

# Welcome to the Environmental Enhancement & Mitigation Program Technical Assistance Workshop



- ❖ Our presentation will begin shortly.
- ❖ Participants' microphones and cameras are disabled. If you are experiencing technical difficulties or have a question, please use the chat box.





# Environmental Enhancement and Mitigation Program

2025 Grant Solicitation Technical Assistance Workshop

Project specific questions can be emailed to  
[eemcoordinator@resources.ca.gov](mailto:eemcoordinator@resources.ca.gov)

# Agenda

Funding Availability

Statutory and Program Requirements

EEM Project Categories

Project Evaluation

Proposal Submission and Selection

Timeline

Questions and Answers

Bonus: Finding a Suitable RTF

# Purpose and Authority

**Purpose:** Help mitigate environmental impacts caused by the construction of transportation facilities

**Funding:** Up to \$6.7 million each year

**Authority:** Streets & Highways Code §164.56

Available Funds  
for 2025 Cycle  
**\$8 million**

```
graph TD; A["Available Funds  
for 2025 Cycle  
$8 million"] --> B["Development Projects  
Max $750,000"]; A --> C["Acquisition Projects  
Max $1.5 million"]; D["Matching Funding = ↑ competitiveness  
but NOT REQUIRED"]
```

Development  
Projects  
**Max \$750,000**

Acquisition Projects  
**Max \$1.5 million**

**Matching Funding = ↑ competitiveness  
but NOT REQUIRED**



# Geographic Distribution

## Award Goal:

- ❖ Southern - 60%
- ❖ Northern - 40%





# Statutory and Program Requirements

# Eligible Applicants





# One Proposal: Two Projects

## Related Transportation Facility (RTF) Project

**Causes** negative environmental impacts



## EEM Project

**Mitigates** negative environmental impacts



# RTF Examples

## ❖ Public Street or Highway

## ❖ Mass Transit Guideway

- Trains
- Ports
- Light Rail Lines
- City Streets
- Airports

## ❖ Appurtenant Features

- Park & Ride Facilities
- HOV Lanes
- Transit Stations



# Eligible RTF Projects

## ❖ Existing Facility

- Where construction started after January 1, 1990

**OR**

## ❖ Facility not yet constructed

- Must be fully funded
- Included in State or Regional Transportation Improvement Program and certified capital outlay program

## ❖ All Projects must have CEQA complete

# The RTF cannot be

- ❖ Maintenance
  - Pavement resurfacing
  - Painting bridges
  - Replanting
- ❖ Mitigation
  - Sound walls
  - Bike lanes





# Relationship between the EEM and RTF

The **EEM project mitigates**, either directly or indirectly



Adverse environmental impacts **caused by an RTF**





# Adverse Environmental Impacts of RTF

## Mitigation Monitoring and Reporting Program LAX Master Plan Commitments and Mitigation Measures for the Bradley West Project

Master Plan Commitments/ Mitigation Measures	Impact Being Addressed	Timing of Implementation	Monitoring Frequency	Actions Indicating Compliance
<p><b>MM-BC-9</b></p> <p><b>Monitoring Agency:</b></p> <p><b>LAWA</b></p> <p><b>Conservation of Faunal Resources.</b> FAA is responsible for conservation measures related to the relocation of navigational aids, while LAWA is responsible for all other conservation measures. LAWA or its designee shall develop and implement a relocation and monitoring plan to compensate for the loss of 1.34 habitat units (0.3 habitat units + 1.04 habitat units) of occupied western spadefoot toad habitat and for the loss of western spadefoot toad individuals currently in the southwestern portion of the AOA. LAWA or its designee shall identify possible relocation sites in consultation with the CDFG and USFWS and shall develop and implement a monitoring plan to monitor the success of the relocated tadpoles for a period of not more than five years. LAWA or its designee shall relocate the western spadefoot toad population currently inhabiting three locations on the AOA. One potential site is the Madrona Marsh Nature Center in Torrance, 20 miles south of LAX, which supports several vernal pools and one large pond capable of supporting western spadefoot toads. Spadefoot toad experts suggest the best approach to accomplish relocation is to transport tadpoles and metamorphs only, as adults return to their birth site. Site preparation shall include confirmation by a permitted biologist that no predators, such as mosquitofish or bullfrogs, are present within the proposed relocation site or in waterways surrounding the relocation site. The CDFG has suggested that if the first relocation effort is not successful, another attempt should be made the following year. Therefore, western spadefoot toads shall be collected two</p>	Loss of habitat occupied by sensitive species	Preparation of Conservation Plan for Faunal Resources within three (3) years of City Council approval of the LAX Plan; implementation per Conservation Plan. Toad relocation and monitoring component of the Conservation Plan to be undertaken in connection with MM-ET-1 (Riverside Fairy Shrimp Habitat Restoration)	As per Conservation Plan for Faunal Resources	Preparation of Conservation Plan for Faunal Resources; Periodic Monitoring Report



# Letter from the Lead Agency

CALIFORNIA STATE TRANSPORTATION AGENCY

**California Department of Transportation**

DISTRICT 8  
ENVIRONMENTAL PLANNING (MS 828)  
464 WEST 4TH STREET, 8TH FLOOR | SAN BERNARDINO, CA 92401-1400  
PHONE (909) 260-9318

GAVIN NEWSOM, GOVERNOR



June 11, 2024

Natural Resources Agency  
Attn: EEM Coordinator  
715 P Street, 20th Floor  
Sacramento, CA 95814

The following information is provided regarding the construction of a new transportation facility or the enhancement of an existing transportation facility, to assist in reviewing a proposed Enhancement and Mitigation (EEM) Program grant.

Provide the following about the **Related Transportation Facility (RTF)**:

**1. Description of the Related Transportation Facility (RTF) construction or modification or planned construction or modification:**  
The RTF was a shoulder widening project; it constructed eight-foot standard shoulders, three-foot shoulder backing, and grading of slopes in each direction of State Route 247. The project length was approximately 8 miles of roadwork. Caltrans EA 08-0F6000.

**2. What is the location of the RTF:**  
The RTF is located on State Route 247 in San Bernardino County, near the town of Yucca Valley from El Cortez Rd to Napa Rd.


**3. When did the RTF construction or modification begin? When was it completed?**  
Construction occurred between August 2014 and April 2016

**4. What type of environmental review was required?**  
An Initial Study with a Mitigated Negative Declaration was completed for CEQA.

14. Mitigation projects beyond the scope of the Lead Agency Category:  
Not applicable.

15. Is the proposed EEM Project incompatible with the RTF?  
No, the EEM Project is not incompatible.

Environmental Stewardship & Monitoring Branch  
Environmental Planning  
(contact info at top of pg.1)



Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-3952

213.922.2000 Tel  
metro.net

June 20, 2024

California Natural Resources Agency  
Environmental Enhancement and Mitigation Program

Subject: Related Transportation Facility (RTF) Construction Lead Agency Letter  
Proposed EEM Project: KYCC's "Purple Line Greening and Engagement"

Dear EEM Program Coordinator:

This letter provides the requested documentation from the Los Angeles County Metropolitan Transportation Authority (Metro) in support of the Koreatown Youth and Community Center's (KYCC) "Purple Line Greening and Engagement" proposal to the California Natural Resources Agency's Environmental Enhancement and Mitigation Program (EEMP) for the 2024/2025 grant cycle.

RTF Description, Location and Construction

The RTF for this project is the Metro Purple Line Extension Project (Section 1), a 3.9-mile extension of the existing Metro Purple Line heavy rail subway from the existing Wilshire/Western Station to the intersection of Wilshire Blvd and La Cienega Blvd (Wilshire/La Cienega Station) in Beverly Hills, with intermediate stations at Wilshire/La Brea and Wilshire/Fairfax.

Construction of the Purple Line Extension (Section 1) began November 2014 and will be completed by the end of 2025. This project is fully funded with primarily U.S. Department of Transportation Federal Transit Administration (FTA) New Starts funds and County of Los Angeles local sales tax measure funds.

CEQA/NEPA Clearance and Mitigation

CEQA & NEPA clearance were required for the Purple Line Extension Project. A combined Environmental Impact Statement/Environmental Impact Report (EIS/EIR) was completed and certified by the Metro Board of Directors in May 2012, with Metro as the CEQA lead agency and the FTA as the NEPA lead agency. The FTA issued a Record of Decision (ROD) for the EIS NEPA document in August 2012.

The required mitigations are listed in the attached Appendix I from the project's Final EIS/EIR. Mitigations related most directly to biological impacts are:

- Visual Mitigation 2, tree replacement
- Construction Mitigation 66, biological survey

Transportation Planning Manager, Mobility Corridor Planning  
Los Angeles County Metropolitan Transportation Authority (Metro)  
One Gateway Plaza, MS 99-22-5  
Los Angeles, CA 90012  
m005

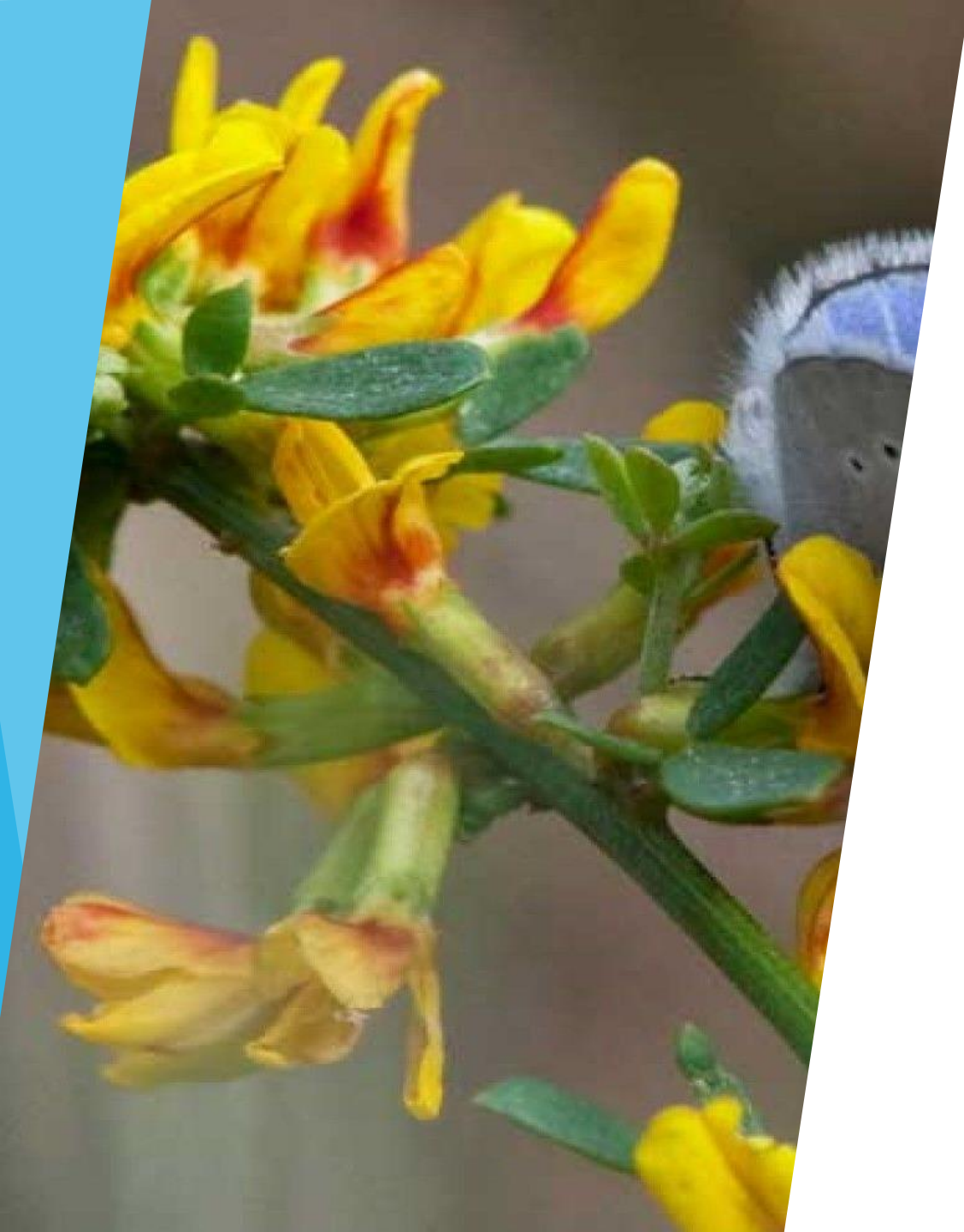
Contact the  
Lead Agency  
Early



# Where to Find Eligible RTFs

- ❖ City or County Transportation Departments
- ❖ Regional Transit Agencies
- ❖ Metropolitan Transit Authorities
- ❖ Councils of Local Governments
- ❖ Metropolitan Planning Organizations
- ❖ Caltrans District Office





# Eligible EEM Projects

# EEM Project Categories



**Urban  
Forestry**



**Resource  
Lands**



**Mitigation Beyond  
the Scope of the  
Lead Agency**



# Urban Forestry

Projects to plant trees and other suitable vegetation to offset vehicular emissions created by the RTF

- ❖ Urban streets and medians
- ❖ School campuses and urban parks
- ❖ Vacant lots and abandoned sites
- ❖ Urban creek restoration



# Urban Forestry Example

Koreatown Youth & Community Center –  
Greening Industrial Downtown Los Angeles

**Before**



**After**



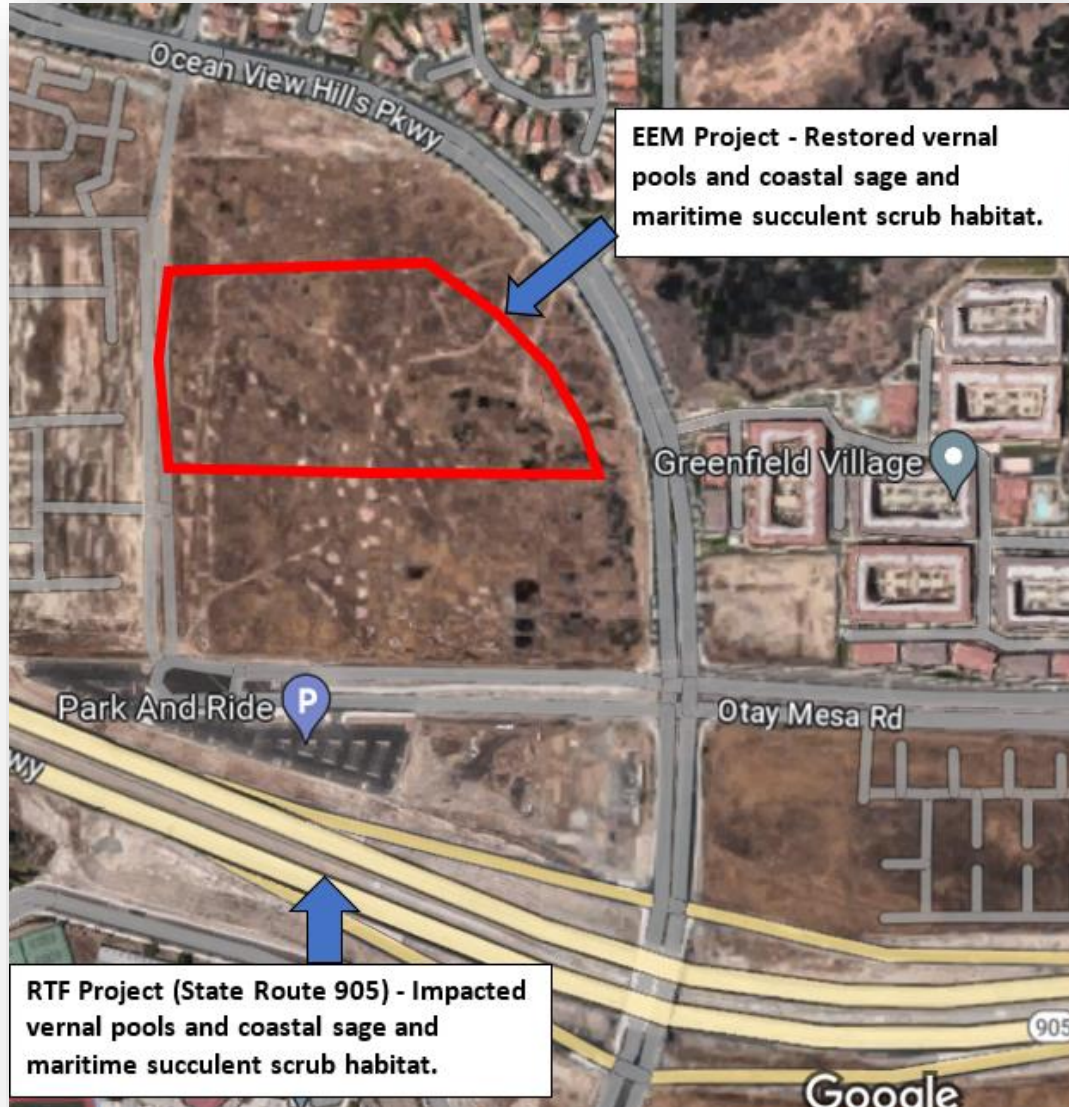
# Resource Lands

Acquisition, restoration, or enhancement

- ❖ Wetlands
- ❖ Forests
- ❖ Meadows
- ❖ Coastal Estuaries
- ❖ Grazing Land
- ❖ Grasslands
- ❖ Creeks & Streams
- ❖ Wildlife Habitat
- ❖ Wildlife Corridors
- ❖ Fish Passages



# Resource Lands



Chaparral Lands Conservancy –  
Proctor Valley Vernal Pool  
Restoration Project



# Resource Lands Example – Habitat Restoration & Enhancement

## Cochran Creek & Quail Slough Enhancement Project

**Before**



**After**





# Resource Lands Example – Acquisition

## Sonoma Land Trust – Sonoma Mountain Vernal Pool Preserve Acquisition



# Mitigation Projects Beyond the Scope of the Lead Agency

Projects where the mitigation measures required for the RTF are beyond the lead agency's ability.

# Ineligible Project Examples

- ❖ No clear connection between RTF's impacts and proposed EEM project
- ❖ Ineligible RTF's
- ❖ Planning-only or maintenance projects
- ❖ Commuter trails
- ❖ Trees over 15-gallons included in design
- ❖ Development contingent on future acquisition of land

# Agenda

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EEM Project Categories

Project Evaluation

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Timeline

Questions and Answers

Bonus: Finding a Suitable RTF



# Project Evaluation



# Project Evaluation Criteria

## General Criteria ..... 0-50

- Mitigation and Enhancement ..... 0-15
- Statewide Project Goals ..... 0-10
- Project Readiness/Organizational Capacity ..... 0-15
- Community Participation and Other Benefits ..... 0-10

## Project Criteria ..... 0-50

- Urban Forestry
  - Suitability ..... 0-20
  - Sustainability ..... 0-20
  - Cost Effectiveness ..... 0-10
- Resource Lands
  - Resource Value of Lands Lost or Injured by the RTF ..... 0-10
  - Resource Value of EEM Project Lands ..... 0-20
  - Sustainability ..... 0-10
  - Cost Effectiveness ..... 0-10
- Mitigation Project Beyond the Scope of the Lead Agency
  - Suitability ..... 0-20
  - Sustainability ..... 0-20
  - Cost Effectiveness ..... 0-10

**Total Points Possible ..... 100**





# Proposal Submission and Selection Process

# Three-Step Selection Process

Step One: Project Proposal



Step Two: On-Site Field Visit



Step Three: Supporting Documentation



Funding Awards to Most Competitive Projects



# Step 1: Project Proposal

- ❖ General Project Information
- ❖ Project Summary and Questions
  - List expected project deliverables
  - Provide unique answers to each question
- ❖ Attachments
  - Make sure to upload all required attachments



# Step 1 - Project Proposal Questions

## Section 1: General Criteria

- ❖ Mitigation/Enhancement
- ❖ Statewide Project Goals
- ❖ Project Readiness/  
Organizational Capacity
- ❖ Community Participation  
and Benefits

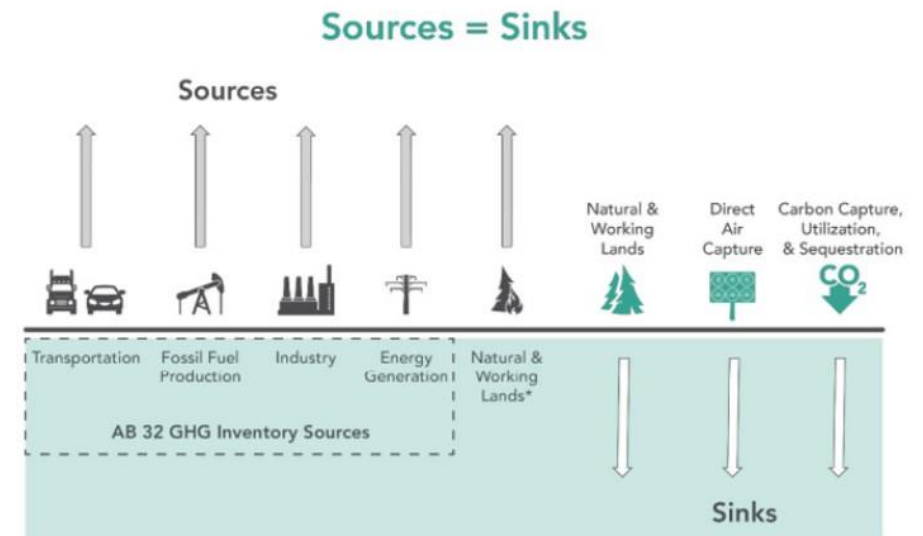
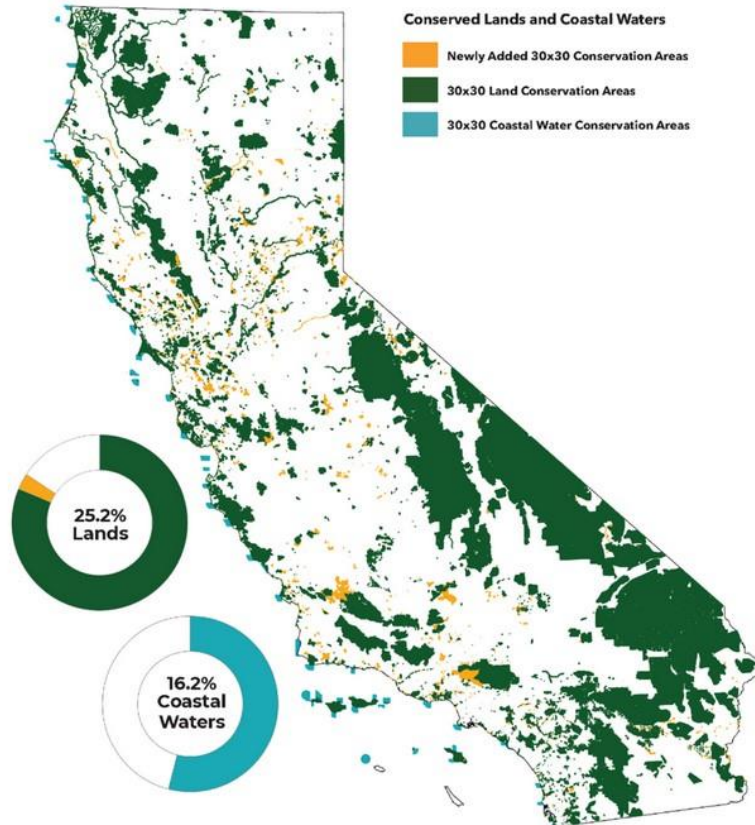
## Section 2: Project Criteria

- ❖ Urban Forestry
- ❖ Resource Lands
- ❖ Mitigation Beyond  
Scope of Lead  
Agency

# General Criteria – Mitigation & Enhancement



# General Criteria – Statewide Project Goals



\*Natural and working land emissions come from wildfires, disease, land and agricultural management practices, and others.



# General Criteria – Project Readiness

## Development

- ▶ Design/Permitting
- ▶ Site Control

## Acquisitions

- ▶ Willing Seller
- ▶ Fundraising Needs

CEQA for proposed EEM project  
must be completed prior to  
proposal submission

# General Criteria – Organizational Capacity

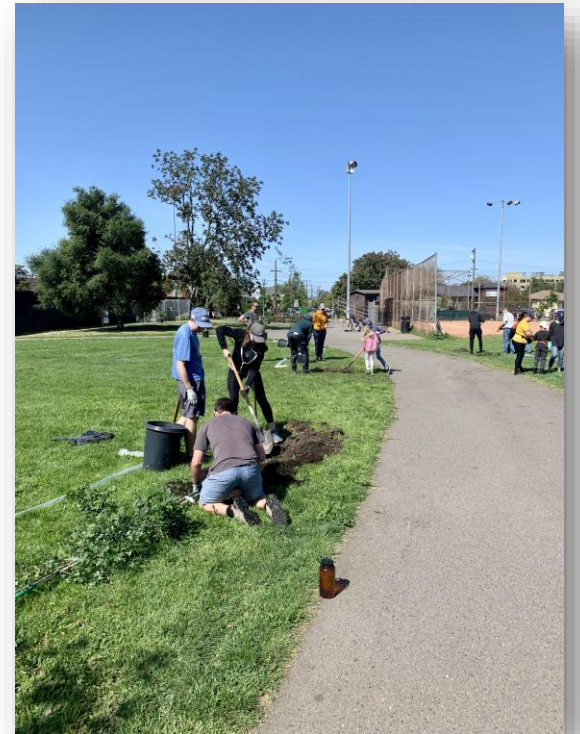
- ▶ Fiscal Capacity
- ▶ Prior Project/Grant Experience



California Bighorn Sheep showing organizational capacity

# General Criteria – Community Participation and Benefits

- ❖ Meaningful tribal outreach and collaboration
- ❖ Community benefits including:
  - Outdoor recreation
  - ADA-accessibility
  - Access for low-income/disadvantaged communities
  - Community stewardship

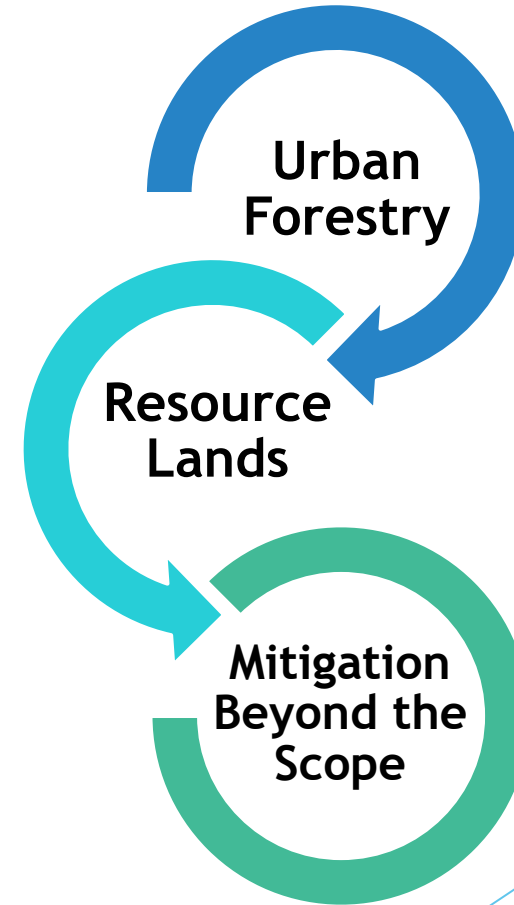




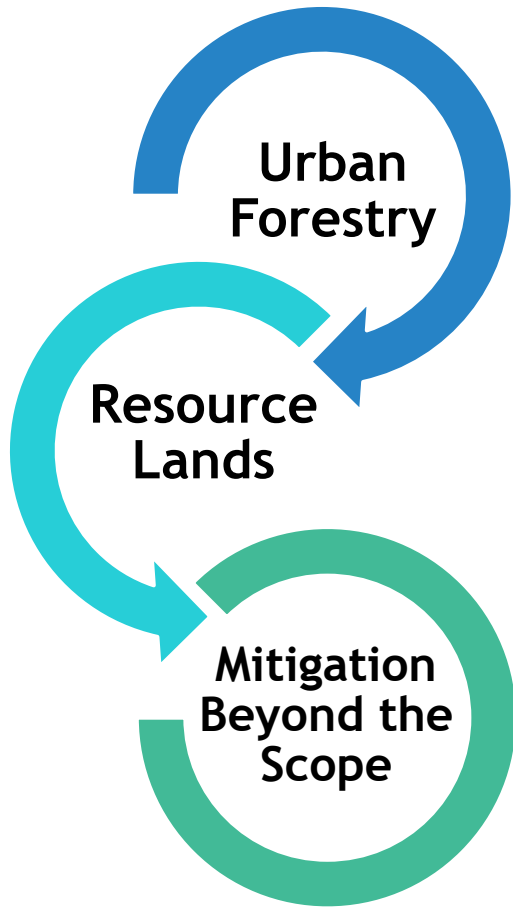
# Project Criteria

## Examples:

- ❖ **Urban Forestry**
  - How project will **mitigate CO<sub>2</sub> emissions** created by RTF
- ❖ **Resource Lands**
  - How the Resource Lands were **directly impacted** by RTF
  - How the EEM project will **mitigate** effects on Resource Lands



# Project Criteria



## ❖ Sustainability

- Plantings (no larger than 15-gallon)
- Water use efficiencies
- Long-term maintenance plans
- Ongoing stewardship plans

## ❖ Cost Effectiveness

- Establishment cost of plantings
- Fair Market Value of acquisitions

# Step 1 Required Attachments

## The following should be uploaded into RAPTR as attachments:

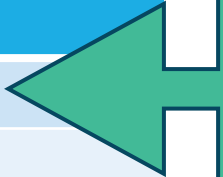
- Project Proposal Signature Form (Appendix B)
- Project Proposal Questions (Appendix C)
- Letter from Lead Agency Responsible for RTF (Appendix D)
- Environmental Compliance for the EEM Project (Appendix E)
- Cost Estimate (Appendix F or G)
- Project Map, Assessor Parcel Map(s) and Photographs
- Property Data Sheet (Appendix H)

## For Development Projects (Upload to RAPTR):

- Site Plan
- Plant Palette

## For Acquisition Projects Only (Upload to RAPTR):

- Willing Seller Letter (Appendix J)
- Preliminary Title Report



DocuSign link  
provided.  
Google Chrome or  
Microsoft Edge  
browser  
recommended.



# Cost Estimate – Development Projects

- ❖ List all funding sources
- ❖ Do not split line-item costs between grant and other funders
- ❖ 25% cap non-construction costs
- ❖ 15% cap on Indirect Costs
- ❖ 10% cap on contingency
- ❖ Double-check calculations

Cost Estimate:				
Task	Description	Total*	EEM Grant	Los Angeles Dept. of Airports
<b>1.0</b>	<b>Non-Construction Costs</b>			
1.1	Direct Project Management	\$ 27,692.00	\$ -	\$ 27,692.00
1.2	Protected Species Management & Reporting	\$ 300,000.00	\$ -	\$ 300,000.00
1.3	Landscape Plan	\$ 20,000.00	\$ -	\$ 20,000.00
1.4	Data Collection	\$ 33,909.00	\$ 33,909.00	\$ -
1.5	Restoration Progress & Invasive Monitoring Reporting	\$ 7,798.00	\$ -	\$ 7,798.00
<b>Non-Construction Subtotal (not to exceed 25% of grant)†</b>		<b>\$ 389,399.00</b>	<b>\$ 33,909.00</b>	<b>\$ 355,490.00</b>
<b>2.0</b>	<b>Construction Costs</b>			
2.1	Invasive Plant Control - Removal	\$ 290,080.00	\$ 290,080.00	\$ -
2.2	Invasive Plant Control - Herbicides	\$ 20,778.00	\$ 20,778.00	\$ -
2.3	Planting of Native Species	\$ 155,233.00	\$ 155,233.00	\$ -
2.4	Funding Acknowledgement Sign	\$ 1,200.00	\$ -	\$ 1,200.00
<b>3.0</b>	<b>Post-Construction Costs</b>			
3.1	Active Site Management	\$ 1,226,900.00	\$ -	\$ 1,226,900.00
<b>Construction Subtotal</b>		<b>\$ 1,694,191.00</b>	<b>\$ 466,091.00</b>	<b>\$ 1,228,100.00</b>
Indirect Costs (not to exceed 15% of direct costs)				
Contingency (not to exceed 10%)				
<b>Project Grand Total</b>		<b>\$ 2,083,590.00</b>	<b>\$ 500,000.00</b>	<b>\$ 1,583,590.00</b>

# Cost Estimate – Acquisitions

(Complete one form for each separate escrow)

Project Title:					
Assessor's Parcel Number(s)	Acreage	Indicate Fee or Easement	Willing Seller Name and Address		
ACQUISITION COST ESTIMATE					
	Total Cost*	EEM Grant	Other Funder	Other Funder	Other Funder
Estimated Fair Market Value					
Relocation Costs					
Preliminary Title Reports, Appraisal Escrow Fees, Title Insurance, Closing Costs					
Surveying (limited to boundary line adjustments)					
Direct Costs -Staff and Consultants (limited to \$15,000 per grant)**					
State appraisal/transaction review, etc. (budget ≤ \$10,000)	\$10,000				
Baseline Conditions Report (required for conservation easements only)					
Contingency (not to exceed 10% of grant)					
Funding Acknowledgement Sign (Required)					
Other (specify)					
Grand Total					

\*All invoices and receipts for project expenditures from all funding sources will be retained and made available for state audit.

\*\*Only direct project management costs are eligible; no overhead/indirect costs are reimbursable. In-service payroll may not include a "billable rate" or administrative cost allocation.

- ❖ Show all funding sources
- ❖ List APNs
- ❖ Acreage
- ❖ Fee Title or Easement
- ❖ Budget \$10,000 for DGS Appraisal Review

# Property Data Sheet

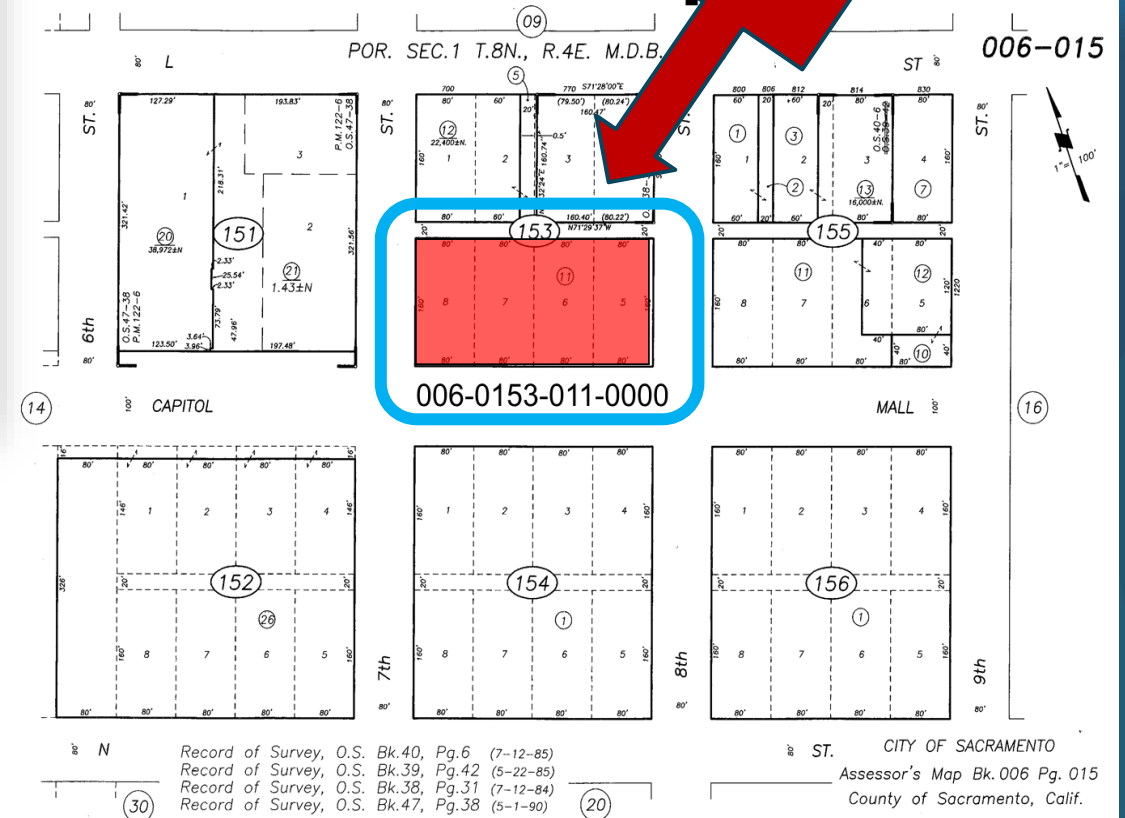
Complete the Property Data Sheet listing each parcel included in the proposed project, as well as the owner(s) of each parcel. Include any clarifying comments below. Attach additional sheets if necessary.

No	Owner Name	Assessor Parcel Number(s)	Acreage	If parcel(s) owned by applicant(s), indicate type of ownership			For all parcels, indicate document used to demonstrate ownership	If parcel(s) not owned by applicant(s), indicate document verifying long-term permission to develop and maintain					Entity to perform O&M	# of years O&M to be performed
				Fee Simple	Easement	Other (describe)		O&M Agreement	Lease	JPA	Letter from Owner	Other (describe)		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
Comments:														

Total Number of Parcels: \_\_\_\_\_ Total Number of Acres: \_\_\_\_\_

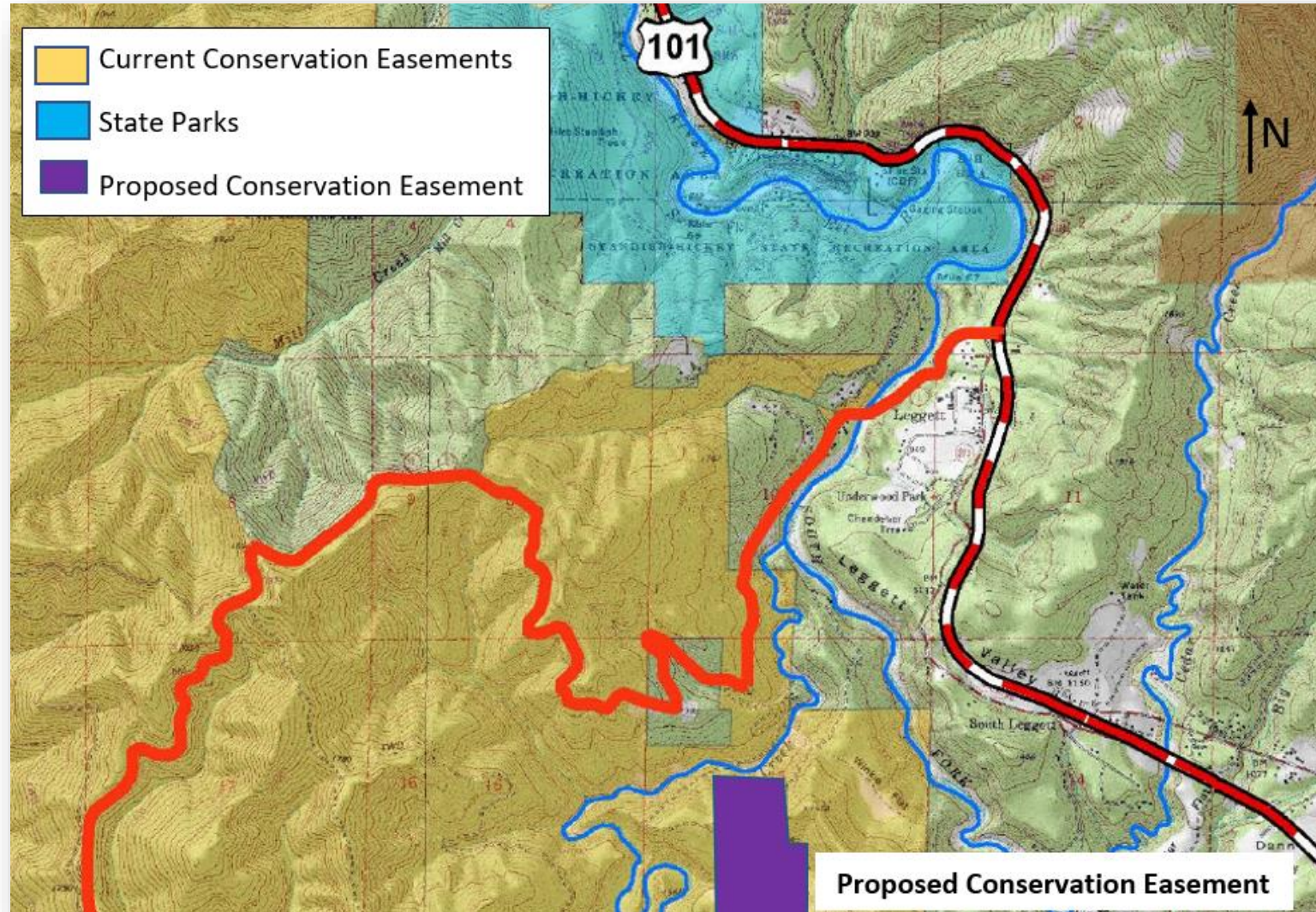
# Assessor Parcel Map

**Highlight relevant parcels**





# Project Area Map





# Site Plan – Development Projects



# Willing Seller Letter – Acquisitions

All acquisition packages must include Willing Seller letters **from each person on the title**. The letter must include the following information and be signed and dated by the legal owner(s) of each parcel to be acquired. Include the legal owner's name in print and their title. If the letter is being signed by a representative of the landowner, include separate legal documents (e.g., trust documents) authorizing them to sign for the landowner.

## (Template -- Willing Seller Letter)

**Date:**

**To:** California Natural Resources Agency  
Environmental Enhancement and Mitigation Program

**From:** Name(s) of Legal Owner (Trust, etc.)  
Address of Legal Owner(s)

**Re:** Parcel number(s):  
County:  
Property Address:

To Whom It May Concern:

This letter is provided to confirm that (name of owner, trust, etc.), owner of the above-referenced property, is a willing participant in the proposed real property transaction. Should grant funds be awarded to the grant applicant, (name of grant applicant), then (name of owner, trust, etc.), as Seller, is willing to enter into negotiations for the sale of the real property for a purchase price at or below fair market value.

Acknowledged:

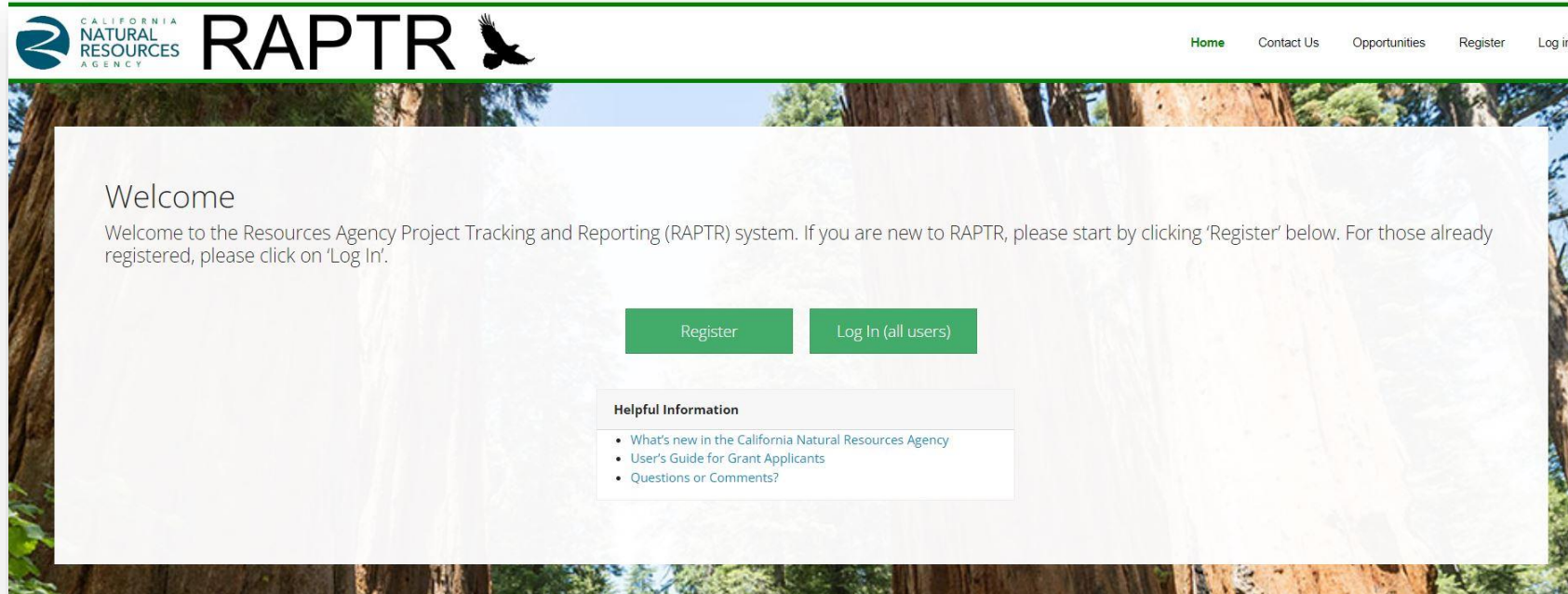
\_\_\_\_\_  
Printed name and title  
Signature of landowner

\_\_\_\_\_  
Date signed

# Online Proposal Submission – RAPTR Registration

Resources Agency Project Tracking and Reporting (RAPTR) System

<http://raptr.resources.ca.gov>



# Confirm RAPTR Registration **EARLY!**

- ❖ Check email & follow instructions to confirm registration
- ❖ RAPTR admin will complete your registration
  - If organization is in RAPTR, admin will connect new user to org. account
  - If org. is new to RAPTR, additional info is requested (org. name, address, FEIN, org. type)



# Online Proposal Submission – Open a New EEM Grant Application in RAPTR

1. Login with email address and password on RAPTR homepage
2. Click “Grants” at top of Menu Bar
3. From “Grants” drop box options, select “Submit Proposal”
4. Under “Grant Opportunities” find “2025 Environmental Enhancement & Mitigation Solicitation” and click, “Open” button

The screenshot displays the RAPTR Grants page. At the top, a navigation bar includes links for Home, Contact Us, Grants, Project Search, Utilities, and User. The Grants menu is open, showing options: Submit Proposal, Manage Proposals, and Review Proposals. Below the menu, there are tabs for Grant Opportunities and My Grants. A search criteria section includes a text input for Grant Opportunity and a status filter (Open, Closed, All). Below this is an 'Export to Excel' button and a table of grant opportunities. The first row of the table is highlighted in green and contains the '2025 Environmental Enhancement & Mitigation Solicitation'.

Grant Opportunity	Grantmaking Department	Open Date	Deadline	Grant Details Website	Submit Proposal
2025 Environmental Enhancement & Mitigation Solicitation	Secretary for Natural Resources	05/05/2025 10:00 AM	07/16/2025 5:00 PM	<a href="#">Link</a>	<a href="#">Open</a>
Local Conservation Corps Grants	California Conservation Corps	07/31/2024 1:00 AM	09/06/2024 11:59 PM		
Youth Community Access 2024	Secretary for Natural Resources	06/26/2024 8:00 AM	08/14/2024 12:00 AM		
Environmental Enhancement & Mitigation Solicitation	Secretary for Natural Resources	04/23/2024 12:00 AM	06/25/2024 12:00 AM		

# Online Proposal Submission – Enter General Project Information into RAPTR

Introduction

REQ: Project Information

REQ: Recipient Organization

REQ: Project Owner

REQ: Project Location

Additional Project Information

Step 1: Proposal Attachments

REQ: What you've answered so far


STOP: Check before proceeding to Step 3

Step 3: Supporting Documentation

REQ: Summary

REQ: Submission

2025 Environmental Enhancement & Mitigation Program Solicitation



The EEM Program is an annual program established by legislation. The program competitively awards grants to local, state, and federal governmental agencies, federally recognized Native American tribes, and nonprofit organizations to fund projects that mitigate the environmental impacts caused by new or modified public transportation facilities. There are three types of EEM projects: Urban Forestry, Resource Lands, and Mitigation Projects Beyond the Scope of the Lead Agency.

[2025 EEMP GRANT GUIDELINES](#)

Next / Save

Save progress

Page 1 / 12

# Online Proposal Submission – Upload Attachments into RAPTR

❖ Download the Project Proposal Questions for one selected category.

❖ Upload a PDF of completed Proposal Questions in RAPTR as an attachment.

❖ Additional attachments will be uploaded on the same page in RAPTR.

## Step 1: Upload Attachments

The following documents must be uploaded to RAPTR as part of the Project Proposal. Links to all forms are included below. They can also be found on the [Environmental Enhancement & Mitigation Grants webpage](#).

**\*\*Please name each document to be uploaded as instructed below to allow for easy identification of its contents.\*\***

### STEP 1: PROJECT PROPOSAL FORMS AND TEMPLATES

[Project Proposal Checklist](#)

[Project Proposal Signature Form](#)

[Project Proposal Questions:](#)

- [Urban Forestry](#)
- [Resources Lands](#)
- [Mitigation Beyond the Scope of the Lead Agency](#)

[Related Transportation Facility Letter Instructions](#)

[Sample Cost Estimate \(Construction Projects\)](#)

[Sample Cost Estimate \(Non-Construction Projects\)](#)

[Sample Cost Estimate \(Non-Construction Projects\)](#)

### Project Proposal Signature Form

The Project Proposal Signature Form can be accessed, completed, and electronically signed within DocuSign. Instructions on how to complete the form are provided at the [link](#). (\*\*Note\*\* Google Chrome or Microsoft Edge web browsers are recommended for use with DocuSign). The form should be signed by the same Authorized Representative to be identified in the resolution. A copy of the completed, signed form must be submitted.

Please name the signed, uploaded file 'Signature\_Page'

Proposal Signature Form

upload file or drag it here

### Project Proposal Questions

The Project Proposal Questions Form contains the project proposal questions and a space for responses. Please choose the form that corresponds to the project category for which you are applying: Urban Forestry, Resources Lands, or Mitigation Projects Beyond the Scope of the Lead Agency.

Please name the uploaded file 'Proposal\_Questions'

Proposal Questions Form

upload file or drag it here

### Letter from the Lead Agency Responsible for the RTF

The letter must provide responses to specific questions included in Appendix D of the EEM Grant Program Guidelines and must be signed by the Transportation Agency Representative.

Please name the uploaded file 'RTF\_Lead\_Agency\_Letter'


RTF Lead Agency Letter

upload file or drag it here

# Online Proposal Submission – Final Submission

- ❖ Quality check all information
- ❖ Verify all attachments are uploaded
- ❖ **Mark NO** on this page and proceed to next page to fully submit project proposal

You have completed Step 1 of the EEM Project Proposal



Review your project proposal for accuracy and completeness before proceeding.  
You must answer NO to the question below to advance to proposal submission.

Have you been explicitly invited by EEM Program Staff to proceed to Step 3?

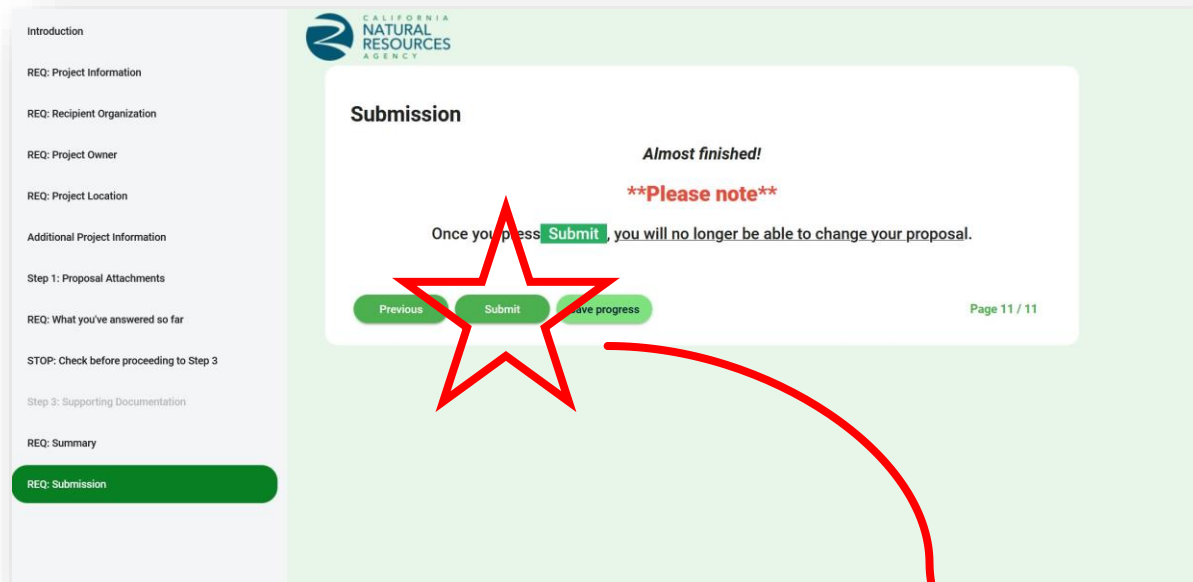
☐ Yes  
☐ No

[Previous](#) [Next / Save](#) [Save progress](#)

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# Online Proposal Submission – Final Submission



Introduction

REQ: Project Information

REQ: Recipient Organization

REQ: Project Owner

REQ: Project Location

Additional Project Information

Step 1: Proposal Attachments

REQ: What you've answered so far

STOP: Check before proceeding to Step 3

Step 3: Supporting Documentation

REQ: Summary

REQ: Submission

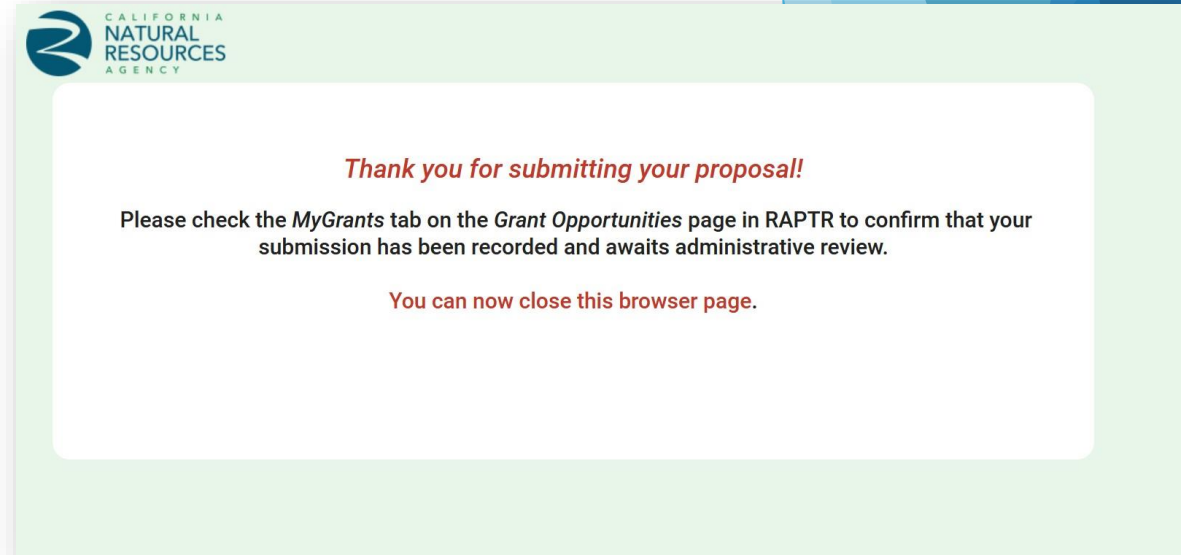
**Submission**

*Almost finished!*

**\*\*Please note\*\***

Once you press **Submit**, you will no longer be able to change your proposal.

Previous Submit Save progress Page 11 / 11



**Thank you for submitting your proposal!**

Please check the *MyGrants* tab on the *Grant Opportunities* page in RAPTR to confirm that your submission has been recorded and awaits administrative review.

You can now close this browser page.

# Online Proposal Submission – Final Submission

- ❖ Access submitted proposal under “My Grants” tab
- ❖ Items proposal docs available for download in “Attachments”

The screenshot shows the top navigation bar with links: Home, Contact Us, Grants, Project Search, Utilities, and User. The 'Grants' dropdown menu is open, showing 'Submit Proposal' (circled in red), 'Manage Proposals', and 'Review Proposals'. A red arrow points from the 'Submit Proposal' link to the 'My Grants' tab in the 'Grant Opportunities' section. The 'My Grants' tab is also circled in red. Below the tabs is a search criteria section with fields for Grant Opportunity, Recipient Organization, and Project Title, and a Search button. Below the search criteria is an 'Export to Excel' button and a table of grant opportunities. The table has columns: Grant Opportunity, Recipient Organization, Project Title, Submitted, Load Map, and Action. The 'Action' column contains 'Attachments' links, which are circled in red. The table shows two rows of grant opportunities, both from the California Natural Resources Agency.

Grant Opportunities

Grant Opportunities My Grants

Search Criteria:

Grant Opportunity Recipient Organization Project Title

Grant Opportunity Recipient Organization Project Title

Search

Export to Excel

Drag a column header and drop it here to group by that column

Grant Opportunity	Recipient Organization	Project Title	Submitted	Load Map	Action
2025 Environmental Enhancement & Mitigation Solicitation	California Natural Resources Agency	TEST	5/8/2025 12:42:17 PM	Map	Attachments
2025 Environmental Enhancement & Mitigation Solicitation	California Natural Resources Agency	TEST	5/1/2025 9:37:48 AM	Map	Attachments

# Online Proposal Submission – RAPTR References

- ❖ Resources Agency Project Tracking and Reporting (RAPTR) system home page
  - <https://raptr.resources.ca.gov/>
- ❖ RAPTR User Guide
  - [RAPTRUserGuideforGrantApplicants.pdf](#)
- ❖ Help Desk Email (M-F, 9AM to 4PM)
  - [RAPTR@resources.ca.gov](mailto:RAPTR@resources.ca.gov)

# Project Proposal Submission Deadline

**July 16, 2025**

**Before 5:00 pm**







## Step 2 - Field Visit



## Step 2 – Field Visit



Landowner representatives, entities with jurisdiction, project partners and EEM staff at field visits







## Step 3 – Supporting Documentation

# Supporting Documentation Examples

- ▶ Signed Authorizing Resolution
- ▶ Eligibility for nonprofits
- ▶ Funding Plan
- ▶ Appraisal
- ▶ Draft Conservation Easement
- ▶ Site Control





# Supporting Documentation – Site Control

Own: YES  
O&M: YES

- Ownership Evidence

Own: YES  
O&M: NO

- Ownership Evidence
- O&M Agreement\*

Own: NO  
O&M: YES

- Ownership Evidence
- Development Agreement\* with Owner including O&M provisions

Own: NO  
O&M: NO

- Ownership Evidence
- Development Agreement\* with Owner
- O&M agreement with entity who will perform O&M

\* If agreements not yet executed, provide a letter from owner or entity to perform Operations and Maintenance (O&M) that states intent to enter into agreement

# Acquisition Timeline

Activity Description	Approximate Timing Ahead of Close
Submit to State: <ul style="list-style-type: none"><li>• Appraisal</li><li>• Purchase Agreement</li><li>• Preliminary Title Report</li><li>• Draft Conservation Easement</li></ul>	10-11 months before Escrow
DGS Review of Appraisal	8-9 months before Escrow
Open Escrow & Request Advance into Escrow	4-5 months before Escrow
Submit final draft grant deed with CNRA-approved deed restrictions/ conservation easement	3 months before Escrow

# Anticipated Timeline

Grant Solicitation Opens	May 5, 2025
Virtual Technical Assistance Workshops	May 2025
Project Proposal Deadline	July 16, 2025
Field Visits	Sept – Oct 2025
CTC Approval & Awards Announced	January or March 2026

# Helpful Hints

## **Clear**

- ▶ What, why, & how much

## **Concise**

- ▶ Be deliberate

## **Cohesive**

- ▶ Be consistent throughout the proposal

## **Complete**

- ▶ Use the project checklist to be sure all required documents are submitted



# Questions?

## Website:

[resources.ca.gov/grants](https://resources.ca.gov/grants)

## EEM Project Questions

[eemcoordinator@resources.ca.gov](mailto:eemcoordinator@resources.ca.gov)  
(916) 653-2812

## RAPTR Help

[RAPTR@resources.ca.gov](mailto:RAPTR@resources.ca.gov)

