

2007 Work Plan for the Southern California Wetlands Recovery Project

PROPOSAL GUIDELINES

Each proposal should include:

- Proposal Summary (see attached form)
- Proposal Narrative
WRP projects are divided into three categories: planning, restoration/enhancement, and acquisition. Guidelines for the project narrative are different for each type of project – please be sure to use the guidelines for the appropriate project type. All narratives include the following sections:
 - Site Description
 - Project Description
 - Project History and Development
 - Applicant's Applicable Experience
 - Budget (see attached tables)
- Project maps and photos

Guidelines for paper copies:

- Please do not bind proposals, other than stapling
- Please do not add a cover letter, cover page or other pages merely for show
- Please do not use text font smaller than 12 point Times

Guidelines for the electronic submittal:

- Proposal summary and narrative should be emailed as one file in Microsoft Word, Acrobat, or WordPerfect format.
- **DO NOT EMBED PICTURES** into the project proposal. Pictures should be attached as separate files. If possible, please send electronic copies of all maps and photos (jpg or gif are the preferred formats).

An electronic copy of the following proposal template is available on the WRP web site at: www.scwrp.org. Applicants are encouraged to use this template.

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2007 WRP WORK PLAN PROPOSAL SUMMARY

1. **Project Name:**

2. **Type of Project** (check only one): ___ Acquisition
 ___ Planning
 ___ Restoration/Enhancement

3. **Project summary** (1-2 sentences -- specify key action(s) to be undertaken):

4. **Location:** County:
 Watershed:
 State Senate District (#):
 State Assembly District (#):
 U.S. Congressional District (#):

5. **Acreage:** Total acreage of project area: ____ .
 Acres of existing (pre-project) wetland habitat: ____ .
 Acres of post-project wetland habitat: ____ .
 Feet of stream corridor (if applicable) : ____ .

6. **Budget Summary:** Total project cost: \$
 Funding secured to date: \$
 Funding requests under review: \$
 Funding gap: \$

7. **Contact Information:**

Name:
Organization:
Address:

Telephone:
Email:
Website (if available):

8. **Proposal prepared by** _____ **Title** _____
Signature _____ **Date** _____

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PROPOSAL NARRATIVE – PLANNING PROJECTS

Please use the following outline as a guide in preparing the project narrative for planning projects. To help you determine the level of detail desired, recommended lengths for each section are indicated in parentheses. Do not embed pictures or maps in the project narrative, please provide them as separate files.

1. Site Description (1-2 paragraphs)
 - Describe the project area (i.e., general description of area in and around project site including significant natural resources in proximity to site).
 - Provide the total acreage of project site, acres of existing wetland habitat, and/or feet of stream corridor on site.
 - Identify the primary vegetation communities found on the project site.
 - Identify any listed species known to use the site or that may potentially use it.
 - Describe past and present uses of the site.
2. Project Description (1-2 pages)
 - Describe the need for the project.
 - Summarize the specific planning document(s) to be prepared (e.g., baseline habitat assessment, conceptual restoration plan, etc.).
 - Specify the stage of the planning effort:
 - Collection of baseline data and resource assessment (no CEQA required)
 - Conceptual restoration plan (CEQA probably not required yet)
 - Detailed restoration plan/construction documents (CEQA required)
 - Other
 - Identify major project elements or tasks to be completed (e.g., prepare hydrology study, monitor baseline conditions, prepare CEQA document) and briefly describe the rationale and approach for each. Projects to prepare restoration or enhancement plans should include environmental review (CEQA) of the plan in the project tasks and budget.
3. Project History and Development (1-2 paragraphs)
 - Describe how the project corresponds to the regional goals and county objectives of the WRP's Regional Strategy.
 - Describe how the project relates to priorities identified in relevant planning documents (e.g., enhancement plan, watershed plan, MSCP/NCCP plan, local coastal plan, etc.)
 - Describe coordination with affected agencies, landowners, and other interested parties that has already taken place.
 - Identify ongoing or completed planning efforts related to the project.
 - Identify previously completed projects in the same vicinity
4. Applicant's Applicable Experience (1-2 paragraphs)
 - Describe similar projects that have been successfully completed by the applicant.
5. Budget Info (Tables 1A **or** Table 2A and 2B – see attached and template)
 - Provide estimated cost of project, broken down by tasks
 - List all funding sources and amounts, indicate whether funding is confirmed or not
6. Project Maps & Photos
 - Include: 1) a regional map indicating the project area, and 2) a map of the project site.
 - Include 1-3 photos of the project site.
 - Electronic copies of maps and photos should be sent as separate files, preferably in jpg or gif format.

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PROPOSAL NARRATIVE – RESTORATION/ENHANCEMENT PROJECTS

Please use the following outline as a guide in preparing the project narrative for restoration and enhancement projects. To help you determine the level of detailed desired, recommended lengths for each section are indicated in parentheses. Do not embed pictures or maps in the project narrative. Please provide them as separate pages or files.

1. Site Description (1-2 paragraphs)
 - Describe the project area (i.e., general description of area in and around project site including significant natural resources in proximity to site as well as adjoining land practices/uses and their impact on the project site).
 - Provide the total acreage of project site, acres of existing wetland habitat, and/or feet of stream corridor on site.
 - Identify the primary vegetation communities found on the project site.
 - Identify invasive species of concern (faunal and flora) in and around the project site.
 - Identify any listed species (terrestrial and aquatic) known to use the site or that may potentially use it.
 - Describe past and present uses of the site.
2. Project Description (1-2 pages)
 - Describe the need for the project.
 - Summarize the specific action(s) to be undertaken (e.g., remove exotic species from 1 mile of stream corridor, restore 20 acres of salt marsh)
 - Describe the major project elements or tasks to be completed.
 - Provide a table with acres of each habitat type found on the site for both pre-project and post-project conditions.
 - Explain how restoration/enhancement will be maintained and monitored in the long-term.
 - Identify measures of success for the project.
3. Project History and Development (1-2 paragraphs)
 - Describe how the project corresponds to the regional goals and county objectives of the WRP's Regional Strategy.
 - Describe how the project relates to priorities identified in relevant planning documents (e.g., enhancement plan, watershed plan, MSCP/NCCP plan, local coastal plan, etc.).
 - If a restoration/enhancement plan has been completed, provide a copy to the Conservancy.
 - Explain the status of CEQA review for the project. Has CEQA review been completed? If yes, provide copy of the EIR, Negative Declaration, or Notice of Exemption to the Conservancy. If no, be sure to include completion of CEQA in project tasks and budget.
 - List permits required for the project and the status of applications for each.
 - Describe coordination with affected agencies, landowners, and other interested parties that has already taken place.
 - Identify ongoing or completed planning efforts related to the project.
 - Identify previously completed projects in the same vicinity.
 - What is the timing or urgency of the project?
4. Applicant's Applicable Experience (1-2 paragraphs)
 - Describe similar projects that have been successfully completed by the applicant.
5. Budget Info (Tables 1A **or** Table 2A and 2B – see attached and template)
 - Provide estimated cost of project, broken down by tasks
 - List all funding sources and amounts, indicate whether funding is confirmed or not
6. Project Maps & Photos
 - Include: 1) a regional map indicating the project area, and 2) a map of the project site.
 - Include 1-3 photos of the project site.
 - Electronic copies of maps and photos should be sent as separate files in jpg or gif format.

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PROPOSAL NARRATIVE -- ACQUISITION PROJECTS

Please use the following outline as a guide in preparing the project narrative for acquisition projects. To help you determine the level of detailed desired, recommended lengths for each section are indicated in parentheses. Do not embed pictures or maps in the project narrative. Please provide them as separate pages or files.

1. Site Description (3-4 paragraphs)
 - Describe the project area (i.e., general description of area in and around project site including significant natural resources in proximity to site as well as adjoining land practices/uses and their impact on the project site).
 - Provide the total acreage of project site, acres of existing wetland habitat, and/or feet of stream corridor on site.
 - Identify the primary vegetation communities found on the project site.
 - Identify invasive species of concern (faunal and flora) in and around the project site.
 - Identify any listed species (terrestrial and aquatic) known to use the site or that may potentially use it.
 - Describe past and present uses of the site.
2. Project Description (1-3 paragraphs)
 - Describe the need for the project.
 - Identify the property owner(s) (Property owner(s) must be a willing seller. Attach evidence of willingness to sell.).
 - Specify if an appraisal for the property has been completed¹. If yes, provide copy to Conservancy.
 - Describe the major project tasks (e.g., prepare an appraisal, complete Phase I assessment, acquire property, etc.).
 - List intended uses of the property after acquisition.
 - Summarize long-term management and maintenance plans for the site, including who will own/manage the property, and how long-term maintenance will be funded. If applicant is not future owner/manager, provide evidence that future owner/manager is a willing participant in the project.
 - Provide a brief description of restoration/enhancement actions needed on the property, and an explanation of how those actions will be funded.
3. Project History and Development (1-2 paragraphs)
 - Describe how the project corresponds to the regional goals and county objectives of the WRP's Regional Strategy.
 - Describe how the project relates to priorities identified in relevant planning documents (e.g., enhancement plan, watershed plan, MSCP/NCCP plan, local coastal plan, etc.)
 - Describe coordination with affected agencies, landowners, and other interested parties that has already taken place.
 - Identify ongoing or completed planning efforts related to the project.
 - Identify previously completed projects in the same vicinity
 - Describe the timeline for the acquisition including major tasks and milestones (e.g., appraisal, site assessments, options)
4. Applicant's Applicable Experience (1-2 paragraphs)
 - Describe similar projects that have been successfully completed by the applicant.

¹ All appraisals must be completed by a State of California Certified General Real Estate Appraiser. Appraisal reports must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) currently adopted by the Appraisal Standards Board of the Appraisal Foundation. Appraisal reports must also conform to the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) which is set forth in (www.usdoj.gov/enrd/land-ack/), if there is a potential for federal funding.

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5. Budget Info (Tables 1A **or** Table 2A and 2B – see attached and template)
 - Estimated cost of acquisition (breakdown by tasks if proposal includes pre-acquisition tasks such as appraisal, Phase I assessment, etc.)
 - List of all funding sources and amounts, indicate whether funding is confirmed or not

6. Project Maps & Photos
 - Include: 1) a regional map indicating the project area, 2) a map of the project site, and 3) a map showing specific property lines and assessor parcel numbers.
 - Include 1-3 project site photos if available.
 - Electronic copies of maps and photos should be sent as separate files (jpg or gif format).

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BUDGET TABLES

Include Table 1 *or* Tables 2A and 2B. Note: You can provide a different budget table as long as it provides the total project costs broken down by task and all of the project funding sources.

Table 1: Project Budget Broken Down by Task and Funding Source
 (Add as many source columns as identified funding sources. Please specify

Project Task	Source 1 (replace with name of funding source)	Source 2	Source 3	Source 4	Subtotal task
TOTAL	Subtotal source 1	Subtotal source 2	Subtotal source 3	Subtotal source 4	TOTAL \$\$

-----OR-----

Table 2A: Estimated Project Budget

Project Task	Estimated Cost

Table 2B: Estimated Funding Sources

Funding Source	Amount	Confirmed/Applied/Etc.