

**2016 CONCEPT PROPOSAL ATTACHMENTS IN FINANCIAL ASSISTANCE APPLICATION  
SUBMITTAL TOOL – NARRATIVE, MAP(S), AND BUDGET TABLE INSTRUCTIONS**

This section provides instructions for preparing three concept proposal attachments (Attachments): project narrative (Narrative), concept proposal maps (Maps), and [line item budget table](#). Combined, the three Attachments have a 15-page limit. Concept proposal Attachments should be prepared following the format and instructions below.

Please work with your Regional Board grants coordinator ([Attachment 2](#)) when developing your proposal.

**Attachments:**

**Narrative – Eleven-page limit.** Entitle the Narrative “Attachment A”.

**Maps – Three-page limit.** The maps are **not** considered part of the eleven-page Narrative. Entitle the maps “Attachment B”.

**[Line Item Budget Table](#) – One-page limit:** This table is not included in the eleven-page Narrative limit. The table should be entitled “Attachment C”.

**Note: Pages in excess of the stated limit will not be reviewed.**

**Formatting:** PDF format, letter (8.5” x 11”) size paper; single-spaced or wider; standard font - size 11 or larger; and one inch (1-inch) margins, except for the maps. The maximum map size is legal (11” x 17”), and may extend beyond the 1” margin within reason. Maps must be printable. Use page numbers and number all tables, figures, and maps.

Proposals and information that will **NOT** be reviewed are:

- A submittal (narrative, maps, and budget table) that exceeds the page limitations as described above;
- Additional attachments submitted outside of the required information stated in the [Solicitation Notice](#);
- Referenced designs, documents and provided web links not summarized within the Narrative (pertinent information should be summarized within the Narrative itself as referenced material will only be reviewed at the reviewers discretion); and
- FAAST application with Attachments that are not submitted before the deadline stated in the [Solicitation Notice](#).

**NARRATIVE (ELEVEN-PAGE LIMIT)**

**Title:** Entitle the Narrative as “Attachment A”.

**Organization:** Include the word “Attachment A”, the FAAST PIN#, and title of the project at the top/header of the first page. Information in the Narrative should be organized in the manner outlined in Sections A through I below. Deviating from the outline below may affect the evaluation of the Concept Proposal. Use the following section and subsection titles in the Narrative:

- A. Watershed and Project Description
  1. Watershed Description
  2. Project Description
- B. Technical Approach
- C. Monitoring and Assessment of Project Outcomes
  1. Project Tracking
  2. Water Quality Monitoring
- D. Watershed Approach
  1. Project Relationship to Existing Water Quality Impairment(s)
  2. Watershed Approach and Stakeholder Involvement
  3. Outreach and Education
- E. Project Team, Administration, and Partners
- F. Readiness to Proceed
- G. Project Financing and Funding Match
- H. Transferability
- I. Environmental Justice

**Guidelines for Sections A through I:**

Applicant responses should include but are not limited to responding to all of the following questions and statements that apply to their project.

**Section A. Watershed and Project Description**

**Section A.1. Watershed Description (5 points possible)**

Provide the background necessary for understanding the overall context of the watershed and project area.

Describe the physical watershed including:

- The overall geographic and ecosystem description of the watershed;
- A description of land uses and percentage of each land use in the watershed;
- The relative size of the project area in relation to the watershed (square miles and/or acres, and percentage of the watershed, etc.); and
- A description of water quality problems in the watershed and beneficial uses that are impacted.

### **Section A.2. Project Description (5 points possible)**

Provide a description of the Project including:

- The project you are proposing and the work to be done, including a summary of the major tasks, schedule (start and end date for each task), and the goals, objectives, and anticipated outcomes of the Project; and
- Discuss whether the Project is a complete implementation project, or part of a larger project. If this is part of a multi-phase project, describe the next steps for completing the remaining phases.

### **Section B: Technical Approach (10 points possible)**

Describe your technical approach including:

- The scientific and/or technical basis for your approach. If applicable, summarize pertinent information and support as referenced information and documents including designs, relevant literature, citations, studies, and/or weblinks outside of the submitted proposal will be reviewed at the reviewers discretion;
- How your project identifies a clear plan or process for prioritizing site selection including identifying high priority areas. If sites have already been selected, identify the sites and process that was used for identifying and prioritizing them;
- Management Measures (MMs) and Management Practices (MPs):
  - If MMs and MPs have not yet been determined, describe how the Project will identify, and prioritize appropriate MMs and MPs for implementation. See [California Management Measures](#) and Natural Resources Conservation Service (NRCS) [Practices Service Life](#) (or [NPS Grant Program webpage](#)) for MM/MPs; OR
  - If MMs have been determined, identify the type ([California Management Measures](#) and NRCS [Practice Service Life](#) or [NPS Grant Program webpage](#)), amount (e.g., acres, feet), and location of MMs and MPs that will be implemented.
- The long-term maintenance of MMs/MPs beyond the term of the grant;
- When and how an adaptive management framework will be used to refine the proposed technical and/or general approach. Further information on defining an adaptive management framework can be found in Chapter 13 of the [EPA Handbook](#); and
- If applicable, identify and describe any needed assessments or data gaps and how they will be addressed by the Project activities.

### **Section C. Monitoring and Assessment of Project Outcomes (5 points possible)**

#### **Section C.1. Project Tracking**

Describe how you will track your project to completion including:

- How you propose to monitor and track the progress of the project to completion (e.g., identify milestones, decision points, project management methods and tools, etc.) including with respect to TMDL compliance (if applicable); and
- How the effectiveness of the Project will be monitored and assessed, including any measures or indicators used to gauge performance.

## **Section C.2. Water Quality Monitoring**

In addition, for projects that include a water quality monitoring or data collection component, describe the following for both short-term (life of the grant) and, as appropriate, long-term (life of the project):

- An overview of the monitoring plan, including:
  - monitoring goals and objectives;
  - metrics (if known);
  - statistical/data analysis mechanisms that will be used and why they are appropriate for this project, and how the proposed monitoring activities will document Project effectiveness (e.g., pollutant load reductions, etc.); and
  - For Timber Fund only projects, data for delisting or positive trends of biological integrity can be used in lieu of load or concentration reductions.
- If the monitoring is part of a regional monitoring program or data collection effort and, if so, describe how the data collected may be of added value to the existing monitoring and water quality analysis efforts in the watershed (Applicant may cross-reference if discussed in Watershed Approach below [Section E.1]);
- How the proposed water quality monitoring plan will help demonstrate, map, and/or track the long-term water quality goals of the watershed-based plan, associated milestones, and applicable TMDL (include the use of GIS where appropriate);
- The entity(ies) responsible for conducting the proposed monitoring activities;
- Whether the proposed monitoring activities are covered under an existing Quality Assurance Project Plan (QAPP), or if a QAPP will need to be developed. The QAPP must conform with State Water Board's Surface Water Ambient Monitoring Program's Quality Assurance Program Plan ([SWAMP QAPrP](#)) requirements (See [General Requirements](#), Appendix 6 – [NPS Grant Program webpage](#), and [SWAMP Advisor](#));
  - If there is an existing QAPP, provide the weblink;
- How the data will be managed and made SWAMP or Groundwater Ambient Monitoring Assessment ([GAMA](#)) comparable to support statewide data needs. (See [General Requirements](#) and [SWAMP](#) or [GAMA](#) website);

Note: if applicable, data will need to be submitted into the California Data Environmental Data Exchange Network (CEDEN) (See [SWAMP Data Management](#) and [Data Comparability](#)). Data should be submitted to CEDEN through the appropriate SWAMP Data Centers and/or [GAMA](#) Program;
- If local watershed groups will be included in the data management and analysis process, discuss their roles; and
- In addition to your project monitoring, identify and describe additional monitoring efforts that may address the project's effectiveness.

## **Section D. Watershed Approach**

### **Section D.1. Project Relationship to the Water Quality Impairment (10 points possible)**

Describe the Project's relationship to the water quality impairment:

- Identify the Program Preference(s) that your project addresses (see Section I of the [NPS Grant Program Guidelines](#));
- If applicable, identify the TMDL(s) that the Project targets and provide a web link(s);
- Thoroughly describe the problem (impairment) that the Project will address, including pollutant(s), source(s), beneficial uses and land uses. Discuss whether this Project addresses any other pollutants or impairments in the Watershed (Applicant should discuss in more detail information provided in Watershed Description above [Section A.1]);
- Provide information about whether the Project's implementation activities are specifically identified in a watershed-based plan and/or TMDL(s) including associated documents (e.g., plans required by a TMDL);
- How this Project will address priority actions identified in the TMDL (and associated documents) and lead to the implementation of activities to reduce pollutant loads and or concentrations (This question does not apply to Timber Fund only projects that fall outside of a TMDL); and
- Estimate load reductions that the Project will achieve, how they were determined, and how they fit within the timeline of the Project. Provide anticipated annual pollutant load reductions/decreased concentration-based pollutant for Management Measures (MMs) and Management Practices (MMs) and the total estimated pollutant load reduction/decreased concentration-based pollutant for the Project.
  - Discuss how these load reductions relate to the overall impairment and loads identified in the Watershed Plan and if applicable TMDL (e.g., total pollutant load reduction identified in the watershed-based plan as necessary to restore water quality in the waterbody)

**(5 points possible for sections D.2 and D.3 combine)**

**Section D.2: Watershed Approach and Stakeholder Involvement**

Describe your watershed approach, including:

- How this project fits into a holistic watershed approach (including completed, ongoing, and future restoration activities) and other activities in the watershed to improve water quality and meet the goal(s) of the TMDL;
- Your participation in the activities of other stakeholders in these watershed activities;
- Who the stakeholders involved in your project are;
  - the mechanism and processes that will be used to facilitate stakeholder involvement and communication; and
  - how they will influence decisions made regarding Project management.
- If they are not directly involved in your stakeholder process, describe how you will coordinate and cooperate with relevant local, State, and Federal agencies.

**Section D.3 Outreach and Education**

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If the proposed project has an education and outreach component discuss:

- The goals and outcomes of the education and outreach task;
- The target audience, including key stakeholder groups to whom this task will be directed; and
- How the Project promotes increased awareness, training and or adoption of MMs/MPs through the use of education material, activities, and or technological transfer.

### **Section E. Project Team, Administration, and Partners (10 points possible)**

Discuss how the project will be executed, including:

- Identify the project team (including partners, contractors and subcontractors) and their roles in the project. Project team names and specific credentials and qualifications should be included;
- The project team's (including partners, contractors and subcontractors) relevant education, technical and administrative experience, knowledge, and skills and how they relate to the Project. If contractors or consultants have not yet been identified, describe what qualifications and specific expertise you will be looking for;
- The availability of the Project team and employees/staff to complete the work. You may provide examples of past successes in completing previous grant funded projects; and
- The partnership agreements and institutional structure that will be in place to support successful completion of the Project and consistent, long-term involvement in the Project.

### **Section F. Readiness to Proceed (5 points possible)**

Discuss timing of the Project and if all the required pieces are ready including:

- Whether you have all the necessary data and studies in place that are needed for this project to begin or whether they are going to be done/collected as part of the Project;
- Discuss any permits/approvals that may be required to implement the Project (e.g., local, State, federal); their current status, and the anticipated time frame for their completion; and
- If applicable, describe any landowner agreements that will be required and how you plan to secure them.

### **Section G. Project Financing and Funding Match (15 points possible)**

- Is match funding secured? If so, who will provide the match? Note: The match funding is based on the **total cost of the Project**;
- Provide the funding match percentage, which meets or exceeds the minimum (**25% total cost of the project**) as specified in Section D of the [NPS Grant Program Guidelines](#);

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- For match funding, describe how the cost share, match, in kind services etc. will be tracked throughout the Project (Applicant may cross-reference if discussed in Project Tracking above [Section C.1]);
- If applicable, provide a description of any prior investments the Applicant has made towards the Project (i.e., money previously spent on planning, design, or environmental compliance);
- Discuss the cost-effectiveness of your project; and
- Describe how this Project leverages other resources (e.g., programs, projects and funding) to accomplish more extensive implementation activities that will result in meeting the water quality goals of the watershed-based plan and TMDL.

#### **Section H. Adaptability/Transferability (2 points possible for each [4 total])**

- If applicable, discuss how your project has been adapted from a past effort and how your project utilizes established techniques; AND OR
- If applicable, discuss the benefits beyond the immediate Project area by demonstrating the applicability of the proposed activities to other watersheds or regions.

#### **Section I. Environmental Justice (2 points possible)**

Environmental Justice (EJ) is defined by California statute as "The fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of all environmental laws, regulations, and policies."

Bonus points will be given to projects that provide a direct benefit to EJ communities or that address EJ needs and issues. To qualify for bonus points, projects must provide a direct EJ benefit. If applicable, discuss how EJ communities will be involved in the proposed Project and if EJ communities will directly benefit from the proposed Project by addressing the following:

- Discuss efforts made to identify and address EJ needs and issues within the Project area;
- Discuss how the proposed Project will directly address an EJ issue/ community;
- Describe the demographics of the community in the Project area (race, income etc);
- Discuss how EJ communities within the Project area have been or will be involved in the planning/ assessment process;
- Document the water supply, water quality, and other environmental needs of the EJ communities and how these needs have been or will be addressed by the Project;
- If applicable, describe any negative impact the Project may have on EJ communities; and
- Describe how the Project leverages diverse local efforts and community-based collaborative strategies to involve people of all races, cultures and incomes, including minority populations and low-income populations or other disadvantaged populations and ensure that benefits are distributed equitably.

**Maps (three-page limit)**

**Title:** Entitle the Maps as “Attachment B”.

Provide a detailed map or set of maps of the project area as a separate attachment (Attachment B). The maps should clearly identify:

- Display the watershed polygon(s) where the project is located or denote the HUC-12(s) number on the map;
- Display or denote the affected NHD reach code within the specified watershed(s);
- Display or denote the CWA 303(d) listed water bodies within the specified watershed; and
- Other relevant information that will help reviewers understand the proposed project (e.g., locations identified as priority restoration sites, other key implementation activities, sampling sites and or stream gages).

Note: A template of the required information listed above is provided on the [NPS Grant Program webpage](#).

**Line Item Budget Table (one-page limit)**

**Title:** Entitle the Line Item Budget Table as “Attachment C”.

Complete the line item budget template. All costs must be directly related to Project implementation (i.e., no overhead).

Note: do not change the format setting and/or font in the budget tables.

**Line Item Budget Table (ONE-PAGE LIMIT)**

Provide a reasonable estimate of the cost for all work items (i.e., line item) including planning and design costs, and construction costs. Use the Line Item Budget Category Explanations below for estimating the Project costs. An EXCEL version of the line item budget table (Line Item Budget) is provided on the [NPS Grant Program webpage](#). The table should be submitted in **PDF format** as “Attachment C”. Use the font size and the format settings in the table template.

**Line Item Budget Category Explanations**

- *Direct Project Administration Costs* – Includes: salaries, wages, fringe benefits, office supplies, and equipment needed to support the project, staff travel costs (at or below the rate allowed for unrepresented State employees), and preparation of required progress and final reports. This budget category includes all such costs for the grantee and any partner agencies or organizations. Applicants are encouraged to limit such costs to less than 12% of the total proposal costs.

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- *Planning/Design/Engineering/Environmental Documentation* – For these efforts, differentiate costs between consulting services and/or agency/organization staff costs. Planning costs include: planning efforts, reconnaissance studies, feasibility studies, and preliminary reports. Design and engineering costs include: conceptual, preliminary and final design efforts, geotechnical reports, hydraulic studies, water quality investigations and efforts, and other engineering types of work. Include the costs of bid preparation and processing here. Environmental documentation costs include all efforts involved in the CEQA or NEPA process up to the point of the Notice of Determination, Finding of No Significant Impact, or Record of Decision.
- *Construction/Implementation* – Includes the summary of labor, materials, and equipment purchases and/or rentals. After bids are received, these costs will be the actual construction cost awarded to the qualified low bidder. The construction or implementation costs for Pilot Projects should be included here.
- *Environmental Compliance/Mitigation/Enhancement* – Includes those costs required by a CEQA/NEPA document to offset any potential damages caused by the Proposal. If these costs are included in the grant agreement awarded for construction or implementation of the Proposal, differentiate such costs for purposes of this budget.
- *Project Summary* – The summation of the costs for items (a) through (e) above.
- *Construction Administration* – Includes those costs required to supervise and administer the construction or implementation of the project. Differentiate costs between consulting services and agency staff costs to perform this work.
- *Other* – Includes costs for legal services, license fees, permits, any implementation verification costs, and any monitoring and assessment costs required during the construction/implementation of the Proposal. Do not include monitoring and assessment costs for efforts required after construction/implementation of the Proposal is complete. These costs are considered to be operation and maintenance costs and are not reimbursable.

**GRAND TOTAL [SUM (E) THROUGH (G) FOR EACH COLUMN] – THE SUMMATION OF THE COSTS FOR ITEMS (E) THROUGH (G) ABOVE.**