



**Marin Municipal Water District
announces**

**The Willis Evans
WATERSHED HABITAT IMPROVEMENT
GRANT PROGRAM**

The goal of the grant program is to provide an appreciable, long-term improvement to habitat conditions in the Mt. Tamalpais watershed and other watersheds within the MMWD sphere of influence in Marin County.

P R O G R A M S U M M A R Y

Schedule

November 30, 2005	Applications due by 3:00 p.m.
February, 2006	Awards announced
March-June, 2006	Contracts issued
June 15, 2007	Projects Completed

Funding

- ◆ small project grants up to \$5,000 each
- ◆ large project grants up to \$25,000 each

Projects Eligible

- ◆ Watershed Enhancement Projects (on-the-ground work, monitoring)
- ◆ Educational and Public Outreach Programs
- ◆ Research Studies

Applicants Eligible

- ◆ Individuals
- ◆ Non-Profit Organizations
- ◆ Community Groups
- ◆ Schools
- ◆ Public Agencies

Watersheds Eligible

- ◆ Lagunitas Creek
- ◆ Walker Creek
- ◆ Corte Madera Creek
- ◆ Arroyo Corte Madera del Presidio
- ◆ Redwood Creek

**For additional information please contact
Thomasin Curtis, MMWD Grant Specialist at (415) 945-1542.**

This document is available at www.marinwater.org

BACKGROUND

The Marin Municipal Water District (MMWD) Board of Directors originally established the Watershed Habitat Improvement Grant Program as a pilot program for fiscal years¹ 2001/02 and 2002/03. Following the success of the pilot program, the Board authorized its continuation, naming the grant program in honor of the late Willis Evans. This third cycle of the grant program will run through fiscal years 2005/06 and 2006/07.

The Willis Evans Watershed Habitat Improvement Grant Program is a competitive grant program, with funding awarded to applicants that are selected by the Board following an evaluation process. The intention is to provide financial assistance to groups or individuals seeking to conduct habitat improvement projects in watersheds that are of interest and benefit to the overall goals of MMWD. Eligible projects include activities such as on-the-ground enhancement work, educational programs, and environmental research.

PROGRAM GOALS

The goal of the Willis Evans Watershed Habitat Improvement Grant Program is to provide an appreciable, long-term improvement to habitat conditions in the Mt. Tamalpais watershed and other watersheds within the MMWD sphere of influence in Marin County.

The watersheds within the MMWD sphere of influence are those watersheds affected by MMWD land or water management activities (i.e., lands under MMWD ownership and drainages with MMWD operated reservoirs). These watersheds include the drainage areas of five stream systems: Lagunitas Creek, Walker Creek, Corte Madera Creek, Arroyo Corte Madera Del Presidio, and Redwood Creek.

Not all of MMWD's service area falls within the watersheds within MMWD's sphere of influence. Projects occurring in areas in Marin County that are not part of a watershed within MMWD's sphere of influence (i.e., not within the watersheds of any of the five streams named above) are not eligible for this grant program.

APPLICANT ELIGIBILITY

This program is open to nearly all individuals and organizations, including the following:

Individuals
Non-Profit Organizations
Community Groups
Schools
Public Agencies

¹ MMWD's fiscal year runs from July 1 to June 30.

PROJECT ELIGIBILITY

Projects must meet program goals of providing an appreciable, long-term improvement to habitat conditions in the Mt. Tamalpais watershed and other watersheds within the MMWD sphere of influence and can include, but are not limited to projects in the following categories:

Watershed Enhancement Education and Public Outreach Environmental Research

Projects must be focused on or occur in one or more of the watersheds within MMWD's sphere of influence (see program goals above).

Watershed Enhancement

On-the-ground projects such as, but not limited to: riparian re-vegetation; stream bank stabilization; erosion control and sediment reduction; in-stream habitat improvements; creek care day; non-native species removal; native species plantings; or native plant seed collection and propagation.

Education and Public Outreach

Educational programs such as, but not limited to: landowner outreach for watershed maintenance and management; habitat protection awareness; classroom projects (e.g., rearing steelhead in elementary school class aquarium); or watershed education curriculum support, flyers, signage.

Environmental Research Studies

Studies such as, but not limited to: species population monitoring (e.g., wildlife, plants, and/or plant communities); habitat assessment; or monitoring.

A project may be a combination of one or more activities, such as classroom projects with an on-the-ground habitat enhancement element.

INELIGIBLE PROJECTS

The program is explicitly not intended to fund the following:

- Recreational enhancement projects, unless the recreational enhancement is a secondary outcome of addressing a watershed habitat improvement issue.
- Projects consisting primarily of meetings, negotiations or discussions.
- Routine maintenance activities performed by other public land agencies. The program is also not intended to supplant budgeted funding for an activity that is the responsibility and obligation of another agency.
- Operational support or ongoing programs of an organization. The Willis Evans Habitat Improvement Grant Program is intended to fund discrete projects.

ELIGIBLE COSTS

Activities that are directly related to any phase of the successful implementation of an eligible project may be paid for with MMWD grant funds.

An organizations' staff time will be funded only if the proposed activities are clearly detailed in the project proposal and are directly related to the implementation of the project.

INELIGIBLE COSTS

- Administration or overhead support
- General organizational support
- Debt reduction
- Political or religious activities
- Soliciting

AVAILABLE FUNDING

Projects will be considered in one of two categories:

- 1) Small projects funded up to a maximum of \$5,000 each; and
- 2) Large projects funded up to a maximum of \$25,000 each.

A total of \$100,000 is available over the 2-year program for fiscal years 2005/06 and 2006/07. Approximately twenty-five percent of the grant fund will be allocated for small projects up to \$5,000 each; and seventy-five percent will be allocated for large projects up to \$25,000 each. This will enable funding of at least five small projects and three large projects.

Collaborative (cost-sharing) funding sources are encouraged but are not required. For small projects with a total cost greater than \$5,000 and large projects costing greater than \$25,000, it is hoped that the MMWD funding would be used to leverage other dollars to cover the costs of the project in excess of MMWD funding.

RESTRICTIONS

The grant program will not provide any additional funding for increased project scope, cost overruns or contingency funding. The program is intended to fund a discrete project, with the entire funding request made at the initial time of application. Requests for additional support for the same project, whether applied for under a subsequent program cycle or whether made directly to the Board outside a funding cycle, will not be considered. **There are no additional funds available for project contingencies.**

The grant program is intended to fund projects that have been selected through a standard evaluation process (see below.) Requests for approval to change the scope of work, time line, or any other element of a funded proposal must be formally submitted to the MMWD Board of Directors. If an awarded project should change materially from the original project description upon which the award was based, and the Board has not approved the change, the Board may withdraw grant funding.

EVALUATION AND SELECTION PROCESS

Applications are reviewed and evaluated through a three-step process, with final approval made by the MMWD Board of Directors:

1. Staff Review
2. Grant Committee Review and Recommendation to MMWD Board of Directors
3. MMWD Board of Directors Review and Final Selection

PROJECT EVALUATION CRITERIA

Applications will be evaluated based on the merits of the project. In addition, preference will be given to projects that meet the following criteria:

- Projects that compliment or benefit MMWD's resource management programs, and are consistent with and compliment MMWD's mission and programs.
- Projects that are well defined and have clear goals.
- Projects that have a realistic schedule for completion.
- Projects that are self-directed, requiring little MMWD staff assistance.
- Projects that are ready to proceed, including site selection, permits, etc.
- Projects that will likely produce tangible environmental benefits. For example, engineering and design work may be funded, provided the project description demonstrates that the work will lead to implementation of an actual on-the-ground project.
- Projects that are fully conceived, detailed and well thought-out.

All applicants will be notified as to the final disposition of their application following final Board action.

INSURANCE

Although the District's Board of Directors has established the grant program for the purpose of supporting local projects, the program must not inadvertently put the District at risk through the grantees' project-related activities.

All grant award winners **will be required to carry:**

- General Liability Insurance and Automobile Liability Insurance – a minimum of one million dollars coverage.
- Worker's Compensation Insurance

Insurance providers must have an AM Best rating of A or better. Prior to receiving funds all grant award winners **will be required to provide to the District:**

- Certificates of General Liability, Automobile Liability and Worker's Compensation insurance, or a certificate from an insurance pool approved by the District.
- The District's "Additional Insured Endorsement" (or equivalent, approved by the District) naming Marin Municipal Water District as the additional insured under the grantee's general liability and automobile liability insurance coverage, and signed by the insurance provider. Grant awards will not be made until all insurance is presented to the satisfaction of the District.

Note: If grantee is not able to meet the March 1, 2006 deadline for submitting insurance documents, the award will be withdrawn and offered to another applicant.

ENVIRONMENTAL COMPLIANCE

CEQA

All projects awarded funding must undergo environmental review under the California Environmental Quality Act (CEQA). MMWD must ensure CEQA compliance for all projects prior to entering into a contract with grantee for disbursement of award funds. Public agencies and non-governmental organizations will be expected to complete their own CEQA work. On a limited basis, District staff will be available for consultation regarding CEQA issues and will prepare Notices of Categorical Exemption, utilizing background information provided by the applicant.

The District will not absorb the costs of environmental review beyond the level of a Categorical Exemption. The grantee will be responsible for additional costs if their project requires further environmental review.

PERMITS

In addition to CEQA compliance, some projects may need permits or approvals from other agencies. Grantees will be responsible for obtaining these permits and for performing any associated environmental review. Permit preparation is **not** a service provided by District staff under this grant program.

CONTRACTING

Grant award recipients must enter into a contract with MMWD. The contract is a binding agreement, which articulates responsibilities and expectations for both the grantee and MMWD. A contract will be executed only after all insurance documents have been received and environmental review under CEQA has been completed and approved by the District.

Funding under this grant program may only be applied to costs incurred **after** a fully executed contract is in place. Pre-contract expenditures are not reimbursable.

Awards will generally be disbursed in two payments: an initial payment of 50% of the award amount, and a second payment of the final 50% of the award. The first payment will be sent to the grantee upon execution and signing of the contract by both the grantee and the District; and the final payment will be made after project completion, following receipt of financial records and an invoice to the District for the balance due.

REPORTING

Grantees will be expected to maintain records of expenditures associated with the grant project and to submit a financial statement, notification of project completion and an invoice to MMWD requesting final payment. The “notice of project completion” shall include a brief written report describing the project activities and results, including discussion of project outcomes relative to original goals and objectives.

APPLICATION PROCEDURE

Applications for grant funding must include the following documents:

- Completed Application Form
- Budget
- Project Location Map
- Photos of project site (for on-the-ground projects)
- Statement of Landowner Permission (for on-the-ground projects)
- 501(c)(3) Tax Status Certification (for non-profit organizations)

Additional information may be included to support or elaborate on the proposed project, and additional pages may be attached to the application form. Please limit the entire application package 15 pages in total.

Applications must be **received by 3:00pm November 30, 2005** and may be hand-delivered or sent via US Mail, Federal Express or courier service to:

Willis Evans Watershed Habitat Improvement Grant Program
Attention: Thomasin Curtis
Marin Municipal Water District
220 Nellen Avenue
Corte Madera, CA. 94925

SCHEDULE

August 31, 2005	Grant application period opens.
November 30, 2005	Grant application period closes. Applications due at MMWD by 3:00 p.m.
December 2005 – January 2006	Application review period.
February 2006	Grantees selected by MMWD Board of Directors.
March 1, 2006	Deadline for submittal of insurance documents.
March – June 2006	Contracts issued following CEQA compliance. Initial award payments issued.
June 15, 2007	Deadline for project completion.

For additional information please contact:

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(415) 945-1542
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