

URBAN STREAMS RESTORATION PROGRAM

Funded by

**THE SAFE DRINKING WATER, CLEAN WATER,
WATERSHED PROTECTION, AND FLOOD PROTECTION
ACT of 2000**

&

**THE SAFE DRINKING WATER, WATER QUALITY AND SUPPLY,
FLOOD CONTROL, RIVER AND COASTAL PROTECTION
BOND ACT OF 2006**

PROPOSITIONS 13 & 84

**PROPOSAL SOLICITATION PACKAGE &
APPLICATION**



STATE OF CALIFORNIA

THE DEPARTMENT OF WATER RESOURCES

October 2014

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INTRODUCTION

The California Department of Water Resources (DWR) is soliciting proposals for Urban Streams Restoration Program (USRP) grants. The legislature enacted Section 7048 of the California Water Code establishing the USRP to protect, restore and enhance urban creek channels through effective and efficient flood damage reduction approaches that will preserve, restore, and enhance natural environmental values to local communities. The legislation also allows DWR to fund such projects through a competitive grants program to the extent funds are provided in the State budget process.

The intent of this program is to fund projects that utilize innovative non-structural methods to return streams impacted by urban development to a more natural, stable state with the goals of 1) protecting and enhancing the natural, ecological value of streams, 2) preventing future property damage caused by flooding and bank erosion, and 3) promoting community involvement, education, and stewardship.

This Proposal Solicitation Package (PSP) details the application process, eligibility requirements, and review and scoring criteria for submitting grant proposals for the 2014 funding cycle. General information is covered in the front end of the PSP. This PSP is not a standalone document and the applicant will need to refer to the Urban Streams Restoration Program Guidelines for additional information, including information regarding grant agreement contract requirements. The USRP Guidelines can be found at the following link: <http://www.water.ca.gov/urbanstreams>. Potential applicants are encouraged to read both the USRP Guidelines and this PSP prior to deciding to submit an application. The application process for this PSP is a one-step process. All qualified interested parties are encouraged to submit a grant proposal.

Applications will be due by 5:00 PM on January 7, 2015.

A complete list of acronyms and a glossary of terms used throughout this PSP are available in Exhibit 11, Definitions and Acronyms.

1. AVAILABLE FUNDS

Approximately \$8 million is available statewide for this funding cycle. Individual projects can be awarded a maximum of \$1 million in USRP funds. This round of funding solicits proposals for \$5.8 million from Proposition 84 augmented with \$2.1 million in additional funds from Proposition 13.

2. ELIGIBILITY AND REQUIREMENTS

Applicants

All proposals must have two applicants, a sponsor and co-sponsor. The terms sponsor and co-sponsor are defined in Section 451.1 of Title 23 of the California Code of Regulations and in Exhibit 11, Definitions and Acronyms. One applicant must be a local public agency and the other a citizens' group, which is defined by Section 451.1 of Title 23 of the California Code of Regulations to include non-profit organizations. Either party may act as sponsor, who will be considered the lead for the project and have responsibility for fiscal management of the project. If the sponsor is a citizens' group that is not a non-profit organization, it must designate a fiscal agent to act on its behalf, and provide evidence that the fiscal agent agrees to so act. California Native American Tribes may apply for grant funding as a sponsor or co-sponsor if they are registered as a non-profit organization, and they partner with a local agency.

Ownership/Site Control

If the entire project site is not owned by one of the applicants, the application package must include letter(s) from the property owners that state support for the project, and allow the applicants (with reasonable notice), to access, implement, and when applicable, operate and maintain the project. See Exhibit 8 for more information on Site Control.

Funding Match/Cost Share Requirements

While no specific amount of local matching funds is required to receive a grant, applicants that contribute something to the project are generally more competitive. The contribution may be a financial match of the grant, an in-kind contribution, or a combination of both.

Examples of these contributions include:

- Labor
- Materials
- Expertise such as planning, design, permitting, implementation, monitoring, maintenance, or project interpretation (i.e. seminar or educational workshop)
- Use of heavy equipment
- Right of way/easements
- Funds

Projects

Projects funded by the URSP must be designed for a creek, stream, or river that crosses built-up residential, commercial, or industrial property, or which crosses land where, in the near future, the land use will be residential, commercial, or industrial (Water Code, §7048(e)). Waterways satisfying this definition may be perennial or ephemeral.

Additionally, projects must have the following elements:

- Protect, restore or enhance ecological viability of riparian or riverine ecosystems.
- Provide flood management or erosion control benefits.
- Promote public awareness and local stewardship of streams.
- For those projects acquiring real property, real property must be acquired only from a willing seller(s).
- Seek a grant in an amount not to exceed \$1 million.
- Comply with other laws and regulations pertinent to the project site including, but not limited to:
 - National Environmental Policy Act (NEPA)
 - California Environmental Quality Act (CEQA)
 - California Endangered Species Act (CESA)/federal Endangered Species Act (ESA)
 - Clean Water Act/Porter Cologne Act
 - Urban Water Management Act and AB1420
 - Groundwater Management and Statewide monitoring requirements

Examples of Eligible Projects

- Projects designed to use bioengineering techniques to install plant materials, large woody debris, rock, biodegradable fabrics, mulch, fencing, irrigation or drainage systems necessary to control erosion, stabilize banks, improve channel capacity, promote natural stream processes, or diversify habitats.
- Projects designed to organize and/or supervise volunteer labor to clear trash and excessive debris from stream channels and perform revegetation, erosion control and bank stabilization work.
- Projects designed to develop and implement stream restoration and/or flood plain/corridor restoration plans. Planning projects must contain an action component indicating that on-site work will be performed.
- Projects designed to remove culverts or storm drains as needed to stabilize and

restore channels while preserving or accomplishing flood control objectives and improving habitat value.

- Projects designed to carry out nonstructural flood control actions that contribute toward the goal to protect, restore and enhance natural stream environments, including the acquisition of land, and the elevation, relocation and/or flood proofing of public or private structures in conjunction with restoration activities.
- Projects that utilize local citizens' groups, neighborhood volunteers, community conservation corps, or Nonprofit organizations, to provide local stream stewardship and education, or implement flood mitigation, restoration, or cleanup activities.
- Projects designed to improve or provide riparian habitat on streams in heavily impacted urban areas, such as day lighting a buried stream or attenuating excess runoff due to nearby or planned development.

Examples of Ineligible Projects

- Exclusively educational or fish and wildlife enhancement projects.
- Lakes or reservoir enhancements.
- Wetlands or marsh projects, except where restoration will reduce flooding or erosion or address sediment problems on an adjacent urban stream.
- Projects that do not include an "on-the-ground" implementation component (a planning only grant).
- Mitigation for development or other projects (though USRP can fund restoration activities which are above and beyond mitigation requirements at the same site if clearly distinguished from mitigation work)
- Projects focused on flood management without an environmental component.
- Projects solely carrying out long-term maintenance activities.

3. GENERAL REQUIREMENTS

Urban Water Management Plan

Project sponsors and co-sponsors that are water supply agencies, or sub-divisions of water supply agencies, must provide documentation showing they have a complete Urban Water Management Plan or are not subject to the Urban Water Management Planning Act (California Water Code, §10610 et. seq.).

For additional information regarding the *Urban Water Management Planning Act*, see Exhibit 12 for web links to the DWR site.

Labor Code Compliance

Applicants must comply with the requirements of Labor Code Sections 1770 et seq. In addition, sponsors and co-sponsors that award contracts for a public works project financed in any part with funds made available by Proposition 84 must adopt and enforce a Labor Compliance Program (LCP) pursuant to California Labor Code Section 1771.5(b) in accordance with Public Resources Code Section 75075. Compliance with applicable laws, including California Labor Code provisions, will be an obligation of the project sponsor and co-sponsor under the terms of the grant agreement.

As a condition for receiving USRP reimbursements, project sponsors and co-sponsors that award contracts for public works must provide proper documentation that they have complied with the LCP requirement. For further information on the LCP requirements see Exhibit 12 for web links to the Department of Industrial Relations website.

California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA)

The project sponsor and co-sponsor must demonstrate a plan to comply with all applicable requirements of CEQA and NEPA and provide a schedule that outlines when the appropriate environmental documents will be completed. Once CEQA documentation has been completed, DWR will consider the environmental documents and decide whether to continue to fund the project or to require changes, alterations, or other mitigation. Work that is subject to a CEQA document shall not proceed until and unless CEQA documents are approved by DWR. Such approval is fully discretionary and shall constitute a condition precedent to any work for which it is required. See Exhibit 12 for web links to CEQA information and the State Clearinghouse Handbook (CWC §79506).

Permitting

The project sponsor and co-sponsor are solely responsible for complying with permitting requirements for their project. As part of the application, sponsors must identify required permits, state whether they have received or begun the process to obtain permits, and indicate which permits could significantly delay project implementation. Prior to construction, sponsors must provide an updated checklist indicating that applicable permits have been secured.

A project permitting checklist, which can be found in Exhibit 7, is provided to help identify potential permits that may be required for the project. Actual permits required

will depend on the size, scope and location of the project. For additional information see Exhibit 12 for web links to the permitting section on the USRP website.

Conflict of Interest Provisions

All applicants are subject to State and federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent grant agreement being declared void. Other legal action may also be taken. Before submitting an application, applicants are urged to seek legal counsel regarding conflict of interest requirements. Applicable statutes include, but are not limited to, California Government Code Section 1090 and Public Contract Code Sections 10410 and 10411.

Cultural, Tribal Notification

Applicants seeking Proposition 84 funding should note that Public Resources Code Section 75102 requires lead agencies to notify tribal entities prior to adoption of Negative Declarations or Environmental Impact Reports (EIRs) pursuant to CEQA, if traditional tribal lands are within the area of the proposed project.

Eligible/Ineligible Costs

Direct project-related costs specified in the grant agreement will be eligible for reimbursement. All eligible costs must be supported by appropriate documentation. Costs incurred prior to the performance period may be eligible for reimbursement, at the Department's discretion. Some overhead costs are eligible for reimbursement (see Exhibit 11 Definitions and Acronyms for definition of overhead costs).

Confidentiality

Once an application has been submitted to DWR, any privacy rights, as well as other confidentiality protections afforded by law with respect to the application package are waived.

4. SCHEDULE

The schedule below shows the timeline from release of the PSP through the award of funding for the grant cycle. Updates for the events listed in this schedule may be required at the discretion of DWR. When finalized, an updated schedule will be posted on the USRP website. Any updates to the schedule may also be advertised through fliers, email announcements, and news releases. Parties that are not already on the mailing list and wish to receive updates on the USRP can join the mailing list by visiting the USRP website.

Urban Streams Restoration Program Schedule	
Milestone or Activity	Schedule ⁽¹⁾
Release USRP PSP and on-line application. The PSP will be announced through the following: USRP website, email notification, and DWR's Grant Review and Tracking System (<i>GRanTS</i>) website notification system.	October 21, 2014
<p>Applicant Workshops</p> <p>Department of Water Resources 901 P Street, Room 422 Sacramento, CA 95814 <i>The Sacramento meeting will include a webinar, please see USRP website for more information</i></p> <p>Chico Public Library 1108 Sherman Avenue Chico, CA 95926</p> <p>Department of Water Resources, Southern Region Office 770 Fairmont Ave, Suite 102 Glendale 91203</p> <p>Department of Water Resources, South Central Region Office 3374 East Shields Avenue Fresno, 93726</p>	<p>November 6, 2014 at 1:00pm</p> <p>November 13, 2014 at 1:30pm</p> <p>November 18, 2014 at 1pm</p> <p>November 19, 2014 at 10:30am</p>
Grant applications must be submitted via <i>GRanTS</i> by 5:00 PM. Applications submitted after the due date will not be reviewed or considered for funding.	January 7, 2015
Initial funding recommendations released for public comment	<i>March 2015</i>
DWR approves final grant awards	<i>May 2015</i>

(1) *Italics denote approximate dates.*

5. APPLICATION INSTRUCTIONS

When to Submit

DWR utilizes the Grant Review and Tracking System (GRanTS), a web-based tool for managing grant proposals and related documents. The system can be accessed from the following link to the homepage: <http://www.water.ca.gov/grants/>

Applications must be submitted on GRanTS by:

5:00pm, January 7, 2015.

How to Submit

Online: Any interested party or organization can register with the GRanTS system at anytime. From the homepage, click on “Sign in” which will take you to the log-in page. To register, click “Registration” and follow the steps to complete the process for each user and organization. Please see the Quick Start Guide, available on the “Getting Started” section of the homepage, for further instructions.

After registering, navigate to the “Urban Streams Restoration 2014” on the Active PSPs list to apply for this USRP application cycle.

The online grant application in GRanTS consists of seven sections or “tabs” outlined in the Application Checklist below. Within GRanTS, pull down menus, text boxes, or multiple-choice selections will be used to fill in answers to the questions. GRanTS will allow applicants to type text or cut and paste information from other documents directly into a GRanTS submittal screen. Applicants are encouraged to review the GRanTS Quick Start Guide, available from the above link, prior to completing the on-line application. If an applicant has questions as to the content or the information requested in the PSP, please contact USRP at the phone numbers or emails listed in the Contact Information Section at the end of this document. If an applicant has questions or problems with GRanTS, contact a GRanTS Administrator with your questions at (888) 907-4267 or GRanTSadmin@water.ca.gov. In special cases, DWR may allow for alternate means of submittal; such as a hard copy. In such cases, prior arrangements with USRP staff is required.

Use the checklist provided below to ensure your application is complete. Applications will be scored based on responses in the application questions tabs and the attachments tab. For more information about scoring, see Section 6 Review and Scoring Criteria.

Application Checklist

APPLICANT INFORMATION TAB	
APPLICANT INFORMATION	
<input type="checkbox"/>	<u>Organization Name:</u> Provide the name of the Agency/Organization responsible for submitting the application. Should the Proposal be successful, this Agency/Organization will be the Sponsor.
<input type="checkbox"/>	<u>Tax ID:</u> Provide the federal tax ID number of the Agency/Organization submitting the application.
<input type="checkbox"/>	<u>Point of Contact:</u> <ul style="list-style-type: none"> • Select “Add New User” to add an unregistered user. Please select Division (address will be auto populated) and type the First Name, Last Name, E-mail, and Phone (Direct) of the new user. Please note that the e-mail address will be the new user’s login name. • Select “Existing Register Users” to select the registered user associated with the organization specified above. The rest of the contact information (Division, Address, e-mail, etc.) are auto populated once the above registered user is selected.
<input type="checkbox"/>	<u>Point of Contact Position Title:</u> Provide the title of the point of contact.
<input type="checkbox"/>	<u>Proposal Name:</u> Provide the title of the Proposal.
<input type="checkbox"/>	<u>Proposal Objective:</u> Briefly describe how the Proposal helps achieve the objectives of the USRP.
BUDGET	
<input type="checkbox"/>	<u>Other Contribution:</u> Enter other State funds being used. If none, enter zeros.
<input type="checkbox"/>	<u>Local Contribution</u> (Funding match): Provide the total funding match that will be committed to the Proposal.
<input type="checkbox"/>	<u>Federal Contribution:</u> Enter Federal funds being used. If none, enter zeros.
<input type="checkbox"/>	<u>In-kind Contribution:</u> Provide the total amount of in-kind services in dollars. In-kind contribution refers to work performed by the grantee, the cost of which is considered funding match instead of, or in addition to, actual funds from the grantee being used as cost match. If there is no in-kind contribution, enter zeros.
<input type="checkbox"/>	<u>Amount Requested</u> (Grant Funds Requested): Provide the amount of total grant funds requested.
<input type="checkbox"/>	<u>Total Proposal Cost:</u> Provide the total project cost, in dollars. Total project cost is automatically calculated based on the contribution amounts entered above.
GEOGRAPHIC INFORMATION	
Latitude and longitude in degrees, minutes, and seconds. See Exhibit 12 Useful Web Links for GIS mapping tools.	
<input type="checkbox"/>	<u>Latitude:</u> Enter the latitude that best represents the center of the project or main point of access.
<input type="checkbox"/>	<u>Longitude:</u> Enter the longitude that best represents the center of the project or main point of access.
<input type="checkbox"/>	<u>Longitude/Latitude Clarification:</u> Only use if necessary.

<input type="checkbox"/>	<u>Location</u> : Identify the approximate location.
<input type="checkbox"/>	<u>County</u> : Provide the county in which the project is located. If the project is located in more than one county, hold down the control key and select all that apply.
<input type="checkbox"/>	<u>Groundwater Basins</u> : Provide the groundwater basin in which the project is located. To locate the appropriate groundwater basin see Exhibit 12 Useful Web Links.
<input type="checkbox"/>	<u>Hydrologic Region</u> : Provide the hydrologic region in which the project is located. To locate the appropriate hydrologic region see Exhibit 12 Useful Web Links.
<input type="checkbox"/>	<u>Watershed</u> : Provide the watershed in which the project is located. To locate the appropriate watershed see Exhibit 12 Useful Web Links.
LEGISLATIVE INFORMATION	
<input type="checkbox"/>	Enter the State assembly, State senate, and U.S. congressional districts in which the region is located (use district numbers only, not the name of the Legislator). For regions that include more than one district, Hold the control key down and select all that apply.
PROJECTS TAB	
<i>This section contains information about the project contained in the proposal. Budget, Geographic Information and Legislative Information can be copied from the Applicant Information Tab</i>	
<input type="checkbox"/>	<u>Project Name</u> : Provide the same project name that was used in the Applicant Information Tab.
<input type="checkbox"/>	<u>Implementing Organization</u> : Select the sponsor from the drop down list.
<input type="checkbox"/>	<u>Secondary Implementing Organization</u> : Provide the name of the co-sponsor.
<input type="checkbox"/>	<u>Proposed Start and End Dates</u> : Provide the anticipated start and end dates.
<input type="checkbox"/>	<u>Scope of Work, Project Description, and Project Objective</u> : Can be left blank.
<input type="checkbox"/>	<u>Benefit Level</u> : Can be left blank.
APPLICATION QUESTIONS: PROJECT REQUIREMENTS TAB	
<input type="checkbox"/>	<u>Q1</u> . Proposal Summary: In one or two paragraphs describe the project in these terms: What is the problem, when did it occur, who is being adversely affected, where is it in relation to the affected community, why is it important to be addressed at this time, and how will the project address the problem?
<input type="checkbox"/>	<u>Q2</u> . Describe the current hydrologic conditions. Include information on the type of stream (perennial, intermittent, ephemeral), channel configuration (natural, channelized, culverted, etc.), and factors affecting stream function such as watershed development, land use changes, dams, or other artificial constrictions.
<input type="checkbox"/>	<u>Q3</u> . Is the project planned in conjunction with or in lieu of local flood control projects? If so, provide the following information: <ul style="list-style-type: none"> • Identify and describe the local, State or federal flood management agencies involved in the project. • Describe the proposed plans for the project and stage of the planning process. • Discuss involvement of the appropriate federal, State or local flood agency. Have they concurred that the project is compatible with flood protection purposes?

<input type="checkbox"/>	<u>Q4.</u> What will happen to the existing habitat if this project does not occur? Will the habitat improve, decline, or be entirely lost? Over what time period?
<input type="checkbox"/>	<u>Q5.</u> Discuss the compelling need for the project and make a case for its competitiveness in this funding cycle. Include whether there is an urgent need for the project (e.g. bank failure, water quality issue, etc.), if it is a crucial phase and continuation of previously funded work by DWR (please also list the previous project's name and the year it was funded), and if the project provides an innovative non-structural approach to restoration which might influence other imminent projects in the area.
APPLICATION QUESTIONS: COMMUNITY SUPPORT & COLLABORATION TAB	
<input type="checkbox"/>	<u>Q1.</u> Explain the community and institutional support for the project. Is the project benefiting a disadvantaged community? How does the project incorporate local agency and citizens' group participation in planning, design or implementation?
<input type="checkbox"/>	<u>Q2.</u> Has there been any opposition to the project? If so, explain the nature of the concerns and how they will be addressed. Describe any efforts or compromises needed to address potential conflicts between competing user groups.
<input type="checkbox"/>	<u>Q3.</u> Discuss any demographic, social, and/or cultural issues that are important to the community and will influence design, implementation, and maintenance for the project. Summarize any previous community involvement to date within the project area. If no community involvement to date, explain how the community would be involved.
<input type="checkbox"/>	<u>Q4.</u> Explain how the project will benefit the community during and after construction.
APPLICATION QUESTIONS: ORGANIZATIONAL CAPACITY & PROJECT SUSTAINABILITY TAB	
<input type="checkbox"/>	<u>Q1.</u> Describe the applicant's experience in completing this type of project or similar projects within the scheduled timeframe and within the allowable budget. 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 and the person/organizations being considered.
<input type="checkbox"/>	<u>Q2.</u> Will predicted long-term climate change and/or sea-level rise pose a threat to the watershed? Will surrounding lands or land uses have any impact on the project's sustainability? If so, how will the project adapt to these changes or conditions?
<input type="checkbox"/>	<u>Q3.</u> Will the project fully treat problems at the site or will additional stream-related problems exist? If additional problems will remain, briefly describe the scope and funding needs of other similar projects or phases that would fully address these problems and discuss why the proposed improvements in this application have priority.
<input type="checkbox"/>	<u>Q4.</u> Who owns the property at the project site? If the property is not owned by the sponsor or co-sponsor, has the landowner given permission to perform work on the site?
<input type="checkbox"/>	<u>Q5.</u> What are the initial and long term management or maintenance plans for the project site? How will you evaluate success of the project's long term goals? How will the community remain invested in the project beyond implementation and monitoring? What entity will perform the long term maintenance?

APPLICATION QUESTIONS: PROJECT READINESS, ADDITIONAL BENEFITS, & OTHER SOURCES OF FUNDS TAB	
<input type="checkbox"/>	Q1. A Labor Compliance Program (LCP) is required for public works projects funded under Proposition 84. Will the sponsor or co-sponsor be able to provide evidence of an approved LCP from the Department of Industrial Relations to DWR prior to accepting funds? If not, explain.
<input type="checkbox"/>	Q2. Is the sponsor or co-sponsor a water supplier? If so, has the water supplier submitted an Urban Water Management Plan (UWMP) to DWR? Has the plan been verified as complete by DWR? If not, explain and provide the anticipated date for having a complete UWMP.
<input type="checkbox"/>	Q3. What is the current state of the planning process for the project? Are there any technical studies that will need to be completed prior to project implementation?
<input type="checkbox"/>	Q4. Discuss the permits obtained and still needed for project implementation as well as any other anticipated factors that could delay the project?
<input type="checkbox"/>	Q5. Describe any other additional benefits the project will provide outside of restoration, flood protection, and stewardship (eg. recreation, education and outreach, economic, aesthetic, establishing new partnerships, etc.).
<input type="checkbox"/>	Q6. Discuss all funding sources for this project including local match, in-kind services, secured funds and any other potential but unsecured funds (such as applications to other grant programs). What are the consequences if the project is not funded or receives partial funding from DWR? If the project was partially funded, which components are of the highest priority and can certain components be implemented as “stand alone” phases?
ATTACHMENTS TAB	
<input type="checkbox"/>	<p>A1. Resolution – (See Exhibit 1 Resolution Templates) Both the project sponsor and the co-sponsor are required to provide a signed resolution or letter of intent to immediately pass a resolution stating the intent to carry out the project and who (by position title) will act as the designated authority and project manager. Both resolutions shall designate the same person (by position title) as the project manager. The project manager should have authority to delegate responsibility for various tasks, including submitting invoices to DWR for reimbursement. The resolution must also explain how your agency has addressed or will address CEQA requirements.</p> <p>If not submitted with the application, the resolutions must be submitted before the contract will be approved, if the project is awarded a grant. Grant reviewers may consider whether the resolutions are included in the application packet when evaluating readiness to proceed with implementation.</p> <p><u>The resolution from the sponsor endorsing this application must identify any and all co-sponsor partnerships for the project.</u></p>
<input type="checkbox"/>	<p>A2. Application Signature Page – (Download from website) Complete the Application Signature Page and obtain signatures from designated authorities of the sponsor and co-sponsor. Upload a scanned copy on the <u>GRanTS</u> site. The Application Signature Page can also be found in Exhibit 2.</p>

<input type="checkbox"/>	<p>A3. Project Description – (See Exhibit 3 Project Description). In addition to responses to questions in the Project Requirements Tab, the Project Description attachment provides further information about the project for reviewers to score the application under the Project Requirements/Statutory Conditions section (see scoring criteria table on Page 19).</p> <p>Describe the project and include the following items.</p> <ol style="list-style-type: none"> 1. Describe the current conditions and problems at the site. 2. How will the project fix the problems? 3. How will the project change/improve functions? 4. What are the benefits of the project?
<input type="checkbox"/>	<p>A4. Maps and Diagrams - Include maps and diagrams relevant to the project site and work planned. This includes:</p> <ul style="list-style-type: none"> • Regional and site location maps, indicating access to and ownership of the site. • State and federal floodplain maps for the project area that show the location of the project relative to mapped flood zones as applicable. • Summary of a concept restoration plan that includes a cross-section, and plan-view and longitudinal profile for both the proposed restoration project as well as existing conditions. • A list of plants that currently inhabit the site (dominant overstory and understory species) and a list of plants (with native species highlighted) that are proposed for implementation. • Any additional maps, photos, etc. that will help evaluate the benefits of the project.
<input type="checkbox"/>	<p>A5. Photos - Include labeled digital photographs of the project site clearly showing existing or potential flooding or erosion problems and locations of proposed stream and habitat restoration work. Including labeled photographs of historic stream conditions is encouraged.</p> <p>DWR will require all grant recipients to provide additional photo documentation during and after implementation of restoration projects.</p>
<input type="checkbox"/>	<p>A6. Proposed Scope of Work – Provide a detailed, concise, and specific scope of work. Should the project be selected for funding, this attachment may be used as the grant agreement’s scope of work.</p>
<input type="checkbox"/>	<p>A7. Budget – Include an estimated budget broken down by individual task and subtask which match the scope of work, ongoing funding sources for long term maintenance costs, and project funding from other parties (State, federal, local, in-kind and other funding sources) contributing to the project costs and whether those funds are anticipated or committed. Should the project be selected for funding, this attachment may be used as the grant agreement’s budget. See Exhibit 4 for eligible costs and an example budget.</p>
<input type="checkbox"/>	<p>A8. Schedule – Provide a schedule for implementation of the project showing the sequence and timing of the proposed work items. The schedule should show the start and end dates and milestones. Should the project be selected for funding, this attachment may be used as the grant agreement’s schedule. See Exhibit 5 for an example schedule.</p>

<input type="checkbox"/>	<p>A9. CEQA – (Download Environmental Information Form (EIF) from website) Attach a completed EIF as well as any draft or final CEQA documents that are available. If none are available, provide a completed Initial Study checklist. If the CEQA document has been published on a website, that website address can be submitted in lieu of attaching the entire document and should be included in the EIF. The EIF can also be found in Exhibit 6.</p>
<input type="checkbox"/>	<p>A10. Permits - (Download Project Permit Checklist from website) Applicants are required to indicate the type of permits necessary to complete the project, permitting submittal and acquisition status, and potential project delays due to permitting. The permit checklist can also be found in Exhibit 7.</p>
<input type="checkbox"/>	<p>A11. Letters of Support – Attach letters of support from community groups, non-profit organizations, co-sponsors, or politicians. Please be sure these letters clearly state the name of the stream and the project sponsor. One of the selection criteria for project eligibility is community support. Letters with specific commitments to participate carry more weight than those voicing general support. If letters of support become available after the due date and are not included with the grant application, they can be submitted to USRP; however, there is a chance that they might not be included in the review.</p>
<input type="checkbox"/>	<p>A12. Property Data Sheet and Property Acquisition Cost Schedule – (Download both documents from website) Complete the property data sheet for all parcels included in the project. Complete the Property Acquisition Cost Schedule for projects if applicable. The Property Data Sheet and Property Acquisition Cost Schedule can also be found in Exhibits 8 and 9 respectively.</p>
<input type="checkbox"/>	<p>A13. Letters from Landowners – (See website for example) If the project site is not owned by one of the project sponsors, include letter(s) from the property owner(s) stating support for the project and willingness to manage the stream in accordance with the goals of the USRP. If the project includes acquisition, attach Willing Seller letters from affected landowners. (See Exhibit 10 for Willing Seller questionnaire)</p>

6. REVIEW AND SCORING CRITERIA

Eligibility and Completeness

All applications will be reviewed for eligibility and completeness. A complete application is one that is submitted on time on GRanTS and contains all required attachments. In special cases, DWR may allow for alternate means of submittal; such as a hard copy. In such cases, prior arrangements with USRP staff is required. All applications that meet the eligibility requirements and are considered complete will be evaluated for funding. During the evaluation period, a project may be deemed ineligible by USRP if there are conflicts with existing Federal, State, or local laws, rulings, ordinances, or regulations.

Application Evaluation and Selection

Proposals will be evaluated using the following criteria to determine an initial ranking, with a score of 100 points possible. **Points will be attributed to each section and not to individual questions.**

Criteria	Points
1. Project Requirements/Statutory Conditions	38
2. Community Support and Collaboration	20
4. Organizational Capacity & Project Sustainability	13
5. Project Readiness	16
6. Additional Project Characteristics and Benefits	5
7. Other Sources of Funds & In-Kind Contributions	8
Total Points Possible	100

Proposals will be evaluated by a Technical Evaluation Team (TET). After proposals are evaluated and scored by the TET together with any potential project cost adjustments or project deferments, USRP staff will submit the recommendations to the Management Review Team (MRT) for review. The MRT may modify the recommendations of the TET relative to which projects receive funding, their priority ranking, and the dollar amounts allocated to each project. Written recommendations of the priority ranking (as specified in Section 451.5 of Title 23 of the California Code of Regulations) and funding allocations are then sent to the Deputy Director for approval. The recommendations of the MRT will be posted on USRP's website for a 15-day comment period.

Additional Funding Considerations

- DWR will consider the balance between small and large projects (as specified in Water Code Section 7048(b)(3)).
- DWR may consider other factors in the final grant awards, such as but not limited to, multiple agency collaboration, support and involvement of community groups, economic benefits, statewide significance, and the geographic distribution of bond funds. Partial funding may be considered to fully maximize grant awards.

Public Review Process

Following the 15-day comment period, the MRT recommendations, and any comments received together with USRP staff recommendations will be forwarded to the Director for final action. The Director may modify the final content and priority order of the list and the amount of funding for each project. Funded and non-funded project applicants will be notified and a list of awarded projects will be posted on the USRP website.

Contact Information

An FAQ regarding the solicitation can be found on the Program website.

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GRanTs Administrator (888) 907-4267 or GRanTAdmin@water.ca.gov

EXHIBITS

Exhibit 1: Resolution Templates

Exhibit 2: Application Signature Page

Exhibit 3: Project Description

Exhibit 4: Eligible Costs & Example Budget

Exhibit 5: Example Schedule

Exhibit 6: Environmental Information Form

Exhibit 7: Permit Checklist

Exhibit 8: Land Control/Site Tenure Requirements & Property Data Sheet

Exhibit 9: Land Acquisition Cost Schedule and Instructions

Exhibit 10: Example Willing Seller Letter

Exhibit 11: Definitions and Acronyms

Exhibit 12: Useful Web Links

**Forms can be downloaded from the Urban Streams Restoration Program website:
www.water.ca.gov/urbanstreams**

EXHIBIT 1: Resolution Templates

The Urban Streams Restoration Program requires both the sponsor and the co-sponsor to submit a resolution of support for the proposed project. (For administrative purposes, designate a position rather than a specific individual when providing designations of those with authority.)

Public agency resolution

The local public agency resolution should state that the agency is sponsoring the project or is aware of the plans and will act as co-sponsor, if a citizens' group is sponsoring the project. The resolution must also explain how the agency has addressed or will address CEQA, designate a person (by title of position) from the agency to sign a grant contract, and designate a person (by title of position) to act as Project Manager. The Project Manager should be the same person designated in the citizens' group resolution and will have authority to delegate responsibility for various tasks, including submitting invoices to DWR for reimbursement (see page 24 for a sample resolution for local public agencies).

If the resolution cannot be drawn up and adopted before the application is due, a letter of intent will be accepted until the resolution can be submitted. This letter should be signed by a mayor or city manager, if a city is applying; a chairperson of the board of supervisors, if a county is applying; or the manager or director, if a water district or agency is applying. If one of these people is not available, the signature of a designated staff person or assistant will be accepted. The letter must state support for the project, accept responsibility for compliance with CEQA, and state when the resolution will be sent to DWR.

Citizens' group resolution

If the applicant is a citizens' group, a resolution is required from the board of directors or authorized representatives stating that the group or organization is the sponsor of the project or that it supports the project if the local government agency is the sponsor. The resolution must also designate a person (by title of position) from the organization to sign a contract, and a person (by title of position) to act as Project Manager. The Project Manager should be the same person designated in the public agency resolution and will have authority to delegate responsibility for various tasks, including submitting invoices to DWR for reimbursement.

The resolution should also state how CEQA compliance will be met (see page 25 for a sample resolution for citizens' groups).

If there is no time to get a resolution drawn up before the due date, a letter of intent signed by the chairperson or designated assistant of the chairperson will be accepted or other authorized representative in cases where there is no chairperson. The letter must express support for the project and state when the resolution will be sent to DWR.

Notes for both parties

Both resolutions must designate the same person by title of position to act as the Project Manager. This may be someone from the local public agency or the citizens' group, which can

include ad hoc groups as further described below.

If not submitted with the application, resolutions must be submitted before the contract will be approved, if the project is awarded a grant. Grant reviewers may consider whether resolutions are included in the package when evaluating readiness to proceed with implementation.

Ad hoc groups

An ad hoc group may act as the citizens' group sponsor for the project. Usually in this case, the governmental co-sponsor will act as the fiscal agent to submit invoices to DWR. However, if the governmental co-sponsor will not have staff acting in this capacity, the sponsor must secure a fiscal agent, in the form of another local public agency or an organization having non-profit status. The fiscal agent must submit a letter or resolution stating support for the project and agreeing to act as agent, and show evidence of federal tax-exempt status. The fiscal agent submits all documentation to the State and receives funds from the State on behalf of the sponsor and co-sponsor.

Exhibit 1A: Local Public Agency Resolution Template

Resolution endorsing the application for an Urban Streams Restoration Program Grant and determining appropriate environmental impact document, conditionally accepting grant if offered, and designating project representative, contract manager, and fiscal agent.

WHEREAS, the California Department of Water Resources, FloodSAFE Environmental Stewardship and Statewide Resources Office, Urban Streams Restoration Program has announced the availability of funds for grants; and

WHEREAS, said grants are intended to help solve flooding and erosion problems in a way that provides environmental *enhancement*; and

WHEREAS, the (Sponsor) has proposed to sponsor a grant application with the (Co-sponsor); and

WHEREAS, we have concluded the project proposed for funding with grants would be environmentally beneficial and (pick one of the following):

- a) categorically exempt from requirements of the California Environmental Quality Act (CEQA) under one or more of the following exemptions per sections 15300-15333 of the CEQA Guidelines: (select appropriate exemption class) _____;
- b) we have adopted a(n) (identify the name and year of environmental document, e.g., Negative or Mitigated Negative Declaration, Environmental Impact Report, date) _____;
- c) we will comply with all requirements of CEQA and other environmental permits prior to implementation of the project.

WHEREAS, we consider the prospects of receiving a grant to be reasonably likely;

NOW, THEREFORE, BE IT RESOLVED

We the (Local Public Agency) approve the joint application with (Citizen's Group) for an Urban Streams Restoration Program grant.

If offered such a grant, we authorize (Title of person signing Agreement as the Local Public Agency Project Representative) or their designee to accept and sign any contract for administration of the grant funds, and (Title of Project Manager) or their designee to act as Project Manager for the project. We hereby delegate authority to the Project Manager to manage the Agreement including the submission of invoices, and to delegate authority to others to provide management and support services required for performance of the work and administration of the Agreement.

(LOCAL PUBLIC AGENCY)

(Signature) (print name below signature)

(Title)

DATE: _____

- (The resolution should be certified and the votes should be listed here at the bottom of the form)
- (Please ensure that only titles of individuals, not actual names, are listed in this resolution)

Exhibit 1B: Citizens' Group Resolution Template

Resolution endorsing the application for an Urban Streams Restoration Grant and determining appropriate environmental impact document, conditionally accepting grant if offered, and designating project representative, contract manager, and fiscal agent.

WHEREAS, the California Department of Water Resources, FloodSAFE Environmental Stewardship and Statewide Resources Office, Urban Streams Restoration Program has announced the availability of funds for grants; and

WHEREAS, said grants are intended to help solve flooding and erosion problems in a way that provides environmental *enhancement*; and

WHEREAS, the (Sponsor) has proposed to sponsor a grant application with the (Co-sponsor); and

WHEREAS, we have concluded the project proposed for funding with grants would be environmentally beneficial and (pick one of the following):

- d) categorically exempt from requirements of the California Environmental Quality Act (CEQA) under one or more of the following exemptions per sections 15300-15333 of the CEQA Guidelines: (select appropriate exemption class) _____;
- e) a(n) (identify the name and year of environmental document, e.g., Negative or Mitigated Negative Declaration, Environmental Impact Report, date) _____ has been adopted for the project;
- f) all requirements of CEQA and other environmental permits will be met prior to implementation of the project.

WHEREAS, we consider the prospects of receiving a grant to be reasonably likely;

NOW, THEREFORE, BE IT RESOLVED

We the (Citizens' Group) approve the joint application with (Local Public Agency) for an Urban Streams Restoration Program grant.

If offered such a grant, we authorize (Title of person signing Agreement as the Citizens' Group Project Representative) or their designee to accept and sign any contract for administration of the grant funds, and (Title of Project Manager) or their designee to act as Project Manager for the project. We hereby delegate authority to the Project Manager to manage the Agreement including the submission of invoices, and to delegate authority to others to provide management and support services required for performance of the work and administration of the Agreement.

(CITIZENS' GROUP)

(Signature) (print name below signature)

(Title)

DATE: _____

- (The resolution should be certified and the votes should be listed here at the bottom of the form)
- (Please ensure that only titles of individuals, not actual names, are listed in this resolution)

EXHIBIT 2: Application Signature Page

Project Name:	
Sponsor Name and Mailing Address	Check one: Local Public Agency Citizens' Group
Sponsor's Representative whose title is identified in resolution	
Name:	Title:
Phone:	Email Address:
I certify that the information contained in this project application, including required attachments, is complete and accurate. I certify that I have the legal authority to submit the proposal on behalf of the sponsor, and the sponsor has the legal authority to enter into a contract with the State.	
Signed: _____	Date: _____
Sponsor's Project Manager – Person with day to day responsibility for project (if different from authorized representative)	
Name:	Title:
Phone:	Email Address:
Co-Sponsor Name and Mailing Address	Check one: Local Public Agency Citizens' Group
Co-Sponsor's Representative whose title is identified in resolution	
Name:	Title:
Phone:	Email Address:
I certify that the information contained in this project application, including required attachments, is complete and accurate. I certify that I have the legal authority to submit the proposal on behalf of the co-sponsor, and the co-sponsor has the legal authority to enter into a contract with the State.	
Signed: _____	Date: _____
Co-Sponsor's Project Manager	
Name:	Title:
Phone:	Email Address:
Fiscal Agent and Mailing Address (if applicable)	Check one: Local Public Agency Non-Profit
I certify that my agency will serve as Fiscal Representative for the Sponsor (No other certification implied)	
Signed: _____	Date: _____

EXHIBIT 3: Project Description (maximum 3 pages)

Does the project include: (check all that apply) Planning Implementation
 Acquisition Public Access Education

Section 1 Describe the current conditions and problems at the site. Include information related to:

- Flooding and erosion issues such as property damage, bank failure, sedimentation, safety hazards etc.
- Environmental issues such as vegetation, invasive species, native wildlife and aquatic species habitat, water quality, etc.
- Stewardship issues such as involving the community and educating them against harmful practices.

Section 2 How will the project address the problems identified in Section 1?

Describe the stream restoration and watershed management techniques that will be utilized in this project. Discuss any biotechnical or other innovative non-structural methods to be utilized. If the project will use conventional construction materials like manufactured block or concrete, describe why these materials were selected vs. other alternatives, and how these materials will be integrated into the landscape in a natural way.

Section 3 How will stream functions change/improve?

Describe specific riverine or riparian functionality that will be established with the project, including but not limited to:

Structures: channel, riparian corridor, floodplain, terrace, pools and riffles, etc.

Processes: transporting sediment, forming and/or reforming bars and pools, flooding onto the floodplain, restoring habitat for threatened or endangered species, or re-establishing wildlife corridors.

Dynamics: re-vegetating to provide shade and erosion control on floodplain, providing food for insects or removing exotic species.

Section 4 Describe the benefits provided by the project.

Describe how the final project design will result in immediate project benefits, including how the project will reduce flooding and/or erosion problems to stabilize the site? Quantify where possible, and provide a basis for the estimate, including any modeling that has been completed.

Does the project remove or improve any culverted, channelized, or other stream impairments that affect flood flow, fish passage, or other environmental factors?

Does the project include any innovative techniques such as biotechnical bank stabilization to reduce flooding or control erosion?

Discuss overall improvements to habitat for fish and wildlife, flood risk and erosion reduction, channel morphology and function, environmental stewardship and community involvement.

EXHIBIT 4: Eligible Costs & Example Budget

Eligible Costs

Direct project-related costs specified in the grant agreement will be eligible for funding, consistent with Section 451.3 of Title 23 of the California Code of Regulations. Costs incurred prior to applying for or entering into a grant agreement for funding may be reimbursed at the Department's discretion. All costs submitted for reimbursement must be supported by appropriate documentation.

Certain types of projects may require the services of a licensed professional engineer or licensed professional geologist to comply with the requirements of the Business and Professions Code Section 6700 et seq. (Professional Engineers Act) and Section 7800 et seq. (Geologists and Geophysicists Act). This may affect your project budget.

Eligible costs include, but are not limited to, the following:

Project Management and Administration— Coordinating staff, consultants, or volunteers; managing planning, design, and construction, managing contracts and contractors; completing reports, grant documents, bid preparation documents, and invoices; coordination with utility companies; overhead expenses incidental to but directly related to the project (see note on Reimbursable Overhead Expenses, page 30).

Planning and Design – baseline assessments, surveying, engineering, hydrology and hydraulic analysis, modeling; coordinating public involvement in design process.

Permitting and CEQA Compliance – site surveys and assessments; time spent meeting with regulatory agencies; preparing reports; preparing draft and final CEQA documents, and responding to comments.

Project Construction – Labor, materials, and equipment for all phases from site preparation to the completion of the project, including excavation, grading, soil/water testing, monitoring during construction, on-site/field supervision, etc.

Project Establishment and Evaluation – Follow up work during plant establishment period; adaptive management activities and project assessment prior to end of the Project Performance Period.

Signs – Construction and placement of informational signs, which describe the project and its connection with larger river and watershed processes and for required DWR and Bond acknowledgement signs.

Acquisition – Costs of acquiring real property including: purchase price of the property at approved Fair Market Value, appraisals, surveys for boundary adjustments, preliminary title reports, escrow fees and title insurance fees.

Contingency – Up to 10% of the grant may be budgeted for contingency costs. All such costs must be eligible per these guidelines. Contingency funding is available for use in any of the budget categories. Explanation may be required prior to expenditure of contingency funds.

Specific notes on eligible costs:

Personnel or Employee Services – Costs for services of the Grantees' employees directly engaged in project execution must be computed according to the Grantees' prevailing wage or salary scales, and may include benefit costs that are customarily charged to the grantee's various projects. Costs charged to the project must be computed on actual time spent on the project and evidenced by time and attendance records describing the work performed on the project or as payroll records. Overtime costs may be allowed under the grantees' established policy provided the regular work time was devoted to the same project.

Be sure to include prevailing wages in your cost estimates, as applicable. Any project financed with funds made available by the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) must comply with all provisions of Section 1771.5 of the California Labor Code. Refer to the Department of Industrial Relations' Division of Labor Statistics and Research website, <http://www.dir.ca.gov/DLSR/PWD/index.htm>, for general prevailing wage determinations.

Salaries and wages claimed for employees working on State grant funded projects must not exceed the Grantee's established rates for similar positions.

Consultants – Reasonable costs directly related to the project are eligible for reimbursement and must be documented. Travel costs are subject to State rates.

Equipment - Equipment owned by the Grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the Grantee's normal accounting practices. The equipment rental rates published by the California Department of Transportation or local prevailing rental rates may be used as a guide.

If the Grantee's equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use to the project, and be signed by the operator and supervisor.

Depending on what is most economical, equipment may be leased, rented, or purchased at the discretion of the Department. If equipment is purchased with grant funds for the project, its residual market value must be credited against the project costs upon

completion of the project. Costs for purchase of moveable equipment (i.e. backhoes, mowers, trucks) that are not an integral part of the project are not eligible.

Supplies and Materials – Supplies and materials may be purchased for a specific project or may be drawn from a central stock, providing they are claimed at a cost no higher than paid by the Grantee. When supplies and/or materials are purchased with the intention of constructing a piece of equipment, a structure or a part of a structure, the costs that are charged as supplies and materials may be capitalized according to the Grantee’s normal practice or policy. If capitalized, only that cost reasonably attributable to the project may be claimed under the project.

California native plants used in the project should be from plant source materials originally collected from the local watershed or applicable surrounding area, when feasible. Costs of collecting and growing native plants are eligible for funding. The Department may request verification of the original source for the plant material stock.

Relocation costs - Relocation costs are allowable for Acquisition projects that result in displacement of any person and/or business. Grantee must comply with the State Relocation Act requirements (Chapter 16, Section 7260 et seq., Government Code) even if relocation costs are not claimed for funding as part of the grant request.

Reimbursable Overhead Expenses – Reimbursable overhead expenses are the necessary costs incidentally but directly related to the project including an appropriate pro-rata allocation of expenses that are regularly assigned to all such projects in accordance with the standard accounting practices of the grantees. Reasonable overhead expenses may be included as project costs and the amount will depend on the complexity of the project preparation, planning, coordination, construction, acquisitions, implementation and maintenance.

Other Expenses - In addition to the major categories of expenditures, funding may be provided for miscellaneous costs necessary for project execution at the State’s discretion. Some of these costs may include:

- Premiums on hazard and liability insurance to cover personnel and/or property.
- Work performed by another section or department of the Grantee's agency that can be documented as direct costs to the project. (See Personnel or Employee Services, page 29).
- Transportation costs for moving equipment and/or personnel.
- FEMA Letter of Map Revision (LOMR) - Expenses incurred for analysis and preparation of a LOMR, when applicable.

EXAMPLE BUDGET

Where possible, quantify the components of the project (e.g. labor, materials, etc), the lateral and linear extent of restoration work, labor, materials, and equipment requirements. Indicate tasks to be funded by Urban Streams Restoration Program and by other sources, as well as in-kind contributions.

Project Elements (SAMPLE ONLY)	Unit Price	Units	Quant.	Total Project Costs	Urban Streams Restoration Grant	Local Contributions (Specify)	Other Funding Source(s) (Specify)
<u>Direct Project Management & Administration</u>							
Staff Time							
Incidental Charges	LS	LS	LS				
Consultants							
<i>Subtotal</i>							
<u>Planning, Design & Permitting</u>							
Staff Time							
Consultants							
Permit Costs	LS	LS	LS				
<i>Subtotal</i>							
<u>CEQA Compliance (if applicable)</u>							
Staff Time							
Consultants							
<i>Subtotal</i>							
<u>Subtotal Preconstruction Costs</u>							
<u>Implementation/Construction</u>							
Labor							
Materials							
Equipment							
or Bid Items							
<i>Subtotal</i>							
<u>Land Acquisition (if applicable)</u>							
Staff Time							
Consultants							
Appraisal, Escrow, Title Reports, etc.							
<i>Subtotal</i>							
<u>Contingency (not to exceed 10% of grant)</u>							
<i>Grant Completion Date:</i>							
GRAND TOTAL:							

Category listing should be detailed and customized to fit the project proposal. Each funding source, whether in-kind or cash should have its own column. Specify in-kind or cash in each column heading. The unit price multiplied by the quantity equals the Total Project Costs column. The USRP Grants and Other Funding Sources should also sum to the Total Project Costs column. LS = Lump Sum.

EXHIBIT 5: Example Schedule

	2015				2016	2017	2018
Project Elements (Sample Only)	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st -4th Qtr	1st -4th Qtr	1st -4th Qtr
Project Administration							
Quarterly & Final Report Preparation	D	D	D	D	DDDD	DDDD	DDDD
Public Meetings and Notices							
Labor Compliance Program	D						
Pre-implementation: Designs, CEQA/Permitting, Bidding, etc.							
Finish final designs	D						
CEQA & Regulatory Compliance		D			D		
Contractor Bidding and Selection							
Site Preparation							
Implementation/Construction							
List activities from the scope of work specific to implementation (i.e. boulder revetment, grading, planting, etc...)							
Post Construction Monitoring							
List activities from the monitoring plan specific to monitoring and maintenance (i.e. weeding, plant replacement, surveying, annual reporting, etc...)					D	D	D

Legend: D- Denotes a deliverable submitted to DWR

EXHIBIT 6: DWR Environmental Information Form

Grantees are responsible for complying with all applicable laws and regulations for their projects, including the California Environmental Quality Act (CEQA). Work that is subject to CEQA shall not proceed under this Agreement until documents that satisfy the CEQA process are received by the Department of Water Resources and DWR has completed its CEQA compliance. Such approval is fully discretionary and shall constitute a condition precedent to any work for which it is required. Once CEQA documentation has been completed, DWR will consider the environmental documents and decide whether to continue to fund the project or to require changes, alterations or other mitigation.

Grantee Name: _____

Project Manager: _____

Phone Number: _____

Grant Agreement #: _____

Address: _____

1. List the source of any other grants or funds received from the Department of Water Resources to implement a portion of this project.

2. Is this project exempt from CEQA compliance? Yes No (if no-skip to #3)

If "yes", provide reasons for exemption. Cite the CEQA Article, Section and Title of the exemption, if appropriate.

CEQA statutory exemptions: <http://ceres.ca.gov/ceqa/guidelines/art18.html>

CEQA categorical exemptions: <http://ceres.ca.gov/ceqa/guidelines/art19.html>

Check appropriate box below:

- Lead Agency has already filed a Notice of Exemption (NOE) with the State Clearinghouse and/or County Clerk.
- Lead Agency will file a NOE with the State Clearinghouse and/or County Clerk. Provide estimated date: _____
- Lead Agency will NOT file a NOE with the State Clearinghouse and/or

County Clerk.

If Lead Agency chooses not to file a NOE, sufficient documentation and information must be submitted to the DWR Project Manager, along with this form, to allow DWR to make its own CEQA determination.

3. If the project will require CEQA compliance, identify the Lead Agency.

CEQA Lead Agency: _____

4. Please check types of CEQA documents to be prepared:

- Initial Study
 Negative Declaration/Mitigated Negative Declaration
 Environmental Impact Report

5. Please describe the status of the CEQA documents, expected date of completion, and estimated cost, if requesting DWR funds relating to CEQA compliance:

6. If the CEQA document has been completed, please provide the name of the document and the State Clearinghouse number if available. Submit a copy of the document to the DWR Project Manager if it was not submitted with the original application.

7. Please list all environmental permits you must obtain to complete the project: (attach additional pages as necessary)

8. This form was completed by:

Name

Phone Number

Signature

Date

EXHIBIT 7: Permit Checklist

Permitting Agency	Type of Requirement	Required?	Applied?	Acquired?	Date Anticipated
Federal Agencies:					
U.S. Army Corps of Engineers (USACE)	Clean Water Act Section 404 Permit, in consultation w/USFWS & NMFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Fish and Wildlife Service (USFWS), or NOAA Fisheries	Biological Opinion (Section 7 Endangered Species Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Agencies:					
California Department of Fish and Wildlife	Streambed Alteration Agreement (Section 1600)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
California Department of Fish and Wildlife	Incidental Take Permit, or consistency determination (CA Endangered Species Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
California Department of Transportation (Caltrans)	Encroachment Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
California Coastal Commission	Letter of Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regional Water Quality Control Board (RWQCB)	401 Water Quality Certification or Waste Discharge Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Water Resources Control Board	Construction Activities Storm Water General Permit (RWQCB in Lake Tahoe and San Jacinto watersheds)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Central Valley Flood Protection Board	Permission to Encroach on Waterways within Designated Floodways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Lands Commission	Permit required if using State owned property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Office of Historic Preservation	Cultural Resources Assessment (National Historic Preservation Act, Section 106) – required by USACE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local and Regional Planning Agencies					
City/County	Grading Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
City/County	Environmental Health Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
City/County	Road use permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
San Francisco Bay Conservation and Development Commission	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tahoe Regional Planning Agency	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local Resource Conservation District	Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flood Control Districts	Floodway & Hydrological Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others (List):					

EXHIBIT 8: Land Tenure/Site Control Requirements & Property Data Sheet

The Department recognizes that specific activities may change over time; however, uses of the project property must remain compatible with the USRP in accordance with the following requirements:

Projects That Include Acquisitions

The Grantees or the Grantee's successor in interest shall use the real property acquired with grant funds only for the purpose for which the grant was made and make no other use or sale or other disposition of the property without the Department's written permission.

A document must be recorded against the real property that defines the State's interest in the property. Exceptions granted as appropriate and at the Department's sole discretion.

The Grantees shall not use any portion of the real property for mitigation (e.g. to compensate for adverse changes to the environment elsewhere) or as security for any debt without the Department's written permission.

Management & Maintenance – All Projects

USRP projects generally should be maintained for a minimum of ten (10) years, unless the Department permits otherwise. The USRP includes restoration of natural stream processes, and recognizes that streams are dynamic systems which change over time. To facilitate project success, grantees shall provide a mutually agreeable plan of long-term management and maintenance as part of their grant agreement. Specific terms and conditions appropriate to the scope of the project may be negotiated prior to grant execution.

With the Department's approval, the Grantees or the Grantees' successor in interest in the property may enter into an agreement with another party to maintain and operate the property in accordance with this program.

Grantees may be excused from their obligations for operation and maintenance of the project site only upon the Department's written approval for good cause. "Good cause" includes, but is not limited to, natural disasters that destroy the project improvements and render the project obsolete or impracticable to rebuild.

Working on Private Property

An applicant may propose a project that includes working on private properties; however, to be competitive the project must also result in a larger community benefit (e.g. bank stabilization work on several private properties that contributes to downstream community flood reduction benefits). If the project site is not owned by one of the project sponsors, the application package must include letter(s) from the property owner(s) stating support for the project, allowing access by the project sponsor(s) to implement the project, and willingness to manage the stream in accordance with the goals of the program (or to allow the project sponsor(s) to manage the stream for an appropriate period with the Department's concurrence to ensure success of the project).

Property Data Sheet

Owner Name	Address of Property to be Acquired	Mailing Address of Owner	Email Address	APN	Acreage	Type of Property Interest to be Acquired		
						Fee Simple	Easement*	Other*

*Please describe the following :

Easement

If acquiring a conservation easement, describe the proposed restrictions and reservations for the easement and the funding mechanism available to support the plan.

Other

If applicable, describe other property interests to be acquired.

EXHIBIT 9: Land Acquisition Cost Schedule and Instructions

Project Name:	
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Indicate fee or easement:		
Willing Seller? (check one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No/Unsure

ACQUISITION BUDGET				
I. Land Value				
Fair Market Value	DWR Share	Other Share	Other Share Description	Total Cost
Improvements				
Other				
Subtotal				
II. Associated Costs				
Preliminary Title Rpt.	DWR Share	Other Share	Other Share Description	Total Cost
Appraisal				
Negotiations				
Escrow				
Surveying				
Site Assessment				
Other				
Subtotal				
III. Other Costs				
Administration	DWR Share	Other Share	Other Share Description	Total Cost
Contingency				
Subtotal				
Grand Total				

ACQUISITION SCHEDULE		
Description	Timeframe	Comments
Request appraisals		
Submit appraisal and title report for State approval		
Submit instruments of conveyance, escrow instructions, and purchase agreements for State approval		
Close of escrow and complete acquisition		

Land Acquisition Cost Schedule Instructions

Complete a separate form for each escrow.

1. **Estimated fair market value of land and improvements** – Provide an estimate for each parcel. On a separate sheet, describe existing improvements and explain the proposed use or disposition.

Note: The State must approve the fair market value of the acquisition.

2. **Relocation Costs** – Attach additional pages as needed. Provide a parcel-by-parcel analysis of the extent of the relocation assistance required by Government code and the *State Relocation Act*, Chapter 16, Section 7260.

Include at a minimum:

- a. Number of persons/businesses displaced.
 - b. Types of displaced entities (families, small retail businesses, large wholesale or manufacturing enterprises, farms, churches, hospitals, etc.).
 - c. Tenure (month-to-month rent, long-term lease or fee title) of the displaced entities.
 - d. Special problems inherent in relocating the displaced entities (lack of adequate replacement housing, large inventory of merchandise to be moved, or unique quality of the enterprise difficult to duplicate at any other location).
3. **Preliminary Costs** – Provide an estimate of the preliminary acquisition costs. Direct staff and consultant costs are limited to \$10,000 per grant.
 4. **Cost of State approval of appraisal, transaction review, etc.** – For cost estimation purposes, use \$10,000 per escrow.
 5. **Contingency** – Grantees are allowed to use ten percent (10%) for contingency to cover unexpected eligible costs. For USRP projects with both acquisition and implementation, the contingency for the whole project may not exceed 10 percent (10%).
 6. **Required signage** – Provide an estimated cost of required signage.
 7. **Other** – Include any additional tasks directly related to the proposed acquisition.
 8. **Acquisition timeline** – Provide the estimated dates of completion for each acquisition task. (Grantee should submit evidence of progress on the acquisition, e.g. appraisal, title report, purchase documents, correspondence with owner, etc., within 6 months of grant execution.)

EXHIBIT 10: Example Willing Seller Questionnaire

USRP Willing Seller Questionnaire

Project Name

Property owner mailing info to be filled in by sponsor:

Name:

Address:

City and zip:

Property Address (es):

Assessor Parcel Number (APN):

Please check the appropriate paragraph below (filled out by resident):

- Subject to terms yet to be negotiated that are mutually acceptable to seller and buyer, I would be willing to sell the property and/or grant an easement restricting the use of the property listed above to the (*sponsor name*) for fair market value in accordance with the Federal Land Acquisition rules.
- I am not willing to sell the property listed above to the (*sponsor name*) for fair market value in accordance with the Federal Land Acquisition rules.

If you are willing to sell, please provide the following information:

Best time to contact you: _____

Telephone #: _____ Cell: _____

Email: _____

Signature of land owner (trustee, etc.)

Date signed

EXHIBIT 11: Definitions and Acronyms

Term	Definition
Acquisition	Means obtaining a fee interest or any other interest in real property, including easements, leases, and development rights.
Bioengineering	Means the use of horticultural and landscape planting techniques with live materials, in conjunction with grading, earth moving, and conventional soil stabilization structures, to produce a self-repairing, low-cost composite bank or channel.
Biotechnical Methods	Means the use of mechanical elements in combination with live vegetation to arrest and prevent slope failures and erosion. The mechanical elements may include large organic structures like wood and natural rock as well as man-made materials like concrete and engineered rock revetment.
California Native American Tribe	A federally recognized California Native American tribe or a non-federally recognized California Native American tribe that is on the contact list maintained by the Native American Heritage Commission (NAHC) as defined in the State of California Tribal Consultation Guidelines, Supplement to General Plan Guidelines.
Citizens' Group	Means an organization of the public which has no official governmental status, including but not limited to clubs, societies, neighborhood organizations, advisory councils, and nonprofit local community conservation corps and other nonprofit organizations.
CEDEN	California Environmental Data Exchange Network
CEQA	California Environmental Quality Act
CASGEM	California Statewide Groundwater Elevation Monitoring
CWC	California Water Code
Community	Means a population of persons residing in the same locality under the same local governance, such as a city, town, county, or named unincorporated area.

Term	Definition
Conservation Easement	Means any limitation in a deed, will or other instrument in the form of an Easement, restriction, covenant or condition which is or has been executed by or on behalf of the owner of the land subject to such easement and is binding upon the successive owners of such land, and the purpose of which is to retain land predominantly in its natural, scenic, historical, agricultural, forested or open-space condition (Civil Code Section 815.1).
Co-sponsor	Means a local public agency involved in planning, flood control or waterway management or an individual or citizens' group interested in floodplain management and stream restoration which, jointly with the sponsor, supports and actively participates in a project. There may be more than one co-sponsor for a single project. If the sponsor is a local agency, at least one co-sponsor must be a citizens' group and vice-versa.
Department	Means the California Department of Water Resources
Disadvantaged Community	Means a community with an annual median household income that is less than 80 percent of the statewide annual median household income.
Easement	Means an interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists.
Eligible Project Costs	Reasonable costs associated with carrying out a project as described in Section 451.3 of Title 23 of the California Code of Regulations, including the reasonable costs of organizing community and/or volunteer groups, engineering, land and easement acquisition, legal fees, preparation of the application for funding, preparation of environmental documentation, environmental mitigation, and construction. Cost incurred prior to applying for or entering into a contract for grant funding may be reimbursed at the Department's discretion. Costs that are not eligible include regular operation and maintenance costs, and costs for the purchase of movable equipment not an integral part of the project.
Endorse or Endorser	Means a group or individual who expresses written support for a grant application and may or may not have a commitment to actively participate.

Term	Definition
Enhancement	Means the process of improving upon current conditions, and may be used to describe a program that would result in a channel gaining desired features, while considering conditions for fish and wildlife. It is distinguishable from “restoration” in that it does not imply merely a return to natural conditions, but may include the provision of recreation or other features that were not part of the natural channel.
EIR	Environmental Impact Report
Fair Market Value	Means the value placed upon the property as supported by an appraisal that has been reviewed and approved by the State.
Flood mitigation measures	Refers to selective removal of excess sediment or debris deposited during a flood event which is likely to deflect or restrict flows and increase flooding or erosion in the future, bioengineering projects to restore streambanks damaged during flood events, and revegetation efforts to improve the fluvial geomorphology of streams.
Hardscape	Are “engineered elements” within a natural environment.
In-Kind	Non-cash donations, from governmental or private sources, and includes volunteer time, materials and services.
LCP	Labor Compliance Program
Land Tenure/Site Control	A grantee or applicant that owns the project land or has other legal long- term interest with the landowner that is satisfactory to the State.
Local Agency	Means any political subdivision of the State of California, including but not limited to any county, city, city and county, district, joint powers agency, local community conservation corps agency, or council of governments.
Local Community Conservation Corps	A Nonprofit benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, or an agency operated by a city, or city and county, which is certified by the California Conservation Corps under Section 14507.5 of the Public Resources Code. These organizations may also be referred to as local urban conservation corps or local conservation corps to avoid confusion with the California Conservation Corps.

Term	Definition
Nonstructural	Refers to measures which solve flooding or erosion problems without physically changing the dimensions of a waterway. This may include floodplain zoning, land acquisition, flood insurance, watershed management, debris removal, and flood-proofing of existing structures by elevating or building a berm around them, but does not include constructing storage reservoirs or lining channels.
Other Sources of Funds	Means cash or in-kind contributions that are required or used to complete the project beyond the grant funds provided by the Urban Streams Restoration Grant program.
Overhead Costs	Expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. Examples of overhead costs include salaries and benefits of employees not directly assigned to a project; functions such as personnel, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc.
Planning	Planning includes conceptual designs, pre-schematic work, such as initial architectural and engineering plans prepared during the preliminary project phase; schematic documents; technical consulting; construction design; preparation of construction bidding documents; permits or appraisals. Planning costs are distinct from “hard” project costs of actual construction or acquisition.
Project	Means the acquisition or development activity to be accomplished with urban streams restoration grant funds, and other funds if necessary, that meets eligibility requirements.
PSP	Proposal Solicitation Package
Public Access	Public rights of way or easements that allow access to a project site.
PRC	Public Resources Code
Restore	Means to reproduce and reestablish the physical and biological characteristics of a natural channel which would occur at a given location under the current climatic, geologic and hydrologic conditions. Either a natural channel that has been damaged or a channel that has been modified by human efforts can be restored.

Term	Definition
Riparian Habitat	Means lands that contain habitat which grows close to, and which depends upon, soil moisture from a nearby freshwater source.
Riverine	Means living in, growing in, or located in a stream.
Sponsor	Means a local public agency involved in planning, flood control or waterway management or an individual or citizens' group interested in floodplain management and stream restoration which is acting as the principal party making the grant application and which will have primary responsibility for executing the contract, submitting the invoices and receiving reimbursements.
Stable and Stabilize	Refer to the state or process of bringing a channel to a condition of equilibrium in which the dimensions and gradient are appropriately matched to the watershed and the runoff of water and sediment, with the objective to have a self-maintaining system.
Stream Clearance	Refers to removal of garbage, junk and excessive vegetation to allow for more effective geomorphic functioning of the stream, so that there is neither excessive deposition or excessive erosion, while maintaining suitable vegetation and woody debris to provide aquatic and riparian habitat.
Sustainable Materials	Sustainable Materials inflict little or no harm on the environment either through their production or subsequent use.
Urban Stream	Means a creek which crosses built-up residential, commercial, or industrial property, or which crosses land where, in the near future, the land use will be residential, commercial, or industrial
USRP	Urban Streams Restoration Program
Watershed Plan	A document that sets forth a strategy to achieve an ecologically stable watershed
Willing Seller	Means the project property owner(s) is/are a willing participant(s) in the proposed real property transaction and at a purchase price not to exceed fair market value as verified by the State.

EXHIBIT 12: Useful Web Links

DWR

Homepage:	www.water.ca.gov/
Urban Streams Restoration Program:	www.water.ca.gov/urbanstreams/
FloodSAFE California:	www.floodsafe.water.ca.gov/
Floodplain Assistance Section:	www.water.ca.gov/floodmgmt/lrafmo/fmb/fas/
CASGEM Program:	www.water.ca.gov/groundwater/casgem/
Urban Water Management:	www.water.ca.gov/urbanwatermanagement/
USRP Implementing Statute:	http://www.water.ca.gov/urbanstreams/docs/CWC_7048.pdf

CEQA

Environmental Information	www.ceres.ca.gov
California State Clearinghouse Handbook:	http://opr.ca.gov/docs/SCH_Handbook_2012.pdf

Labor Compliance

Department of Industrial Relations, Labor Compliance Programs:	www.dir.ca.gov/lcp.asp
DIR Public Works Homepage:	http://www.dir.ca.gov/Public-Works/PublicWorks.html

FEMA

National Flood Insurance Program:	www.fema.gov/national-flood-insurance-program
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GEOGRAPHIC INFORMATION

California watersheds:
[http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map\[1\].pdf](http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map[1].pdf)

GIS Mapping tools:
<http://transition.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>.
<http://www.water.ca.gov/grants/map.cfm>

Groundwater Basins and Hydrologic Regions:
<http://www.water.ca.gov/groundwater/bulletin118/gwbasins.cfm>