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| Strategic Growth Council  California Natural Resources Agency  California Department of Conservation  Agricultural Land Conservation  Strategy and Outcome Grants  Grant Application  Sustainable Agricultural Lands Conservation Program |

Funding to support the State’s climate adaptation and greenhouse gas (GHG) emission goals by making strategic investments to protect agricultural lands, under the Sustainable Agricultural Lands Conservation Program (SALC Program).

****For further information, please contact:

**California Department of Conservation**   
Division of Land Resource Protection   
RE: Agricultural Land Conservation Strategy & Outcome Grants   
801 K Street, MS 14-15  
Sacramento, CA 95814-3528  
(916) 324-0850  
FAX (916) 327-3430  
TDD (916) 324-2555

email: [CFCP@conservation.ca.gov](mailto:CFCP@conservation.ca.gov)

SALC Program forms and sample documents are available at:

[http://www.conservation.ca.gov/dlrp/SALCP/Pages/SALCP\_forms.aspx](https://authoring.consrv.ca.gov/dlrp/grant-programs/SALCP/Pages/Prior%20Year%20Program%20Materials.aspx)

**Strategic Growth Council (SGC)**  
Sacramento, CA 95814  
(916) 322-2318

Email: [sgc.info@sgc.ca.gov](mailto:sgc.info@sgc.ca.gov)

<http://sgc.ca.gov/programs/salc/>

Cover Image: The extent of urban land as of 1984 (pink), urbanization between 1984 and 2010 (yellow), agricultural conservation easements and other protected lands (shaded areas) in the vicinity of Davis, Yolo County. Irrigated farmland appears in green. Agricultural conservation easements in this area are held by Yolo Land Trust. DOC and partner organizations have provided grants to assist with purchase of some of the easements depicted.   
2017-18 SALC Program Guidelines, Grant Application

Agricultural Land Conservation strategy and Outcome Grants

This is the Application form for Agricultural Land Conservation Strategy and Outcome grants under the 2017-18 Sustainable Agricultural Lands Conservation Program Guidelines (Guidelines). The Guidelines detail the background and requirements to apply for funding under the program. Applicants should familiarize themselves with the Guidelines prior to completing this Grant Application, and refer to it for questions regarding the content of their submission.

# submitting an application

Grant applications for this component of the SALC Program will be reviewed one time per year. For 2017-18, the application cutoff will be 11:59pm on August 1, 2018.

**Threshold Requirements**To be considered for review, all applications for Agricultural Land Conservation Strategy and Outcome Grants must meet the following thresholds. Please see the Guidelines for additional information.

* The grant application must be submitted as a digital version via email.
* The budget must contain a minimum ten percent (10%) local match. At least five percent (5%) of the requested grant amount must be a cash match; the balance may be in‐kind.

Please use the Grant Application Checklist to ensure that all necessary materials are submitted to facilitate prompt application review. Interested applicants are encouraged to consult with the Department of Conservation, Agricultural Land Conservation Strategy and Outcome Grant (DOC) staff to achieve the most efficient review process possible.

Please submit all materials using a 12-point, easy-to-read font. When complete, please submit a digital version via email to the Department of Conservation (DOC) ([CFCP@conservation.ca.gov](mailto:CFCP@conservation.ca.gov)).

You will receive acknowledgement upon the receipt of the application via email.

# 1. What to submit & Checklist for an agricultural Land Conservation Strategy and Outcome Grant Application

The grant application package is composed of a Checklist, Cover Sheet, two narratives—an Executive Summary and Application Questions response--a Work Plan, Budget, a Priority Population Benefits Checklist, and Supporting Documents. Materials should be presented in the order indicated below in the checklist. Clearly number and label each item, and number all pages in sequential order.

Please do not submit additional materials that have not been specifically requested (e.g., press clippings or brochures) as they will not be considered during the evaluation.

All Grant Applications Must Include the Following:

Please indicate with a checkmark that these items are included in your application.

|  |  |
| --- | --- |
|  | 1. Completed Checklist for Agricultural Land Conservation Strategy and Outcome Grant Application (*this document*) |
|  | 2. Completed Cover Sheet |
|  | 3. Executive Summary (1-page maximum) |
|  | 4. Application Questions (8-page maximum) |
|  | 5. Work Plan (3-page maximum) |
|  | 6. Work Plan Summary |
|  | 7. Budget |
|  | 8. Map(s) of Project Geographic Area (the geographical scope of the plan) |
|  | 9. Signed Authorizing Resolution from Governing Bodies\*[[1]](#footnote-1) |
|  | 10. Priority Population Benefits Checklist (optional – see section 10)\* |
|  | 11. Collaboration Letters |
|  | 12. Support Letters |
|  | 13. Relevant Portions of Local Jurisdiction General Plan(s) |

Please indicate the chosen Strategy and outcome Project

Eligible Strategies and Outcomes will focus on achievable, action-oriented approaches to agricultural land conservation that result in long-term GHG reductions. For 2017-18, five specific Strategies and Outcomes, and their administrative requirements. Please check the Strategy the proposed project will address below.

|  |  |  |
| --- | --- | --- |
| (check one) | **Strategy** | **GHG Quantifiable Outcome** |
|  | Establish an Agricultural Land Mitigation Program | Agricultural Conservation Easement(s)[[2]](#footnote-2) |
|  | Establish an Agricultural Conservation Easement Purchasing Program | Agricultural Conservation Easement(s) |
|  | Adoption of Urban Limit Line or Urban Growth Boundary | Zoning ordinances that effectively eliminate growth beyond the estimated Project Geographic Area |
|  | Increase Zoning Minimum for Designated Strategic Agricultural Areas | Zoning ordinances that effectively eliminate growth in the estimated Project Geographic Area |
|  | Adoption of an Agricultural Greenbelt and Implementation Agreement | Results in both Agricultural Conservation Easement(s) and Zoning ordinances that effectively eliminate growth in the estimated Project Geographic Area |

For Projects that require an agricultural conservation easement to comply with the GHG quantifiable outcome requirement, please indicate the project title of the joint SALC Program Agricultural Conservation Easement (ACE) Application submitted simultaneously:

Joint SALC Program ACE Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 2. Application Cover Sheet for agricultural land conservation strategy and outcome grants

|  |  |  |
| --- | --- | --- |
| Project Title |  | |
| Location (County and/or City) |  | |
| District Number(s): | Senate: | |
| Assembly: | |
| Priority Population Status[[3]](#footnote-3) (circle one) | **Y N** | (If yes, attach Priority Population Benefits Checklist) |
| Grant Request Amount | $ | |
| Matching Funds Pending  (include source of match) | $ | |
| Matching Funds Committed  (include source of match) | $ | |
| Total Estimated Project Cost | $ | |
|  | | |
| Applicant Name[[4]](#footnote-4) |  | |
| Department/Office |  | |
| Federal Employer ID Number |  | |
| Mailing Address |  | |
|  | |
|  | | |
| Contact Person |  | |
| Title |  | |
| Phone Number |  | |
| Email Address |  | |

# 3. Executive Summary

This section (**1-page** maximum) should provide a brief overview of:

* Which of the five eligible land protection strategies is being proposed.
* Why the proposed strategy and outcome is a good option for protecting agricultural lands in your region.
* Participating local government and partners.
* The proposed project’s contributions toward the State’s GHG emission reduction goals.
* Any critical deadlines.

# 4. Application Questions

The questions below are designed to solicit specific facts regarding how the proposal addresses the SALC Program goals and objectives. Please respond to all questions in the order listed and clearly label each question and answer. Points will be attributed to each section and not to individual questions. If a question does not apply to your proposed work, indicate that it is not applicable (“N/A”).

* Limit this section to **eight (8)** numbered pages
* The Work Plan, Work Plan Summary, and supporting documents DO NOT count as part of the eight pages.

1. Describe which of the five eligible agricultural land protection strategies is being proposed, which local government(s) and partners are participating, and the reasons the chosen mechanism has been selected. Explain why the proposed strategy and outcome is a good option to protect agricultural lands in your region.
2. Describe how the proposed strategy will decrease vehicle miles traveled and GHG emissions. Include data on factors contributing to the anticipated GHG outcomes, such as estimated number of acres in area(s) targeted for protection (Project Geographic Area), or other metrics that would characterize implementation of the plan. For how long (in perpetuity, 30 years, etc.) would the proposal protect agricultural land from conversion to urban and/or rural residential development?
3. Describe which of the conversion threat(s) on Appendix A are applicable to the project geographic area; explain what types of conversion are occurring or are expected to occur. Supporting information that documents the threat should be attached to the application. If more than one threat is applicable, supporting information should focus on the most significant conversion threats under current conditions.
4. Explain the likelihood of successful long-term conservation outcomes—what steps have been taken to date toward the strategy? Provide documentation of efforts (e.g., draft proposals, scoping meetings, and prior community support) and what needs to occur to bring the strategy to the implementation stage. How will the applicant collaborate with stakeholder groups to bring about successful implementation?
5. Describe how the proposal will complement other planning efforts in the project geographic area, including comprehensive planning efforts (e.g., Sustainable Communities Plans, Greenprints), and agricultural land use planning policies (e.g., Williamson Act). How would the proposal leverage other permanently protected lands to promote location- and resource-efficient development?
6. Describe the amount and quality of land that can be expected to receive protection under the proposal. Include maps of important farmland, jurisdictional boundaries, and other pertinent data that would portray the project scope (as attachments to the application). Provide a qualitative description of anticipated co-benefits as well as any quantitative information (e.g., acres of habitat types, miles of riparian corridors, local jobs related to farm sales).
7. Describe the applicant’s experience in developing and implementing similar projects. Does the applicant have the professional staff qualified to develop and successfully implement the proposal? If not, please describe how the applicant will acquire this expertise. Does the applicant have the internal resources and capacity to complete the proposed work?

# 5. Work Plan

Applicants must provide a detailed work plan that specifies the tasks, sub-tasks and deliverables that will be performed to develop and complete the Strategy, including establishing benchmarks with target completion dates and cost estimates. The project cost estimate and schedule should be of sufficient detail to allow assessment of the applicant’s progress through the work plan at regular intervals. This plan will be a component of the Grant Agreement should the project be selected for funding. The work plan should clearly provide:

1. An overview of goals and objectives, strategy, timeline, committed resources, and partner support.
2. The tasks and proposed sub-tasks for designing and developing the proposed policy and implementing the Strategy. See pages 32-34 of the Guidelines for the tasks required for each Strategy.
3. A description of the final Outcome that must occur in order to demonstrate that the Strategy has resulted in a net GHG benefit through the successful long-term protection of agricultural lands from conversion. This describes the eligible final deliverable from the developed strategy.
4. The target completion dates.
5. Work Plan Summary – The tabular summary below must be filled out with the project details and included in the application.

# 6. Work Plan Summary

This section should not exceed **three (3)** numbered pages.

|  |  |  |  |
| --- | --- | --- | --- |
| **[Project Title] Work Plan Summary** | | | |
| **High Level Task/Detailed Sub-Task  (with Deliverables)** | **Responsible Party/Parties  (City, County, Consultant, etc.)** | **Timetable  (Length of time to complete, targeted date of completion, and identify dependent tasks)** | **Estimated Cost (Specify if from SALC or from Match)** |
| Task 1  Sub-Task A  Sub-Task B  Sub-Task C |  |  |  |
| Task 2  Sub-Task A  Sub-Task B  Sub-Task C |  |  |  |
| Task 3  Sub-Task A  Sub-Task B  Sub-Task C |  |  |  |

# 7. Budget

This section should identify the total estimated project cost using the budget table provided below. The total estimated cost should be broken down to clearly delineate funds being requested from this program and other commitments of outside funding or donations. Only direct costs are eligible for reimbursement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** |  | | |
|  | **SALC Program REQUEST** | **MATCH FUNDING[[5]](#footnote-5)** | **TOTAL FUNDING** |
| **Personnel[[6]](#footnote-6)** | | | |
|  |  |  |  |
|  |  |  |  |
| Subtotal |  |  |  |
| Note: Information regarding Personnel and subcontractors is entered on page 2 of the Budget | | | |
| **Operating Expenses** (itemize/explain—examples provided) | | | |
| Material & Supplies |  |  |  |
| Printing |  |  |  |
| Mailing and postage |  |  |  |
| Meeting Rental |  |  |  |
| Subtotal |  |  |  |
| **Miscellaneous** (itemize/explain—examples provided) | | | |
| Subcontractors/Consultants**[[7]](#footnote-7)** |  |  |  |
|  |  |  |  |
| Subtotal |  |  |  |
| **TOTAL PROJECT COST** |  |  |  |

Personnel and Subcontractors

Personnel and Subcontractors required to accomplish the project should be listed in this table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **TITLE** | **RATE** | **HOURS** | **TOTAL** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

additional explanations

Please refer to the Guidelines for more information on Eligible Costs.

# 8. Map(s) of the Project Geographic area

Applicants must provide a map or image depicting the area to be covered by the proposed plan (the project geographic area). The map should generally depict the area, including the extent of its agricultural resources, urban and/or rural land uses, and any ancillary map data to support the need for the proposal.[[8]](#footnote-8) Maps or images must fit into an 8 ½” x 11” folder.

Geographic information system (GIS) data may be submitted along with digital map products. Contact SALC Program staff if you are interested in submitting data in this manner.

# 9. Signed Authorizing Resolution from the Board of Supervisors or City Council

Applicants must submit a signed Resolution of Support authorizing work to be completed under the proposal. A sample resolution indicating the format and content of an authorizing resolution is available on the SALC Program website.

The resolution or similar document must provide acknowledgement that the applicant understands and accepts that they must cover the costs to complete work related to the development and execution of the strategy until reimbursement by the State, which will occur no more frequently than quarterly.

Draft resolution language may be submitted with the application in place of a signed resolution if the Board meeting schedule prevents the applicant from obtaining a signed resolution before the final filing deadline. However, any project that does not have a signed resolution will not be forwarded for funding recommendation to the Strategic Growth Council. Please see the 2017-18 SALC Program Guidelines for additional information.

# 10. Priority Population Benefits Checklist

This checklist is to be used by applicants claiming Priority Population status. Projects must meet an important community or household need and provide direct, meaningful, and assured benefits to a priority population, as described on pages 4-5 of the Guidelines in order to qualify for Priority Population status.

Please complete to the Priority Population Checklist available on the DOC website and include the completed document in your application.

Projects that qualify for Priority Population status will receive 5 points on their application. Priority Population status does not affect project eligibility.

# 11. Collaboration Letters

Provide copies of letters from collaborating entity/entities within the project geographic area and from the local community demonstrating match or in-kind support and their specific role in the development or implementation of the Agricultural Land Conservation Strategy and Outcome.

# 12. Support Letters - Optional

Provide copies of letters from entities within the project geographic area and from the local community demonstrating support and/or willingness to participate in development of the Agricultural Land Conservation Strategy and Outcome.

# 13. Relevant Portions of Local Jurisdiction General Plan(s)

Documentation of the current status of local government goals, objectives, policies, and implementation measures for agricultural land conservation should be attached to the application. Provide either the adoption date(s) of these policies along with internet links to them or the documents on digital media (e.g., DVDs).

End of Application

1. Items with asterisks\* – samples of these documents are available on the DOC website. [↑](#footnote-ref-1)
2. Please refer to page 8 of the 2017-18 SALC Program Guidelines for projects that require an agricultural conservation easement to meet project reimbursement requirements. [↑](#footnote-ref-2)
3. Please refer to the CalEnviroScreen maps of the highest ranking Disadvantaged Communities available at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/535investments.htm> or <http://oehha.ca.gov/ej/ces2.html> and to the 2017-18 SALC Program Guidelines for further information. [↑](#footnote-ref-3)
4. For the Agricultural Land Conservation Strategy and Outcome Grants component of the SALC Program, applicants are limited to local governments with partners. [↑](#footnote-ref-4)
5. Match funding is required for the SALC Program. Funds from multiple sources may be pooled to complete projects. Please refer to the Guidelines for details. [↑](#footnote-ref-5)
6. Additional budget detail may be required upon award of funding. [↑](#footnote-ref-6)
7. Per Diem and travel expenses are to be included in the subcontractor/consultant’s hourly rates. Please refer to the Eligible Costs section in the Guidelines. [↑](#footnote-ref-7)
8. Examples could include Important Farmland Maps, available at: http://www.conservation.ca.gov/dlrp/fmmp/Pages/Index.aspx, Spheres of Influence, priority planning areas, and other protected lands. Protected lands databases can be found at the following locations:

   National Conservation Easement Database: http://nced.conservationregistry.org/

   California Protected Area Database: <http://www.calands.org/data>

   California Conservation Easement Database: http://www.calands.org/cced [↑](#footnote-ref-8)