Aquatic species restoration plan

Application B: General project proposal Application

Please provide a title for the project you are proposing.

|  |
| --- |
| ***Project Title*** |
|  |

**Sponsor Contact Information**

*Please fill in requested contact information.*

|  |  |
| --- | --- |
| ***Project Contact Information*** | ***Complete all Sections*** |
| Name |  |
| Phone Number |  |
| Email |  |
| Sponsoring organization |  |
| Mailing address |  |

*Please check the appropriate box(es) that corresponds with the project activities that you have proposed. Project activities are defined in the Call for Proposals under Eligible Project Activities.*

|  |  |
| --- | --- |
| ***Project Activities*** | |
|  | **Design Only** |
|  | **Restoration**   * **Construction** * **Innovative Restoration** |
|  | **Acquisition** |
|  | **Combined (Design/Construction/Acquisition)** |

Project Information:

Please respond to each question individually. Do not summarize your answers collectively in essay format. You may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.

* **Project location.***Please describe the geographic location, including watershed name, impacted water body name, and ecosystem type (e.g., tributary, mainstem, off channel). You may provide lat/long or street addresses to help describe the project location.*
* **Project extent.** *Please describe the spatial extent of the proposed project.*
* **Geographic Spatial Unit (GSU)**. *Please list the GSU(s) your project will take place in. GSU numbers are listed in “ASRP Geographic Areas for Project Development 2019-2020.pdf” provided with the Request for Proposals.*
* **Brief project summary.***Provide a plain-speak description of your project in a few sentences.*

**Problems statement.** *Please describe the problems your project seeks to address by answering the following questions. Where appropriate, document the page number in the ASRP that provides justification for the need for your project. You may also list a scientific study, habitat assessment, or report, local or regional recovery plan that is the source of this information.*

* 1. **Describe the problem (critical need and/or threat), your project aims to address.**
  2. **List the species present at the site and addressed by your project. Describe how your project protects or restores habitat for these species.***Focus on the**species listed in Chapter 5 of the ASRP.*
  3. **Describe how your project will address limiting factors and benefit limiting life stages (by species) (Chapter 3 ASRP).**
  4. **Describe how your project protects or restores ecosystem processes.**

**Project goals and objectives.**  *Please describe the goals and objectives of the proposed project using the descriptions for each category.*

* 1. **What are your project’s goals?** *The goal of your project should be to remedy observed problems, ideally by addressing the problem’s root causes. Your goal statements should articulate desired outcomes (your vision for desired future condition) and what species, life stages, and time of year (if pertinent) will benefit from those outcomes. You should also describe how your project contributes to natural habitat forming processes.*
  2. **What are your project’s objectives?** *Objectives support and refine your goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions your project will complete to achieve your stated goal. Each objective should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).*
  3. **What are the assumptions and constraints that could impact whether you achieve your objectives?** *Assumptions and constraints are external conditions that are not under the direct control of the project but directly impact the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will you address these issues if they arise?*
  4. **What are the anticipated benefits of this project?**

**Project details.** *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*

* 1. **Provide a narrative description of your proposed project**. *Describe the specific project elements and explain how they will lead to your project’s objectives. Include relevant existing project documentation (if any) as attachments.*
  2. **Provide a scope of work, schedule, and permit plan.** *Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and a schedule for accomplishing them. Schedules need to include enforceable milestones, project start date, and a project completion date. For complex projects, it is acceptable to only propose completion of design and/or permitting phases. List the needed permits, status of permit applications, and/or permitting plan. Including a table here is appropriate.*
  3. **Explain how you determined your cost estimates.***Please attach a detailed budget for completing the scope of work. Use the budget template provided. Below, explain why you think this project is cost effective. Describe matching funds or resources leveraged to implement this project.*
  4. **Describe the design or acquisition alternatives that you considered to achieve your project’s objectives.***Explain why you choose your preferred alternative?*
  5. **Describe your long-term stewardship and maintenance plans for the project or acquired land.** *For acquisition and combination projects, also identify any planned use of the property, including upland areas.*
  6. **Landowner and Community support.** *Do participating and affected landowners support the project? Do affected stakeholders support the project? Where possible, provide documentation in the form of a description of how outreach took place and the results of that outreach, and/or letters of support from affected stakeholders. Identify relevant community plans or policies that support a need for this project.*
  7. **Budget Templates:**

**Aquatic Species Restoration Plan Cost Estimate Template**

The budget sheets will be used by the Review Panel to evaluate each project. At least one budget detail template must be completed for a project proposal. Applicants are encouraged to consult RCO manuals for more information.

**Table: Budget information from Excel, tab “Total All Sheets”**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **OVERALL PROJECT** | **GRANT REQUEST** | **MATCH** |
|  |  | **Cost** | **Amount** | **Amount** |
| Sheet #1 Acquisition |  |  |  |  |
| Property Costs |  |  |  |  |
| Incidental Costs |  |  |  |  |
| Administrative Costs |  |  |  |  |
|  | STotal |  |  |  |
|  |  |  |  |  |
| Sheet #2 Design |  |  |  |  |
| Design Cost | STotal |  |  |  |
|  |  |  |  |  |
| Sheet #3 Restoration |  |  |  |  |
| Construction Costs |  |  |  |  |
| AA&E |  |  |  |  |
|  | STotal |  |  |  |
|  | **GTOTAL** |  |  |  |

**Instructions:**

* *Use the Excel template to fill out your budget information, then fill out the details from ‘Total All Sheets” in the chart above.*
* *Depending on the type or combination project, applicants should complete one or more budget sheets in Excel.*
* *In Excel, hover over a red flag to view additional details*
* *The "budget check" column will calculate errors automatically. Cells in this column should = 0*
* *PLEASE do not delete rows, just leave the row blank*
* *Do not include a line item for contingency in your cost estimates. Ensure that each of your budget line items account for inflation and contingencies.*
* *It is important to account for all costs associated with completing a project, both required match and other sources of funding*
* *If you need addition rows, insert them making sure the Total is picking up all the items in the section*
* *The "Total All Sheets" automatically gathers costs from the three different project component types.*

**Project proponents and partners.** *Please answer the following questions about your organization and others involved in the project.*

* 1. **Describe your team’s experience managing this type of project*.*** *Please describe the qualifications of those on your project team. If relevant, describe other projects where you or your project team have successfully used a similar approach.*
  2. **List all landowner names.** *If your project will occur on land not owned by you or your organization, provide landowner names here, and as an attachment, landowner acknowledgement form from each landowner acknowledging that his/her property is proposed for ASRP funding consideration.*
  3. **List project partners and their role and contribution to the project**. *List the other entities and organizations that are contributing to your project and describe how they are committing to the success of the project.*
  4. **Barriers and concerns.***Discuss whether this project has any opposition or barriers to completion, besides funding. Are there any public safety concerns with the project? How will you address those concerns?*
  5. **Synergy:** *Does the project build on prior investment and is the proposal part of a strategic approach to achieving habitat goals? Will the project result in a clear net benefit (greater than the proposed project alone) because of this strategic approach?*

7. **Other***. Is there anything else you’d like to share about this project idea?*

**Other Required Attachments:**

* + **Map with project area.***Include: creek, land use around project area, roads or stream crossings, proposed project activities. If there is synergy with other nearby projects, provide a map of those activities in relation to your project.*
* **Detailed project budget.**
* **Design documents, when available**
* **Signed landowner acknowledgement form**