## APPENDIX D - Acquisition Grant Application

**Applying**

This is the application form for Agricultural Conservation Acquisition (Acquisition) Grants under the Round 8 Guidelines for the Sustainable Agricultural Lands Conservation Program (Guidelines). The Guidelines detail the background and eligibility requirements for funding. Applicants should familiarize themselves with the Round 9 Guidelines prior to completing this grant application and refer to them for questions regarding this form. SALC staff are available prior to the application deadline to provide technical assistance to eligible applicants interested in applying.

**Initial Screening – Pre-proposals**

Applicants are required to submit a pre-proposal to the Department prior to applying. Please refer to the Pre-Proposals section of the Guidelines for additional information.

**Grant Application Submission**

Please use the Grant Application Checklist to ensure that all necessary materials are submitted. Incomplete or Not Ready applications may not be evaluated or considered for funding at the sole discretion of the State. Early consultation with SALC staff regarding proposed projects is strongly encouraged to achieve the most efficient review process possible.

The application process and requirements for Acquisition grants is detailed in Section 3 of the Guidelines. Pre-proposals and applications must be submitted electronically by 11:59 p.m. on the deadlines specified in “At-a-Glance,” to be considered for funding.

Please submit the items below to the Department of Conservation via email to [salcp@conservation.ca.gov](mailto:salcp@conservation.ca.gov).

Receipt of the digital application by the Department determines the official submittal date and time. SALC will acknowledge receipt of the digital application by email to the Contact Person listed on the Grant Application Cover Sheet.

**Acquisition Grant Application Checklist**

Required Components

All grant applications must include the following:

Application Cover Sheet

Executive Summary (1-page maximum)

Acquisition Summary Sheet

Narrative Questions

Applicant Resolution of Support

Letter to Planning Director

Letter from Groundwater Water Sustainability Agency *(only required for projects in critically over-drafted basins with an approved Groundwater Sustainability Plan)*

Updated Preliminary Title Report, Underlying Documents, Assessor’s Parcel Maps *(if requested)*

Appraisal or Support for Estimated Easement Value

Revised Project Boundary Map *(if requested)*

Revised Building Envelope(s) Map and Excluded Area(s) Map *(if requested)*

Associated Costs Budget Table *(only required if applying for more than $60,000)*

Additional Components

*Applicants may submit the following as relevant to their application:*

Proposed Interest Holder Resolution of Support *(if relevant)*

Priority Population Benefits Checklist *(required if providing a priority population benefit)*

Maps that show property characteristics relevant to the project

**Acquisition Grant Application Cover Sheet**

**Basic Information**

Project Title: Click or tap here to enter text.

Location (County and Nearest City): Click or tap here to enter text.

Distance to nearest city or census designated place: Click or tap here to enter text.

Real property interest to be acquired:  Easement  Fee

Number of Easements: Click or tap here to enter text.

Located within a [priority population](https://webmaps.arb.ca.gov/PriorityPopulations/):  **Y**  **N** *[Census tract number]*

Priority Population Status:  **Y**  **N** *[If yes, attach Priority Population Benefits Table]*

**Project Funding**

A: SALC Acquisition Request Amount: Click or tap here to enter text.

B: SALC Associated Costs Request: Click or tap here to enter text. *[Up to $60,000]*

C: SALC Management Plan or Carbon Farm Plan Request: Click or tap here to enter text. *[Up to $10,000]*

D: SALC Total Grant Request (A+B+C): Click or tap here to enter text.

Match Amount *(toward easement value only)*: Click or tap here to enter text.

Matching Funds Source: Click or tap here to enter text. *[i.e., NRCS-ACEP, WCB-CAPP, etc.]*

Status of Match: Click or tap here to enter text.

Does all or a portion of the match come from another CCI program?: **Y**  **N**

If yes, List: Click or tap here to enter text.

Estimated Easement Fair Market Value: Click or tap here to enter text.

Estimated Fee Title Fair Market Value *(Fee acquisitions only)*: Click or tap here to enter text.

**Applicant Information**

Applicant: Click or tap here to enter text.

Federal Employer ID Number: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

**Co-Applicant/Intended Interest Holder Information *(complete if applicable)***

Name: Click or tap here to enter text.

Federal Employer ID Number: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

**Executive Summary**

This section (**one** **(1) page** maximum) should:

* Provide a brief but thorough description of the proposed project and its scope (project type; agricultural use; farmland quality; location; size; whether landowner or lessee-operated; if lessee-operated, the length of the lease; etc),
* Clearly respond to all concerns identified by SALC staff during the pre-proposal review (if any),
* Provide a brief summary of how the project meets the programs goals, and
* Identify whether the landowner must meet any critical deadlines for concluding the transaction.

**Acquisition Summary Sheet**

All fields in this section must be filled out for the application to be considered complete.

**General Information**

Project Title: Click or tap here to enter text.

Landowner Name(s) / Ownership Structure: Click or tap here to enter text.

Street Address of Property (or nearest cross streets): Click or tap here to enter text.

Project APN(s): Click or tap here to enter text.

**Project Acreage**

Total Project Acreage (Assessor’s Acreage): Click or tap here to enter text.

Prime Farmland Acres: Click or tap here to enter text.

Farmland of Statewide Importance: Click or tap here to enter text.

Irrigated Acres: Click or tap here to enter text.

Non-irrigated / Grazing Acres: Click or tap here to enter text.

Non Agricultural Acres: Click or tap here to enter text.

**Landowner/Lessee Demographics**

Items in the demographics section should be completed for the landowner or lessee who farms or ranches the property. For properties farmed or ranched by the landowner but where ownership of the property is held by more than one individual or by a company or trust, complete this section for the individual(s) who manage(s) the day-to-day operations of the farm/ranch. Information on gender, race, and ethnicity is for informational purposes only and will not be considered in project selection.

The property is farmed/ranched by:

Landowner

Lessee

Both

The person who farms/ranches the property lives in:

A [disadvantaged community](https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm)

*Census tract number:* Click or tap here to enter text.

A [low-income household](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=26.&title=&part=2.&chapter=4.1.&article=#:~:text=39713.,communities%20described%20in%20Section%2039711.) *(refer to Health and Safety Code section 39713(d)(1))*

*Annual Household Adjusted Gross Income* (*Applicants may be asked to provide proof of landowner/lessee income, including tax return information, for verification upon request:* Click or tap here to enter text.

A [low-income community](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=26.&title=&part=2.&chapter=4.1.&article=#:~:text=39713.,communities%20described%20in%20Section%2039711.) *(refer to Health and Safety Code section 39713(d)(2))*

*Census tract number:* Click or tap here to enter text.

None of the above

The person who farms/ranches the property is:

A beginning farmer

A Veteran

None of the above

The gender of the person who farms/ranches the property is:

Female

Male

Non-binary

Do not wish to identify/does not apply

The race/ethnicity of the person who farms/ranches the property is *(check all that apply)*:

African American

Native American

Alaskan Native

Hispanic

Asian American

Native Hawaiian

Pacific Islander

White

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do not wish to identify/does not apply

**Sale and Subdivision**

Would proposed acquisition prohibit further subdivision of existing legal parcels?:  **Y**  **N**

If yes, Explain: Click or tap here to enter text.

Would proposed acquisition prohibit sale of existing legal parcels separately from other parcels in the project area?:  **Y**  **N**

If yes, Explain: Click or tap here to enter text.

**Water and Mineral Rights**

Water Rights and Source(s): Click or tap here to enter text.

Third party mineral rights holder(s)?:  **Y**  **N**

Explanation: Click or tap here to enter text.

Severed mineral rights?:  **Y**  **N**

Explanation: Click or tap here to enter text.

Evidence of past mining?:  **Y**  **N**

Explanation: Click or tap here to enter text.

**Existing and Reserved Single-family Residences**

Number of single family **(SF) residences** currently on the property: Click or tap here to enter text.

Approximate size of each **SF residence** (square footage of living area): Click or tap here to enter text.

Number of additional **SF residences** to be reserved in easement (if any): Click or tap here to enter text.

Size restriction (sq. ft), if any, on reserved and/or existing **SF residences**: Click or tap here to enter text.

**Existing Farm Labor Residences**

Number of farm labor residential structures/units currently on property: Click or tap here to enter text.

Approximate size of each farm labor residence (square footage of living area): Click or tap here to enter text.

**Building Envelopes**

**Existing Building Envelopes** on the property?

Number: Click or tap here to enter text.

Approximate Acres (each): Click or tap here to enter text.

**Additional Building Envelope(s)** to be reserved (e.g., residential, ag. Employee, agricultural infrastructure)?

Number: Click or tap here to enter text.

Approximate Acres (each): Click or tap here to enter text.

If the location(s) of the additional Building Envelopes have not been identified, will the deed language establish a process for the identifications of the future building envelope(s)?  **Y**  **N**

**Additional Information**

Other Reserved Rights (e.g., oil and gas site, solar, communication towers)

Please list: Click or tap here to enter text.

Any critical deadlines?:  **Y**  **N**

If yes, please describe: Click or tap here to enter text.

**Narrative Questions**

This section should be used to explain attributes of the proposed acquisition that are relevant to the goals of SALC. **Refer to pages –31-33 of the Guidelines for additional information.** This section should not exceed **six (6) pages**. Please answer the following questions, maintaining the format below.

1. Describe how the proposed project will support long term, economically viable, commercial agricultural production, including whether the property has adequate water availability and water quality for agricultural purposes. For projects where the easement is to conserve tribal cultural resources, describe how the project supports sustainable management of cultural resources of historical importance to the tribe.
   1. Describe current agricultural uses.
   2. If not currently in agricultural use, provide a plan (including timeline) for how agricultural uses will be implemented and sustained on the property, and describe what parts of the plan the landowner has implemented.
2. Describe how the project will support infill and compact development and is likely to be converted to non-agricultural uses in the near future.
3. Describe how the project meets one or more of the following program goals:
   1. contributes to carbon neutrality
   2. supports sustainable land management
   3. supports coordinated land use planning
   4. builds climate resilience
   5. reduces risk from extreme climate events
   6. contributes to the State’s effort to combat climate change
   7. safeguards the State’s economic sustainability and food security
   8. protects biodiversity
4. Describe how the acquisition will advance equity and opportunity in one or more of the following ways:
   1. Provides meaningful benefits to a priority population as identified using California Air Resources Board’s [Priority Population Benefits Table for Land Conservation](https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/ccidoc/criteriatable/criteria-table-landcon_draft_2021-05-03.pdf).
   2. Is led by or supports California Native American tribe’s ownership of, co-management of, and access to natural lands and Indigenous cultural resources on the property.
   3. Provides secure land tenure for farming or ranching on the property to a beginning or veteran farmer or rancher, or a farmer or rancher who lives in a priority population.
5. Describe how the acquisition provides co-benefits beyond the program goals, including environmental, economic, public health, or other co-benefits.
6. If the proposal is for fee title acquisition, how will the property be utilized for agricultural use? Do you plan to lease or sell the property and in what time frame will that occur?

**Applicant Resolution of Support**

The applicant is required to submit a signed resolution of support from its board of directors or similar governing body authorizing the submittal of a grant application to the SALC. The resolution must:

* Authorize the submittal of an acquisition grant application to SALC;
* Authorize entrance into a grant agreement with the Department for the project and agree to accept the template terms and conditions, available in Appendix F of the Guidelines, if the project is awarded funding;
* Certify that no conflict of interest or appearance of conflict of interest exists for any member of the applicant’s Board of Directors as relates to the project; and,
* Authorize a designated individual to execute tasks, such as signing documents, related to the application, grant agreement, and acquisition, if the project is awarded funding.

**Notification Letter to the Planning Director**

The applicant must provide written notification to the local government’s Planning Director about the application. The letter should indicate the applicant’s intent to apply for a grant to acquire an agricultural conservation easement, the Department’s contact information in case the local government has comments, and the anticipated date of the Strategic Growth Council meeting at which the easement application is proposed to be considered for approval. The notification should include the applicant and not the landowner’s name.

**Letter from Groundwater Sustainability Agency**

For projects located in critically over-drafted basins with an adopted Groundwater Sustainability Plan, the applicant must provide a letter from the relevant Groundwater Sustainability Agency indicating that continued agricultural use thereon is consistent with the adopted Groundwater Sustainability Plan for that groundwater basin. Projects not located in critically over-drafted basins, or projects located in a critically over-drafted basin for which a Groundwater Sustainability Plan has not yet been adopted, are exempt from this requirement.

Groundwater basin designations can be found on the [SGMA Basin Prioritization Dashboard](https://gis.water.ca.gov/app/bp-dashboard/final/).

Adopted Groundwater Sustainability Plans are available on [Department of Water Resources’s Submitted GSPs page](https://sgma.water.ca.gov/portal/gsp/all).

**Preliminary Title Report and Assessor’s Parcel Map(s)**

If an updated preliminary title report or associated documents was requested as part of the pre-proposal feedback, provide an updated preliminary title report for review.

**Appraisal/Support for Estimated Acquisition Value**

A current appraisal is not a required component of the application. However, the applicant must provide support for the acquisition value identified in the application cover sheet. This support may be in the form of a preliminary or complete appraisal, or a detailed estimate for the anticipated cost of the acquisition, and material to support the valuation estimate. SALC reserves the right to require that a current appraisal accompany the grant application if, in its sole discretion, it determines that insufficient data is available to support an estimate.

SALC will only fund the appraisal that is approved by the state and used for the completed acquisition.

**Project Boundary Map**

If the applicant has revised the project boundary following receipt of pre-proposal feedback, or if the project boundary has changed, provide an updated boundary map (pdf format) with the application.

Applicants may also submit maps depicting the proposed project boundary relative to Important Farmland data, nearest Sphere of Influence, priority planning areas, and other protected lands in the vicinity. If the applicant can document additional conserved lands or resource values that support the proposal, they are encouraged to provide supplemental maps to that effect.

Applicants are encouraged to provide GIS shapefiles of any data included in their maps.

**Building Envelope(s) and any Excluded Area(s) Map**

If the applicant has revised the building envelopes or excluded areas associated with the project following receipt of pre-proposal feedback, provide an updated building envelope and excluded areas map (pdf format) with the application.

Building envelopes must be designated around existing residences, as well as sites for proposed future residences.

**Priority Population Benefits Checklist (AB 1550) – OPTIONAL**

This checklist is to be used by applicants claiming to provide a benefit to a priority population. Benefits must address a common need to a disadvantaged community. The chosen approach must be identified on the checklist and accompanied by supporting documentation that a disadvantaged community need is being met. This checklist will be available on the Department website.

Projects must satisfy at least one criterion in Step 1, one criterion in Step 2, and one criterion in Step 3, and the benefit claimed must meet the need identified to be considered to provide direct, meaningful, and assured benefits to priority populations, receive priority population status through SALC, and count toward statutory investment minimums. Documentation must be provided to support all claims and will be evaluated by SALC in consultation with CARB.

Please see [www.arb.ca.gov/cci-resources](http://www.arb.ca.gov/cci-resources) for the most recent table.

**Management Plan / Carbon Farming Plan - OPTIONAL**

If the applicant is requesting reimbursement for a Management Plan or Carbon Farming Plan, provide a description of who the proposed preparer is and how they meet the required qualifications. Refer to Appendix E in these Guidelines. If the proposed preparer of the Management Plan or Carbon Farming Plan is unknown at this stage, state “unknown at this time.