



Stewardship Council

Enhancement Grant Program

2020 Enhancement Concept Application Guidelines

Due: April 27, 2020 by 5 PM PST

Submit to: Enhancement@stewardshipcouncil.org

Contact: Steve Schweigerdt, 916-277-0700

Introduction

The Stewardship Council is requesting a concept application from organizations wishing to conduct projects on the Watershed Lands described below. Funding awards are anticipated to be announced in January 2021.

The Stewardship Council is a private not-for-profit foundation formed in 2004 as part of a Pacific Gas and Electric Company (PG&E) settlement agreement with the California Public Utilities Commission (CPUC)—Final Order and Settlement Agreement, and the Stipulation Resolving Issues Regarding the Land Conservation Commitment (Stipulation). The Stewardship Council is responsible for developing and implementing a land conservation plan for the permanent protection of 140,000 acres of PG&E's watershed lands (Watershed Lands) located within the Sierra and Cascade mountain ranges, and Eel River watershed. The overarching goal of the plan, as well as the enhancement program, is to preserve and enhance the following six beneficial public values (BPVs) on the Watershed Lands:

- Protection of Natural Habitat of Fish, Wildlife, and Plants
- Preservation of Open Space
- Outdoor Recreation by the General Public
- Sustainable Forestry
- Agricultural Uses
- Protection of cultural and historic resources

The focus of the Enhancement Program is to fund projects that will enhance the BPVs on the PG&E Watershed Lands. This document provides guidance on the application process, including eligibility and concept application requirements. Concept applications will be evaluated by a formal internal committee, which will identify the highest scoring concepts; those organizations will be invited to submit a full proposal for further committee review and potential award. ***Interested applicants should***

discuss concepts with Stewardship Council staff prior to submittal, at enhancement@stewardshipcouncil.org or (916) 277-0700.

Key Requirements of Enhancement Program

Location of Projects - All projects funded by the Stewardship Council shall be located on the PG&E Watershed Lands. Maps of the PG&E Watershed Lands can be found online at stewardshipcouncil.org/land_conservation/planning_units/.

Types of Eligible Projects - Grants will be awarded for projects that address the following categories:

- Habitat Restoration such as meadow or riparian habitat restoration, revegetation, and fuels treatments.
- Physical Improvements such as new or additional trails, day use areas, onsite structure improvements, and noxious weed treatments.
- Protection which may include studies or plans, but directs the majority of funds toward physical enhancements to the land, such as fencing, berms, vehicle barriers such as boulders, and signage.

Project Selection Considerations - The Stewardship Council Enhancement Program is a competitive program and grants are recommended by an Enhancement Review Committee (ERC) comprised of Stewardship Council board members and outside experts. The Stewardship Council seeks applications that clearly identify and meet needs, deliver high quality projects, and address many of the following six considerations:

- Contribution to preserve or enhance one or more BPVs
- Capacity and demonstrated ability to implement the project
- Includes feasible implementation timeline, including time for permitting and environmental review
- Provides youth and youth serving organizations meaningful opportunities and partnerships
- Leverages funding from other sources
- Includes partnerships and stakeholder support

Eligibility Criteria for Grant Applicants - Organizations that are eligible to apply to the Stewardship Council for enhancement projects must meet the following criteria:

1. The applicant must be a federal and California tax-exempt organization under sections 501(c)(3) and 509(a)(1) or (2) of the Internal Revenue Code; or, a public agency as defined in section in Section 170(c)(1) or Section 511(a)(2)(B) of the Internal Revenue Code; or, a federally or state recognized tribe.

2. The applicant must have been in existence for at least one fiscal year prior to the date of the application.
3. The applicant has an annual operating budget that exceeded \$100,000 in the prior fiscal year.

Applicants invited to submit a full proposal will be required to submit a copy of the appropriate documentation proving tax exempt status.

Organizations that may not meet, or have questions about, the criteria listed above are advised to contact the Stewardship Council prior to preparing and submitting a concept application.

Permission of Landowner - The Watershed Lands that are subject to the Stewardship Council's land conservation program consist of lands that are either being donated to certain qualified organizations or lands that will continue to be retained and managed by PG&E subject to a conservation easement to protect and enhance the BPVs.

Enhancement projects proposed on land that is not owned by the applicant will require written evidence of support from the landowner, though not required at concept stage. Applicants invited to submit a full proposal on PG&E retained lands will consult directly with PG&E to determine feasibility and support, and be required to submit a Third-Party Use Request to PG&E for review and approval. The "Third-Party Review and Approval Process" includes PG&E's evaluation of proposed project for: (1) consistency with utility operational requirements and PG&E policies, (2) consistency with land management practices and other uses existing both on PG&E's lands and neighboring properties; and (3) any legal and regulatory requirements affecting the subject lands. Physical enhancements will need to be reviewed and approved by PG&E and, where necessary, the CPUC and Federal Energy Regulatory Commission. Parties approved for Third-Party use will be required to enter into legal agreements with PG&E (e.g., leases, licenses, and/or other contracts).

Enhancement Concept Application Instructions

Prior to preparing a concept application, consultation with Stewardship Council staff is encouraged. A complete concept application shall be consistent with the Enhancement Concept Application requirements, including the Application Form, Narrative, and Summary Budget.

1. Application Form

On the attached 2020 Enhancement Concept Application Form, please provide the following information:

1. Project Title
2. Applicant Information
 - Organization name
 - Contact name with email address, phone number, and mailing address
 - Organization Not-for-profit Status and Tax ID#

- Mission Statement
- 3. Partner Information (e.g., fiscal sponsor, co-applicant, or implementation partner)
- 4. Total Funding Amount Requested from Stewardship Council Enhancement Program (note: see Section 3 below for summary budget)
- 5. Total Project Cost (include amount requested from the Stewardship Council, any matching funds, and the value of any in-kind contributions related to the proposed project)
- 6. Project Location (identify the Land Conservation Plan (LCP) Planning Unit and Parcel ID #s that the proposed project would affect)
- 7. Proposed Start Date (no sooner than March 1, 2021)
- 8. Proposed Completion Date (date project activities expected to be complete and final report submitted)

2. Narrative

Concept applications are intended to be concise and clearly demonstrate the project need, method of delivery, and proposed results. Please confine your total ***Narrative to two pages.***

In the Narrative Section include the following:

1. **Project Need** - explain how the proposed project addresses an existing problem, provides essential management, or adds significant benefit to the property and BPV's.
2. **Project Outcomes** - explain the anticipated outcomes and how these outcomes will be measured, and by whom. Describe how the proposed project will protect, restore, or improve the BPVs on the Watershed Lands. Anticipated project outcomes should specifically address the need identified in the Project Need section of the application, as well as any secondary benefits (e.g., water quality, education, etc.).
3. **Project Delivery** – explain how your project will be implemented, including the methods to be utilized, phases of planning and implementation, and community outreach and engagement you will employ.
4. **Project Permits and Approvals Required** - explain any local, state, or federal permits or approvals that may be needed to complete the project, including compliance with California Environmental Quality Act (CEQA), if applicable. Describe the timeframe and strategy for obtaining required permits.
5. **Project Planning and Outreach** – explain any research, meetings, organizing, and planning work that has been completed to date to prepare for the proposed project. Describe plans for future planning and outreach to implement project.
6. **Partnerships** - identify any organizations (e.g., consultants, contractors, volunteers, youth groups, etc.) that are being proposed to be involved in the project and what role they will play.

3. Summary Budget

Provide a summary project budget that identifies project costs and other sources of funding (matching grants or in-kind contributions). Clearly indicate the use of the Stewardship Council funding in the budget, particularly if multiple grants are funding the overall budget.

A Summary Budget template is included in the Concept Application Form. A sample budget is provided below for guidance:

Project Title: Cold Creek Restoration and Access Trail Budget

Expenses	Estimated Cost	Stewardship Council Request	Project Match
Community Outreach	\$4,000	\$2,000	\$2,000
Planning and Permitting	\$50,000	\$40,000	\$10,000
Meadow Restoration Materials	\$40,000	\$20,000	\$20,000
Meadow Restoration Labor	\$150,000	\$120,000	\$30,000
Trail Construction Materials	\$35,000	\$35,000	\$0
Trail Construction Labor	\$70,000	\$20,000	\$50,000
Signage	\$5,000	\$5,000	\$0
Operation and Maintenance	\$12,000	\$3,000	\$9,000
Indirect Expenses	\$35,000	\$25,000	\$10,000
<i>Total</i>	\$401,000	\$270,000	\$131,000

The summary budget should show costs for major milestones and deliverables and may be an estimate, and not an exact cost, at this concept application stage. Applicants invited to submit a full proposal must submit a detailed line item budget for review with the full proposal.

Eligible Costs

With the exception of the indirect costs described below, only direct project costs (labor and direct expenses) are eligible for funding. Costs related to project-specific grant reporting are eligible direct costs.

Proposed budgets may include indirect costs as long as the indirect cost line item ***does not exceed 15%*** of the total project budget. Indirect costs are defined as costs not directly related to implementing the enhancement projects on the Watershed Lands. Applicants are expected to ensure contractors/consultants' costs comply with requirements as described above.

Matching Funds and In-Kind Contributions

Applicants should describe any other matching funds and the value of any in-kind contributions related to the proposed project within the total project cost and in the Project Budget. If you are receiving project-related funding from other sources, please list the amount, funding entity, and status of the receipt of such funding. Applicants are encouraged to identify and propose matching funds and in-kind

contributions. Although not a requirement to be considered for a grant award, matching funds and in-kind contributions will be a factor favorably considered by the Stewardship Council in evaluating enhancement project proposals.

4. Attachments

Applications should include attachments, and the list of required as well as requested attachments includes:

Required:

- a. Maps showing the location and proposed improvements
- b. Site photos that show existing conditions to be improved

Suggested:

- a. Diagrams and drawings showing proposed infrastructure, methods or practices proposed, planting plans, designs, artistic renderings, etc. These elements can help convey the vision for your project to the Enhancement Review Committee.
- b. Letters of support from community advocates and partners. If proposed for donated land, include written support from the fee donee.

Submittal Requirements

Use the Enhancement Program Application Form to complete your concept application. All responses entered into the Application Form should be in **Calibri 11 point, or similar font**, like the font used in this document. The application document (in Microsoft Word) should maintain 1-inch margins on all sides.

Submit the concept application and all attachments as a single Adobe Portable Document Format (PDF) by email to enhancement@stewardshipcouncil.org.

Application Deadline - Applications are **due by 5:00 PM (PST) on April 27, 2020**.

Organizations are encouraged to reach out to Stewardship Council staff, but discouraged from directly contacting Stewardship Council board members or alternates during the submittal and evaluation process. If particular circumstances (such as the role of a Stewardship Council board member within an organization) make it impossible to avoid contact with a board member concerning your application, please contact Stewardship Council staff for guidance.

Acknowledgement of receipt will be sent by the Stewardship Council within three business days. The Stewardship Council is not responsible for misdirected or otherwise undeliverable e-mails and we encourage you to confirm receipt by our office.

Confidential or Proprietary Information - If any of the information being submitted is considered by the applicant to be a trade secret, privileged information, or confidential commercial,

financial, geological, or geophysical data, it is the applicant's responsibility to label the information as such. Otherwise, all information submitted may be treated as public information by the Stewardship Council.

Application Evaluation Process

The Stewardship Council staff will screen applications for eligibility and contact applicants with any questions or concerns. Applications will be evaluated by our Enhancement Review Committee (ERC), comprised of Stewardship Council board members and outside experts, in a competitive process based on the considerations set forth on page 2 *Key Requirements of Enhancement Program*. Organizations that submit projects recommended for further consideration by the ERC will be invited to prepare a full proposal, with notifications beginning June 25. Full proposals will be due August 31. The ERC will review these full proposals and recommend the funding of projects to the Stewardship Council Watershed Planning Committee and full Board of Directors at future meeting dates to be determined.

The Stewardship Council reserves the right to reject any or all applications received or portions thereof, and to approve grants in total or in part, whichever in its judgment best serves the interests of the Stewardship Council.