.*

**3. PROJECT DESCRIPTION**

1. **LOCATION INFORMATION**

*Briefly describe the location of the NCCP and include a map, as appropriate, that clearly locates your project within the NCCP.*

**B) PROJECT SET-UP**

*Describe how the project will be set up in terms of staffing, planning sessions, etc. Provide personnel qualifications relative to the proposed project, including the holding of any required permits. Describe the degree to which the project is ready to begin, with administrative structure and partners in place.*

**C) MATERIALS**

*Clearly describe the materials and equipment listed in the Project Budget (below) and their purpose. Equipment and Materials/Supplies are defined in Appendix E of the PSP.*

**D) PROJECT IMPLEMENTATION / SCOPE OF WORK**

*Describe your approach, methodology, discrete tasks, and implementation of the project*. *If applicable, describe how methods are consistent with those being used by adjacent or nearby NCCPs and other land management entities and monitoring programs, in order to facilitate cross-boundary conservation implementation in the region. Provide the scientific basis, background, or other justification for proposed methods. Describe how the project will be evaluated for effectiveness. If the Scope of Work has been provided by a consultant, please attach it to the proposal and summarize it in this section.*

**E) PROJECT MANAGEMENT**

*Describe how the project will be effectively administered and fiscally managed (staffing levels, supervision, administration of tasks, project oversight, and auditing). Describe how partners or subcontractors (if any) are involved in the project.*

**F) TIMELINES**

*Briefly describe the timeline for completing project tasks and deliverables. Note that 2016-17 grants are not expected to be executed until spring 2016 and work must be completed by March 30, 2019.*

**G) EXPECTED PRODUCTS OR DELIVERABLES**

*Describe the products expected to result from the proposed work. Include progress reports, interim and/or draft reports, as well as the final product or deliverable.*

**H) COMPLIANCE**

*Provide all information relevant to ensuring compliance with Federal, State, local, or other laws, as applicable (including CEQA or NEPA). Include a discussion of any permits or approvals that are needed for the project and describe their status. Include any approvals or permissions needed to access lands not owned by the Applicant or CDFW. List any necessary permits and their status (must be acquired before grant execution, unless permit acquisition is a task under the project). Describe whether CEQA/NEPA is necessary and, if so, identify the lead agencies and whether each agency has accepted the role. NOTE: If CDFW is anticipated to be the CEQA lead, the applicant must coordinate with CDFW prior to proposal submission.*

**4. PROJECT BUDGET INFORMATION**

*Provide an estimate of costs for your project using both the Task Budget and Line-Item Budget tables below. For information regarding standard labor rates, visit:* [*http://www.labormarketinfo.edd.ca.gov/.*](http://www.labormarketinfo.edd.ca.gov/.%20)

**Part I: Task Budget**

*Provide an estimate of costs for the task items proposed. Costs must be rounded to the nearest dollar (any amount ending in .50 or above should be rounded up to the next dollar amount). Include all tasks and sub-tasks, including the costs that may be supported by agreements with partners or subcontractors listed above. Tasks should be described in brief statements in the Scope of Work (see 3.D, above). Each task should have a separate number assigned to it. Please add/delete rows and information to meet the specific needs of your proposal. You should include one or more tasks for CEQA compliance if your project is subject to CEQA. Land acquisition costs such as purchase price, appraisal charge, survey costs, preliminary title report costs, escrow fees, and title insurance fees should be reported as separate tasks. The total amount must correspond to the total amount in the Line-Item Budget Table in Part 2.*

**TASK BUDGET TABLE**

**(Rounded to Nearest Dollar)**

| **Task Budget** | **Description**  | **CDFW Grant Funding**  | **Matching Funds\***  | **In-Kind Services\*** | **Project Total** |
| --- | --- | --- | --- | --- | --- |
| **Task 1:** |   |   |   |  |   |
| **Task 2:** |   |   |   |  |   |
| **Task 3:** |  |   |   |  |   |
| **Task 4:** |  |  |  |  |  |
| *(insert rows for additional tasks)* |  |  |  |  |  |
| **TOTAL PROPOSED BUDGET:** (should match total for Line-Item Budget Table) | **$** | **$** |  | **$** |

\*Identify the entity and add columns as necessary for additional sources of funds or in-kind services.

**Part 2: Line-Item Budget**

*The total amount must correspond to the total amount in the Task Budget Table in Part 1. Costs must be rounded to the nearest dollar (any amount ending in .50 or above rounds up to the next dollar amount). Please add/delete rows and information to meet the specific needs of your proposal. Salary and Wages applies only to staff employed by the Applicant; salary and wages for any subcontractors would be included under Contractual Services. See a description of eligible costs in Appendix E of the PSP. Fringe Benefits must be listed separately. Indirect costs should be included in the Overhead line-item.*

**LINE-ITEM BUDGET TABLE**

**(Rounded to Nearest Dollar)**

| **Line-Item Budget** | **CDFW Grant Funding**  | **Matching Funds\***  | **In-Kind Services\*** | **Project Total** |
| --- | --- | --- | --- | --- |
| **Personal Services:** |   |   |  |   |
| Salary and Wages (Specify all positions, hourly rates, and number of hours) |    |   |  |   |
| *Example: Post Grad Researcher II (20 hours @ $81.66/hr)* | *$817* |  | *$816* | *$1,633* |
| *(insert rows for additional staff)* |  |  |  |  |
| Fringe Benefits (Specify % of Salary and Wages) |   |   |  |   |
| *Example: Post Grad Researcher II (@ 25%)* | *$205* |  | *$204* | *$409* |
| *(insert rows for additional staff)* |  |  |  |  |
| **Operating Expenses:** |   |   |  |   |
| Postage |  |  |  |  |
| Office Supplies |  |  |  |  |
| Telephone/Fax |  |  |  |  |
| Travel and Per Diem (Specify miles and mileage rate) |  |  |  |  |
| **Equipment** |   |   |  |   |
| *Example: 2 ea. Widget (@ $1,000 ea.)* | *$1,000* | *$1,000* |  | *$2,000* |
| **Materials/Supplies** |   |   |  |   |
| **Contractual Services:** |   |   |  |   |
| Specify subcontractor name (or type) |  |  |  |  |
| **Acquisition Costs (if applicable):** |  |  |  |  |
| **Total Direct Costs:** |  |  |  |  |
| **Indirect Costs (Overhead)\*\*:** |   |   |  |   |
| *Example: @10% (Less Equipment)* |  |  |  | *$1,045* |
| **TOTAL PROPOSED BUDGET:** (should match total for Task Budget Table) | **$** | **$** |  | **$** |

\*Identify the entity and add columns as necessary for additional sources of funds or in-kind services.

\*\*Indirect Cost must be 25% or less, unless written justification is provided. Equipment cannot be used when calculating the Indirect Cost. Indirect Cost can only be calculated for the first $25,000 of a subcontract.

**A) EXPLANATION OF BUDGET AND COSTS**

*Describe the basis for the budget amounts listed in the tables above, as necessary. Also explain which tasks could be accomplished with partial funding or whether the project could be phased over multiple grant funding cycles.*

**B) OTHER FUND SOURCES**

*List any other fund sources, grants or applications, public or private, that are considered matching funds for this proposal. Include description, source, type, and dollar amount provided or awarded or requested. Provide a description of any source that is already committed to full funding of the project. Explain how any other funding sources will augment or match, but not duplicate, NCCP LAG funds. Explain why NCCP LAG funding is necessary or is the most appropriate source.*

**C) OTHER PROJECT WORK**

*List any other projects or activities conducted in the NCCP area over the past three years, public or private, that are explicitly linked to this proposal. Include project description, location, and status. If the Applicant has received a NCCP LAG in the past, please describe how progress has been demonstrated on the project (for ongoing projects) or how project goals were successfully met and deliverables completed (for completed projects).*

**SIGNATURE PAGE**

Original, authorized signatures are required from the Applicant organization/entity that will act as the fiscal agent.

Insert text below the line, then sign and date above the line.

**Approval 1**

[Name, Title] Date

[Organization/Entity]

**Approval 2** (if necessary)

[Name, Title] Date

[Organization/Entity]

**This application, including a signed copy of the signature page (this may be scanned and sent electronically) must be received via email no later than 5:00 pm PST on July 15, 2016, in order for the application to be considered complete. Send applications to: shannon.lucas@wildlife.ca.gov. A hard copy of the signature page may alternatively be sent to the following address (postmarked on or before July 15, 2016):**

California Department of Fish and Wildlife

Habitat Conservation Planning Branch

Mailing Address: 1416 Ninth Street, 12th Floor, Sacramento, CA 95814

Attn: Shannon Lucas

1. The Implementing Entity (IE) is the organization designated in the NCCP and Implementing Agreement that is responsible for implementing the NCCP. IEs can be non-profit organizations, joint-powers authorities, local governments (such as cities or counties), or others. The IE may be the same as the Applicant. If the Applicant is the IE, then a support letter is not necessary. If a proposal covers multiple NCCPs, a letter must be included from each IE. For San Diego MSCP and MHCP subarea Plans, the IE is the permittee (i.e. City of San Diego), and if a proposal covers multiple subareas, a letter must be included from each subarea plan’s IE. [↑](#footnote-ref-1)