**Tribal Nature-Based Solutions**

**Standard Grant Process**

**Supporting Documentation Project Proposal (Step 4)**

**Application Form**

THIS FORM IS THE SUPPORTING DOCUMENTATION PROJECT PROPOSAL (STEP 4) FORM. Download OR print this form and fill it out as completely possible. For additional information, view the Complete Grant Guidelines document and the Summary Resources at <https://resources.ca.gov/Initiatives/Tribalaffairs/Tribal-Nature-Based-Solutions-Program>.

**HOW TO SUBMIT**

All Supporting Documentation Project Proposal (Step 4) should be submitted via email or mail to the California Natural Resources Agency. Email submissions are preferred.

Email applications to: tribalaffairs@resources.ca.gov

Mail applications to:

California Natural Resources Agency

Attn: Tribal Nature-Based Solutions

715 P Street, 20th Floor

Sacramento, CA 95814

Applicants with the most competitive projects after field visits will be required to submit support documentation further demonstrating their ability to carry out the project.

The following required supporting materials must be included in the Project Proposal. Templates for some materials can be found at <https://resources.ca.gov/Initiatives/Tribalaffairs/Tribal-Nature-Based-Solutions-Program>.

All Supporting Documentation Project Proposal (Step 4) submittals will include the following:

**PROJECT PROPOSAL INFORMATION FORM**

Please fill out the following as completely as possible. If not applicable, please put n/a:

**Project Information**

1. Project Title:
2. Project Description (1,000 characters or less):
3. Total Project Cost:
4. Funding Amount Requested:
5. Project Start Date:
6. Project End Date:

**Applicant (Legal Owner of the Project)**

1. Applicant Name:

**Applicant Point of Contact**

1. Full Name:
2. Title:
3. Address:
4. City:
5. State:
6. Zip:
7. Phone Number:
8. Secondary Phone Number:
9. Email:

**Project Location**

1. County:
2. Latitude:
3. Longitude:

**SUBMITTAL CHECKLIST for STEP 4 Proposals:**

|  |  |
| --- | --- |
| **The following is included in the Supporting Documentation Project Proposal:** |  |
| * Signed Authorized Resolution or Certification Letter (Appendix F.2 or G)
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| * Timeline
 |  |
| **For Planning Projects** |  |
| * Work Plan
 |  |
| * Staff/Contractors and Rates
 |  |
| **For Implementation and Ancestral Land Return Projects** |  |
| * Assessor’s Parcel Map
 |  |
| * Property Data Sheet
 |  |
| * Proof of Ownership
 |  |
| * Adequate Site Control/Land Tenure (if applicable)
 |  |
| * Operation and Maintenance (if applicable)
 |  |
| * Project Permit Approval Status (see Appendix L)
 |  |
| * Payee Data Record (See Appendix M)
 |  |
| **For Ancestral Land Return Projects** |  |
| * Willing Seller Letter(s) (see Appendix I)
 |  |

**For All Projects -**

1. **Signed Authorized Resolution or Certification Letter** – Provide a signed authorizing resolution from the applicant’s council or governing board (see Appendix F.2 for the required resolution format and content). Resolutions must include all assurances contained in the template. A Certification Letter can be submitted for agencies without a governing board (see Appendix G for required format and content).
2. **Timeline** – Provide an estimated timeline for major project milestones.

**For Planning Projects –**

1. **Work Plan** – Provide an outline of the pre-planning and/or planning schedule and work plan including activities. List goals, objectives, benchmarks, evaluation, timeframe, resources, and the position of the person responsible for tasks.
2. **Staff/Contractors and Rates –** Provide a list of staff titles and contractors and each hourly rates.

**For Implementation and Ancestral Land Return Projects -**

1. **Assessor’s Parcel Map** – Provide a photocopy of relevant assessor’s parcel maps, with project parcels highlighted and full parcel numbers clearly labeled.
2. **Property Data Sheet** – Provide the completed Property Data Sheet for all parcels included in the project (see Appendix J). Be sure to include properties that do not have parcel numbers (e.g., rights-of-way, etc.).
3. **Proof of Ownership** – Provide copies of documents verifying the current ownership of each parcel listed on the Property Data Sheet. Examples of such documents include tax records, owner data sheets from county records, recorded deeds, title reports, etc. All documents verifying ownership must have parcel numbers clearly indicated on the document (handwritten acceptable).
4. **Adequate Site Control/Land Tenure** – For parcels not owned by the applicant, provide a copy of an agreement giving the applicant legal access to and permission to construct and maintain the project on the property that expressly addresses potential liability. If an agreement has not yet been executed at the time of submitting supporting documentation, the applicant may submit a signed letter from each landowner identifying the affected parcel(s) and indicating that, if awarded funding, the owner is willing to enter into an agreement with the applicant to allow long-term access for construction and maintenance of the project.
5. **Operation and Maintenance** – If operation and maintenance will be performed by an entity other than the applicant, explain and provide evidence of concurrence from that entity (e.g., operational agreements, letters of intent, memoranda of understanding signed by all parties, etc.). If an agreement has not yet been executed at the time of application, the applicant may submit a signed letter by the entity indicating its intent to enter into such an agreement.
6. **Project Permit Approval Status** – Indicate the types of permits necessary to complete the project, timeline of permitting submittal, and potential project delays due to permitting (see Appendix L). If acquiring a long-term encroachment permit, submit evidence the entity with jurisdiction is aware of the project and is willing to work with applicant to issue the permit.
7. **Payee Data Record** – Provide a completed and signed STD 204 Payee Data Record form (see Appendix M).
8. **Willing Seller Letter(s)** – For ancestral land return projects, submit signed willing seller letter(s) from all current owners of the property. See Appendix I for sample willing seller letter.

**End of Step Four Information**