Pre-proposal Worksheet for Agricultural Conservation Easement Grants

Sustainable Agricultural Lands Conservation program

This worksheet has been developed in conjunction with the 2017-18 Guidelines for the Sustainable Agricultural Lands Conservation Program (SALC Program). The 2017-18 Guidelines serve as the Request for Grant Applications for the SALC Program. Please refer to the 2017-18 SALC Program Guidelines for details on program requirements and how to apply for funding.

Please be aware that submittal of a pre-proposal worksheet for prospective grant applications is mandatory this year. Grant applications are due August 1 and will not be accepted unless a pre-proposal worksheet was received for the project by the May 22, 2018 deadline.

Pre-proposals will be reviewed and technical assistance provided to facilitate the development of competitive grant applications. Applicants interested in receiving technical assistance prior to submission of a pre-proposal may contact the Department with questions.

Please submit this worksheet along with a preliminary title report that is less than six months old, and maps of the project boundaries, location and building envelopes, if known, to the Department via email ([cfcp@conservation.ca.gov](mailto:cfcp@conservation.ca.gov)), or to the Department grant manager that has worked with your organization on prior applications.   
Contact the Department staff with any questions at (916) 324-0850.

|  |  |
| --- | --- |
| Schedule | Date |
| SGC Approval of 2017-18 SALC Program Guidelines | April 20, 2018 |
| Deadline to submit Pre-proposal Worksheets | May 22, 2018 |
| Deadline to submit Grant Applications | August 01, 2018 |
| *Anticipated* Date of Funding Award Announcement | December 04, 2018 |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Title |  | | | |
| Applicant[[1]](#footnote-1) |  | | | |
| Co-Applicant (if applicable) |  | | | |
| Contact Person |  | | | |
| Phone Number |  | | | |
| Email Address |  | | | |
| Project Location (county and nearest city) |  | | | |
| Claiming Priority Population Benefits Status[[2]](#footnote-2) (circle one) | **Y N** | If yes, you will need to submit a Priority Population Benefits Checklist[[3]](#footnote-3) with your application (*not* with this pre-proposal). | | |
| Strategy and Outcome Grant Project Name (if applicable)[[4]](#footnote-4) |  | | | |
|  | | | | |
| Landowner Name(s)/ Ownership Structure |  | | | |
| Street Address of Property (or nearest cross streets) |  | | | |
| Project APN(s) |  | | | |
| Distance from nearest Sphere of Influence and City (name) |  | | | |
|  | | | | |
| Total Project Acres (Assessor’s Acreage) |  | | | |
| Total Irrigated Acres |  | | | |
| Important Farmland Acreage and Type(s)[[5]](#footnote-5) |  | | | |
| Current Zoning/ Minimum Parcel Size |  | | | |
| Number of Existing Legal Parcels |  | | | |
| Proposed Number of Easements |  | | | |
| Would proposed easement(s) prohibit sale of existing legal parcels from other parcels in the easement area? | **Y N Undecided** | | | |
| Would proposed easement(s) prohibit further subdivision of existing legal parcels? | **Y N Undecided** | | | |
|  | | | | |
| Is an appraisal of the easement value for the property available? | **Y N** | |  | |
| If an appraisal of the easement value is not available, please estimate an easement value and attach explanation of the estimate. |  | | | |
| List the status of match funding (e.g., Secured, Pending, or Not Identified) and the name(s) of all existing/identified match funders |  | | | |
|  | | | | |
| Water Rights and Source(s) |  | | | |
| Description of the Mineral Rights Estate |  | | | |
|  | *If Yes for items below, please explain:* | | | |
| Third party mineral rights holder(s)? | **Y N** | |  | |
| Oil and/or gas lease(s)? | **Y N** | |  | |
| Severed mineral rights? | **Y N** | |  | |
| Evidence of past mining? | **Y N** | |  | |
|  | | | | |
| Number of **single-family (SF) residences** currently on the property |  | | | |
| Approximate size of each SF residence (square footage of living area) |  | | | |
| Number of additional **SF residences** to be reserved in easement (if any): |  | | | |
| Size restriction (sq ft), if any, on reserved and/or existing SF residences |  | | | |
|  | | | | |
| Number of **farm labor residential** structures/units currently on property |  | | | |
| Approximate size of each farm labor residence (square footage of living area) |  | | | |
|  | | | | |
| **Existing Building Envelope(s)[[6]](#footnote-6)** on the property? | **Y N** | | Approximate Acres: |  |
| **Additional Building Envelope(s)** to be reserved (e.g., residential, ag. employee, agricultural infrastructure)? | **Y N** | | Approximate Acres: |  |
| **Other uses[[7]](#footnote-7)** (e.g., oil and gas site, solar, communication towers) | **Y N** | | Please list: | |
| **Will the proposed easement contain restrictions on agricultural use?[[8]](#footnote-8)** | **Y N** | | Please describe: | |
| **Any critical deadlines?** | **Y N** | | Please describe: | |

# Risk of Conversion Summary Sheet and Supporting Evidence

To be eligible for funds the proposed property must be considered at risk of conversion to a non-agricultural land use. In the full grant application, applicants must demonstrate that the proposed property is at risk of conversion using one of the risk options listed below.[[9]](#footnote-9) The Department will evaluate the evidence provided in the grant application and determine the number of development rights to be extinguished for purposes of quantifying greenhouse gas benefits.

Please check the option below that best describes the risk to the property and describe any supporting evidence to be provided in the full grant application.

|  |  |  |
| --- | --- | --- |
| **Residential Risk** | | **Description of supporting evidence to be provided in grant application**  (e.g., relevant development proposal, Certificates of Compliance, county General Plan sections) |
|  | 1. Agricultural land identified for development as evidenced by inclusion in a development proposal submitted to the local government, undergoing environmental review, or publicly available from controlling interests within the past 5 years |  |
|  | 1. Agricultural land identified for potential rezoning to non-agricultural use by a jurisdiction as evidenced by a revised zoning proposal or land use plan, or undergoing environmental review, within the past 5 years |  |
|  | 1. Agricultural land within a city’s Sphere of Influence or municipal service boundary and, if applicable, within the city’s urban growth boundary according to the city’s general plan |  |
|  | 1. Agricultural land within a proposed expanded city boundary (annexation), Sphere of Influence, municipal service boundary, or specific plan; |  |
|  | 1. Agricultural land within two miles of a city’s Sphere of Influence or municipal service boundary, or within two miles of an unincorporated area which is zoned for or contains residential development where the average lot size is two acres or less. |  |
| *Risk Option table continues on the next page.* | | |
|  | |  |
| **Rural Residential Risk** | |  |
|  | 1. Agricultural land that is determined to be in conformance with the Subdivision Map Act based on county-issued Certificates of Compliance |  |
|  | 1. Agricultural land up to five miles from land developed or zoned for rural residential use (one to ten acres) in the county General Plan |  |
|  | 1. Agricultural land within five miles of other agricultural land sold or advertised as rural home sites, rural recreational sites, or other development as evidenced through comparable sales, multiple listing services, or similar property sales tools within the last five years. |  |
| **Risk of subdivision to current zoning minimums** | |  |
|  | 1. Agricultural land located within two miles of attraction(s) such as a casino, resort, golf course, public recreation area, school or university; within two miles of a major highway intersection[[10]](#footnote-10); or within two miles of a planned road expansion project that increases vehicle capacity (e.g., additional lanes) |  |

# Eligibility Discussion

Agricultural conservation easement projects are eligible to be considered for grant funding only if the following eligibility criteria are met. Below, please explain how your proposal satisfies each of the eligibility criteria.

More detailed information to determine a proposal’s eligibility will be required in the full grant application. Please see the 2017-18 SALC Program Guidelines for additional information.

|  |
| --- |
| **Eligibility Criteria** |
| (a) The applicant is an Eligible Applicant as defined on Page 7 of the Guidelines |
| Explanation for item (a): |
| (b) The applicant agrees to all Conditions of Funding listed on Page 16 of the Guidelines. |
| Explanation for item (b): |
| (c) The project demonstrates that it will achieve a reduction in GHG emissions using at least one of the risk options identified in Appendix A |
| Explanation for item (c): |
| (d) The proposal will support the implementation of an adopted or draft sustainable communities strategy or, if a sustainable communities strategy is not required for a region by law, a regional plan that includes policies and programs to reduce greenhouse gas emissions. |
| Explanation for item (d): |
| (e) The parcel proposed for conservation is expected to continue to be used for, and is large enough to sustain, commercial agricultural production (non-irrigated rangeland and/or pasture land may be used to satisfy this criterion). |
| Explanation for item (e): |
| (f) The land is in an area that possesses the necessary market, infrastructure, and agricultural support services, and the surrounding parcel sizes and land uses will support long-term commercial agricultural production. |
| Explanation for item (f): |
| (g) Without conservation, the land proposed for protection is likely to be converted to nonagricultural use in the foreseeable future. Describe the threat to the property as related: a) to the risk option identified previously; and b) other potential threats not outlined by the risk options. |
| Explanation for item (g): |

|  |
| --- |
| **Co-benefits** |
| Please provide a brief discussion of the environmental, economic and additional co-benefits that this project would provide. Refer to pages 2 & 3 of the Guidelines for examples co-benefits associated with SALC Program. |
|  |
| **Other Comments** |
| Other comments, potential concerns, etc. |

# Budget

Please complete the proposed budget form on this page.

**Easement Acquisition Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SALCP**  **REQUEST** | **Match  Funder[[11]](#footnote-11) 1** | **(Match Funder 2)** | **Total Funding** |
| **Easement Acquisition** | $ | $ | $ | $ |
| *Subtotal (Easement Acquisition)* | $ | $ | $ | $ |

**Associated Costs**

*Please see page 8 of the Guidelines for a complete list of eligible associated costs. Details regarding subcontractors and staff will be entered on the next page.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SALCP**  **REQUEST** | **Match  Funder 1** | **(Match Funder 2)** | **Total Funding** |
| Appraisal | $ | $ | $ | $ |
| Title, Escrow, & Closing | $ | $ | $ | $ |
| Baseline Documentation | $ | $ | $ | $ |
| Staff & Subcontractors | $ | $ | $ | $ |
| Other \_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ | $ | $ |
| *Subtotal (Associated Costs)* | $ | $ | $ | $ |

**Total Funding**

*Use the subtotals from the tables above to complete the table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SALCP**  **REQUEST** | **Match  Funder 1** | **(Match Funder 2)** | **Total Funding** |
| Subtotal: Easement Acquisition | $ | $ | $ | $ |
| Subtotal: Associated Costs | $ | $ | $ | $ |
| Stewardship Fund  (if used as match) |  | $ | $ | $ |
| **GRAND TOTAL** | **$** | **$** | **$** | **$** |

Subcontractors and Staff  
Subcontractors and staff required to accomplish the project (totaled in the associated costs above) should be listed in this table. Subcontractors added after projects are under a grant agreement are subject to competitive bid requirements. Please provide the name of the appraiser (or anticipated appraiser) regardless of whether appraisal reimbursement will be sought.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff** | **RATE ($/hr)** | **HOURS** | **FUNDING REQUEST** | |
|  |  |  | $ | |
|  |  |  | $ | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **Subcontractors** | | | | |
|  |  |  | $ | |
|  |  |  | $ | |
|  |  |  | $ | |
| **Subtotal** | | | | $ | |

**Please submit this pre-proposal worksheet along with a current preliminary title report and maps that would help describe the property.**

Thank you for your interest. Please contact the Department of Conservation at   
(916) 324-0850 with any questions.

1. Refer to page 7 of the FY 2017-18 SALC Program Guidelines for information about eligible applicants. [↑](#footnote-ref-1)
2. A mapping tool to determine whether a project location is within a priority population census tract is available here: <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>. Also refer to 2017-18 SALC Program Guidelines for further information. [↑](#footnote-ref-2)
3. [www.conservation.ca.gov/dlrp/SALCP/Pages/Apply-for-Funding.aspx](https://authoring.consrv.ca.gov/dlrp/grant-programs/SALCP/Pages/Application%20Information.aspx). [↑](#footnote-ref-3)
4. This field is only applicable if the agricultural conservation easement is associated with a concurrent SALC Program Agricultural Land Conservation Strategy and Outcome grant application. [↑](#footnote-ref-4)
5. Important Farmland Maps are available at: [http://www.conservation.ca.gov/dlrp/fmmp](https://authoring.consrv.ca.gov/dlrp/fmmp) [↑](#footnote-ref-5)
6. The term “building envelope”, also known as a farmstead area, refers to an area delineated in the easement within which the structures on the property are located and building may occur. Building envelopes must be designated around existing residences, as well as sites for proposed future residences. Applicants are encouraged to submit a map showing the general location, size and shape of any existing and/or proposed building envelopes. [↑](#footnote-ref-6)
7. Other uses listed here are subject to review and approval by the Department. In order to be considered in the easement, other uses must be included in the full application. [↑](#footnote-ref-7)
8. Refer to page 16 of the FY 2017-18 Guidelines for information about restrictions on agricultural uses. [↑](#footnote-ref-8)
9. Risk options are discussed in Appendix A of the 2017-18 SALC Program Guidelines. Applicants are encouraged to contact the Department should they require assistance in understanding or documenting the risk of conversion facing the proposed project. [↑](#footnote-ref-9)
10. Refer to 2017-18 SALC Program Guidelines Glossary for major highway intersection definitions for the purposes of the SALC Program. [↑](#footnote-ref-10)
11. In order to leverage the funding available, the SALC Program will require match funding toward the direct easement acquisition cost. The SALC Program may contribute up to seventy-five percent (75%) of the fair market value of ACEs not providing priority population benefits and up to one hundred percent (100%) of the fair market value of ACEs shown to provide priority population benefits. Funds from multiple sources may be pooled to complete projects. For additional details regarding match funding, please refer to the 2017-18 SALC Program Guidelines, page 7 [↑](#footnote-ref-11)