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| **CALIFORNIA**  **SUSTAINABLE AGRICULTURAL LANDS CONSERVATION PROGRAM**  **GRANT APPLICATION**  **FOR AGRICULTURAL CONSERVATION EASEMENTS**  **FINAL**  **December 20, 2018**    For additional information, please contact:  **California Department of Conservation**  **Division of Land Resource Protection**  (916) 324-0850  http://www.conservation.ca.gov/dlrp  **STRATEGIC GROWTH COUNCIL**  (916) 322-2318  http://www.sgc.ca.gov/programs/salc  BorinaJuly06 007.jpg |

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| **SALC Program At-A-Glance**  **Program**  The Sustainable Agricultural Lands Conservation Program is a component of the Strategic Growth Council’s Affordable Housing and Sustainable Communities Program. The Department of Conservation, in conjunction with the Natural Resources Agency, administers the SALC Program on behalf of the Council.  **Funding Source**  This program is funded through the California Climate Investments Program.  **Critical Dates for Round 5**  Pre-proposal summaries due—April 17, 2019 Full Applications due—September 13, 2019  Anticipated approval of projects by the Strategic Growth Council—December 2019 (proposed, subject to change)  **Contact for Questions**  Department of Conservation  Division of Land Resource Protection  Virginia Jameson, Program Manager  [salcp@conservation.ca.gov](mailto:salcp@conservation.ca.gov)  (916) 324-0850 |

Cover Photo: Borina Farms Conservation Easement Project, Santa Cruz and Monterey counties, photo courtesy of California Farmland Conservancy Program staff. Agricultural conservation easements in this location are among the many farms and ranches protected in perpetuity by grants administered by the Department and partner organizations.

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| **Sustainable Agricultural Lands Conservation Program Grant Application for Agricultural Conservation Easements** |

Submitting an Application

This is the application form for Agricultural Conservation Easement (Easement) Grants under the Round 5 Guidelines for the Sustainable Agricultural Lands Conservation Program (Round 5 Guidelines). The Round 5 Guidelines detail the background and eligibility requirements for funding under the program. Applicants should familiarize themselves with the Round 5 Guidelines prior to completing this grant application and refer to them for questions regarding this form. SALC Program staff are available prior to the application deadline to provide technical assistance to eligible applicants interested in submitting an application.

There will be one review cycle under the Round 5 Guidelines. Multiple review cycles may occur in future years. Please see the SALC Program website for additional information.

**Initial Screening–Pre-proposals**  
Eligible applicants are not limited in the number of proposals they can submit; however, because the easement grant application process entails a significant amount of work, applicants are required to submit a pre-proposal to the Department prior to submitting an application.

A pre-proposal consists of a structured summary of the proposed easement project, preliminary title report(s) less twelve months old, as well as maps of the project boundaries, location, and building envelopes. The pre-proposal worksheet is available on the Department’s website.

Department grant managers will utilize pre-proposal information to assist the applicant in determining whether the project meets the Eligibility Criteria; identifying what, if any additional information will be needed in the full application; and ascertaining whether the project has title complexities or other issues that should be addressed prior to submitting a full application.

**Grant Application Submission**   
Please use the Grant Application Checklist found on page 4 below to ensure that all necessary materials are submitted to facilitate prompt application review. Incomplete applications may not be evaluated or considered for funding at the sole discretion of the State. Early consultation with Department staff regarding proposed easements is strongly encouraged to achieve the most efficient review process possible.

The application process for Easement grants is detailed in Section 2 of the Round 5 Guidelines. Pre-proposals and applications must be submitted electronically by 11:59 p.m. on the deadlines specified in “SALC Program At-a-Glance,” located above.

Applicants are required to submit the entire application to the Department via email ([salcp@conservation.ca.gov](mailto:salcp@conservation.ca.gov)).

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

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| **Sustainable Agricultural Lands Conservation Program Application Components** |

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| **Agricultural Conservation Easement Acquisition Applications**  ***(All components are required unless otherwise noted)*** | |
| * Grant Application Checklist * Grant Application Cover Sheet * Executive Summary (1-page maximum) * Easement Acquisition Summary Sheet * Risk of Conversion Summary Sheet and Supporting Evidence * Certification of Acceptance of Conditions of Funding * Detailed Characteristics of the Proposed Project (7 page maximum) * Applicant Resolution of Support * Letter to Planning Director * Preliminary Title Report, Underlying Documents, and Assessor’s Parcel Maps * Landowner Letter of Intent * Environmental Documents | * Appraisal or Support for Estimated Easement Value * Project Geographic Area Map(s) * Building Envelope Map * Documentation of Organizational Capacity\* * Documentation of Organizational Eligibility\* (documents differ for nonprofit and governmental applicants) * Priority Population Benefits Checklist and supporting documentation *(only required if applying for priority population status)* * Greenhouse Gas Emissions Quantification *(optional)* |
| \*Applicant may certify that the most current versions of the starred documents are on file with the Department in lieu of submitting the documents themselves. | |

For proposals where the easement holder is not the applicant, the applicant must provide the following from the easement holder in the application:

* Certification of Acceptance of Conditions of Funding
* Easement Holder Resolution of Support
* Documentation of Easement Holder’s Organizational Capacity
* Documentation of Easement Holder’s Organizational Eligibility

Easement holders may certify that the most current versions of the relevant documents are on file with the Department in lieu of submitting the documents themselves.

# **Easement Grant Application Checklist**

Required Components:

All Grant Applications must include the following:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed Grant Application Checklist (*this document*) | | |
|  | Application Cover Sheet | | |
|  | Executive Summary (1-page maximum) | | |
|  | Easement Acquisition Summary Sheet | | |
|  | Risk of Conversion Summary Sheet and Supporting Evidence | | |
|  | Certification of Acceptance of Conditions of Funding | | |
|  | Detailed Characteristics of the Proposed Project (7-page maximum) | | |
|  | Applicant Resolution of Support | | |
|  | Letter to Planning Director | | |
|  | Preliminary Title Report, Underlying Documents, and Assessor’s Parcel Map(s) | | |
|  | Landowner Letter of Intent | | |
|  | Environmental Documents | | |
|  | Appraisal or Support for Estimated Easement Value | | |
|  | Project Geographic Area Map | | |
|  | Building Envelope Map | | |
| Documentation of Organizational Capacity  *I certify here that the most current versions of the documents below are on record at the Department or attached:*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*  Name, Title Date | | | |
|  | Proof of Land Trust Accreditation Commission Accreditation **OR** copies of all policies listed below. | | |
|  | Easement Amendment Policy |  | Conflict of Interest Policy |
|  | Easement Monitoring Policy |  | Easement Enforcement Policy |
|  | Easement Stewardship Policy | | |
| Documentation of Organizational Eligibility  *I certify here that the most current versions of the documents below are on record at the Department or attached:*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*  Name, Title Date | | | |
|  | IRS 501(c)3 status | | |
|  | Articles of Incorporation | | |
|  | Bylaws | | |
|  | Adopted Policy or Statement of Purpose for conservation of agriculture, rangeland, or farmland *(if different from above)* | | |
|  | Copy of relevant statute *(governmental applicants only)* | | |

Additional components:  
Applicants may submit the following as relevant to their application.

|  |  |
| --- | --- |
|  | Priority Population Benefits Checklist *(required if claiming Priority Population benefits status)* |
|  | Maps showing parcel number(s), proximity to Spheres of Influence, and proximity to protected lands. |

Easement Holder Documentation *(applicable when the applicant is not the intended easement holder)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Certification of Acceptance of Conditions of Funding | | |
|  | Easement Holder Resolution of Support | | |
| Documentation of Organizational Capacity  *I certify here that the most current versions of the documents below are on record at the Department or attached:*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*  Name, Title Date | | | |
|  | Proof of Land Trust Accreditation Commission Accreditation **OR** copies of all policies listed below. | | |
|  | Easement Amendments Policy |  | Conflict of Interest Policy |
|  | Easement Monitoring Policy |  | Easement Enforcement Policy |
|  | Easement Stewardship Policy | | |
| Documentation of Organizational Eligibility  *I certify here that the most current versions of the documents below are on record at the Department or attached:*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*  Name, Title Date | | | |
|  | IRS 501(c)3 status | | |
|  | Articles of Incorporation | | |
|  | Bylaws | | |
|  | Adopted Policy or Statement of Purpose for conservation of agriculture, rangeland, or farmland *(if different from above)* | | |
|  | Copy of relevant statute *(governmental applicants only)* | | |

# **Easement Grant Application Cover Sheet**

|  |  |  |
| --- | --- | --- |
| **Basic Information** | | |
| Project Title |  | |
| Location (County and Nearest City) |  | |
| Located within a Priority Population[[1]](#footnote-1)  *(circle one)* | **Y N** | *[Census tract number]* |
| Priority Population Status *(circle one)* | **Y N** | *[If yes, attach Priority Population  Benefits Checklist]* |
| Risk Option number[[2]](#footnote-2) |  | |
| **Project Funding** | | |
| SALC Easement Request Amount[[3]](#footnote-3)  *(easement only)* | $ | |
| Match Amount *(toward easement value only)* | $ | |
| Matching Funds Source | *[i.e., NRCS-ACEP, WCB-CAPP, etc.]* | |
| Status of Match | *[i.e., application submitted, in grant agreement, etc.]* | |
| Does all or a portion of the match come from another CCI program? | **Y N** | *[If yes, indicate source(s)]* |
| Estimated Easement Value | $ | |
| Associated Costs Request[[4]](#footnote-4) | *[Up to $50,000]* | |
| **Applicant Information** | | |
| Applicant[[5]](#footnote-5) |  | |
| Federal Employer ID Number |  | |
| Mailing Address |  | |
|  | |
|  | |
| Contact Person |  | |
| Title |  | |
| Phone Number |  | |
| Email Address |  | |

# **Easement Grant Application Cover Sheet (continued)**

*Complete if applicable:*

|  |  |
| --- | --- |
| **Co-Applicant/Easement Holder Information** | |
| Co-Applicant[[6]](#footnote-6) |  |
| Federal Employer ID Number |  |
| Mailing Address |  |
|  |
|  |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

Nonprofit applicants that intend to be the easement holder must be accredited by the Land Trust Accreditation Commission (LTAC) or have adopted equivalent or greater policies regarding conflict of interest, amendments, monitoring, endowments, and enforcement prior to submission of an application. Those that haven’t must apply with either a co-applicant that have such policies in place or a government entity.

# **Executive Summary**

This section (**one** **(1) page** maximum) should provide a brief but thorough description of:

* The proposed easement and its scope (farmland quality, location, size, and type of agricultural use),
* An explanation of the development pressure that may be impacting the surrounding area, including a summary of relevant risk of conversion option(s),
* Any environmental, economic, or public health co-benefits for California associated with the proposed easement acquisition, and
* Whether the landowner must meet any critical deadlines for concluding the transaction.

# **Easement Acquisition Summary Sheet**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Title | |  | | |
| Landowner Name(s)/ Ownership Structure | |  | | |
| Street Address of Property (or nearest cross streets) | |  | | |
|  | | | | |
| Total Project Acreage  (Assessor’s Acreage) |  | Prime Farmland[[7]](#footnote-7) Acres | |  |
|  | | Farmland of Statewide Importance Acres | |  |
| Irrigated Acres | |  |
| Nonirrigated / Grazing Acres | |  |
| Nonagricultural Acres | |  |
|  | | | | |
| Project APN(s) | |  | | |
| Current Zoning/ Minimum Parcel Size | |  | | |
| Number of existing legal parcels[[8]](#footnote-8) | |  | | |
| Proposed number of easements | |  | | |
| Would proposed easement(s) prohibit further subdivision of existing legal parcels? (please explain) | | **Y N** |  | |
| Would proposed easement(s) prohibit sale of existing legal parcels separately from other parcels in easement area? (please explain) | | **Y N** |  | |
|  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Water Rights and Source(s) |  | | | | |
| Third party mineral rights holder(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)[[9]](#footnote-9)** 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 Reserved Rights[[10]](#footnote-10)** (e.g., oil and gas site, solar, communication towers) | | | **Y N** | Please list: | |
| **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. The applicant must demonstrate this risk of conversion by providing supporting evidence for the selected risk option below.[[11]](#footnote-11) The Department will evaluate the supporting evidence provided 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 the supporting evidence provided, such as, relevant development proposal, Certificates of Compliance, county General Plan sections, etc.

|  |  |  |
| --- | --- | --- |
| **Residential Risk** | | **Description and reference to Supporting Evidence included in the Application** |
|  | 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 from agricultural to residential 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 Options continued on next page…*

|  |  |  |
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| **Rural Residential Risk** | |  |
|  | 1. Agricultural land identified for potential rezoning from agricultural to rural residential use (one to ten acres) 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 two to five miles of land developed or zoned for residential use where the average lot size is one acre or less, or agricultural land up to five miles from land developed or zoned for rural residential use (one to ten acres) in the county General Plan. |  |
| **Risk of subdivision to current zoning minimums** | |  |
|  | 1. Agricultural land that is subject to a county-issued Certificate of Compliance. |  |
|  | 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[[12]](#footnote-12); or within two miles of a planned road expansion project that increases vehicle capacity (e.g., additional lanes). |  |
|  | 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. |  |

# **Certification of Acceptance of conditions of funding**

This Certification must be signed by the President of the applicant’s Board of Directors, or similar governing body, or their authorized designee. An unsigned Certification Sheet may be cause for rejection of the application. By signing this Certification, the applicant [and co-applicant] is/are declaring that:

* All required attachments are included with this Application;
* The signature affixed hereon and dated certifies compliance with all the requirements of this solicitation;
* The signature below is that of the authorized signer and authorizes the verification of this certification;
* Clear title to the agricultural conservation easement can be conveyed at close of escrow;
* The applicant and seller of the agricultural conservation easement agree to restrict the use of the land in perpetuity;
* For projects on cultivated lands, the easement will prohibit permanent restrictions of agricultural use on existing cultivated lands. Projects may restrict uses on non-cultivated portions of the property, including within or adjacent to riparian or wetlands areas or complexes;
  + For the purposes of this program, sustainable management practices are not considered restrictions on agricultural use;
* For projects on agricultural lands not in cultivation, such as pasture and rangeland, restrictions will only be allowed if the primary purpose for which the easement is being sought is consistent with continuing agricultural use, if the restrictions do not substantially prevent agricultural uses on the property, and if the nonagricultural qualities that will be protected are inherent to the property;
* For projects where the property includes some forest lands, the project will comply with Civil Code Section 815.11;
* The total purchase price of the proposed easement shall not exceed the appraised fair market value of the easement;
* The easement appraisal will comply with the Department’s published Overview and Preparation of Agricultural Conservation Easement Appraisals;
* The appraisal used to establish the easement value must be approved by DGS and the Department;
* The easement acquisition can be completed within 2 years of grant agreement signature;
* The applicant uses accepted accounting practices as promulgated by either the Financial Accounting Standards Board or any successor entity for nonprofit organizations, of the Governmental Accounting Standards Board or any successor entity for public agencies, to the extent those practices do not conflict with any requirement for special districts in statute for local governmental financial affairs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant | | | | |
|  |  |  |  |  |
| Authorized Signature |  | Name/Title (Print or Type) |  | Date Signed |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Co-Applicant (If Applicable) | | | | |
|  |  |  |  |  |
| Authorized Signature |  | Name/Title (Print or Type) |  | Date Signed |

# **Detailed Characteristics of the Proposed Project**

This section should be used to explain attributes of the proposed easement, the applicant’s capabilities, and regional policies that are relevant to the goals of the Sustainable Agricultural Lands Conservation Program. This section should not exceed **seven (7) pages**. Please answer the following questions, maintaining the lettering format below.

**Threat of Conversion**

1. Describe how the project supports 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[[13]](#footnote-13) that includes policies and programs to reduce greenhouse gas emissions. Be sure to provide references to the specific goals, objectives, or policies that your project supports.
2. Is the property identified for conservation in an adopted conservation plan, regional conservation program, mitigation plan, or sustainable communities strategy? If so, please describe the plan and any priorities the property meets.
3. Is the property subject to other threats of conversion beyond those identified using the risk options? If so, describe.

**Agricultural Use**

1. Describe the current agricultural operation on the property. Include a description of the existing infrastructure that supports the agricultural use, such as irrigation systems, fencing, agricultural employee housing, and other agricultural buildings and facilities.
2. Describe any restrictions on agricultural use that would be required in the easement and how the nonagricultural qualities being protected by such restrictions are (a) inherent to the property and (b) consistent with the property’s continuing agricultural use.
3. Is the parcel proposed for conservation expected to continue to be used for, and is it large enough to sustain, commercial agricultural production? Describe the market, infrastructure, and agricultural support services around the property. How will the surrounding parcel sizes and land uses support long-term commercial agricultural production?
4. Does the property have adequate water availability and water quality for agricultural purposes? Is the property subject to any known agricultural constraints due to soil or water contamination?
5. Describe any on-farm conservation management practices[[14]](#footnote-14) that the landowner has incorporated or is in the process of incorporating on the property to build soil health for carbon sequestration.
6. Describe any on-farm management practices that the landowner has incorporated or is in the process of incorporating on the property to improve water use efficiency, conservation, and reduction, increase use of recycled water, support groundwater recharge, or reduce reliance on groundwater.

**Co-Benefits**

1. Describe any environmental conservation values or co-benefits that may result from the conservation of this property (e.g., protection of open space, viewshed, wildlife habitat, biodiversity, riparian corridor, habitat along an elevational gradient; reduction in the potential for catastrophic wildfire).
2. Is the property within strategic proximity to other permanently protected property (e.g., other agricultural conservation easements, habitat conservation easements, or other fee-title protection)?
3. Describe any economic co-benefits that may result from the conservation of this property (e.g., retention of local jobs and agricultural revenue; food production for local, national, and/or international markets; retention of entrepreneurial opportunities). Please include the potential employment benefits estimated using the jobs co-benefit assessment methodology developed by CARB in addition to those jobs associated with the agricultural operation[[15]](#footnote-15).
4. Describe any public health co-benefits that may result from the conservation of this property (e.g., reduction or elimination of pesticide use; access to affordable, nutritious foods; reductions in food waste; reduction in the risk of wildfire-related health impacts).

**Miscellaneous**

1. Is this application being submitted pursuant to a Planning Grant, Strategy and Outcomes grant, or plan or policy developed under one of those grants? If so, identify the relevant document and any applicable policies within that document. How would the proposed easement address those policies?

# **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 an easement grant application to the SALC Program. The resolution must:

1. Authorize the submittal of an easement acquisition grant application to the SALC Program;
2. Authorize entrance into a grant agreement with the Department for the project and agree to accept the template terms and conditions available at <https://www.conservation.ca.gov/dlrp/grant-programs/Pages/grant.aspx>, if the project is awarded funding;
3. 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,
4. 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**

In order to ensure local support for the project, the applicant must notify the local government’s Planning Director about their application to the program via letter. 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 concerns, and the anticipated date of the 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.

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

A preliminary title report that is less than twelve (12) months old and a plan to address any potential title concerns must be submitted with the application. The title report should be submitted as a separate file from the application and should be accompanied by all relevant underlying documents and associated assessor’s parcel maps. Underlying documents should be submitted as hyperlinks in the preliminary title report unless extenuating circumstances exist.

In the space below, please describe how you intend to address any potential title concerns, as well as your timeframe for doing so.

# **Applicant-Landowner Letter of Intent**

The applicant must provide a letter from the landowner(s) stating the landowner’s intent to work with the applicant to conserve the property via sale of an easement. All landowners listed on title must sign the letter of intent. This letter should address the following items:

1. Landowner’s pursuit of sale of the easement, as applicable, is voluntary;
2. Use of the property will be restricted to agricultural and compatible conservation uses in perpetuity; and
3. No government agency has conditioned the issuance of an entitlement to use on the landowner’s granting of the proposed easement.

For projects where the land proposed to be conserved under easement includes some forest lands, the letter must also indicate that the landowner agrees to the conditions outlined in Civil Code Section 815.11.

The applicant may provide an option agreement in lieu of a letter of intent if the option agreement includes the above information.

Sample documents are posted on the Department website.

# **Environmental Documents**

The Department is required to comply with the California Environmental Quality Act (CEQA). Applicants should consider whether their proposed project will trigger the need for an environmental impact report or negative declaration, or whether a CEQA exemption applies. How CEQA applies and the status of CEQA compliance must be addressed here.

# **Appraisal/Support for Estimated Easement Value**

A current appraisal is not a required component of the Application. However, the applicant must provide support for the easement 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 easement and material to support the valuation estimate. The Department reserves the right to require that a current easement appraisal accompany the grant application if, in its sole discretion, it determines that insufficient data is available to support an estimate.

The SALC Program will only fund the appraisal that is approved by the state and used for the actual acquisition. This cost will only be covered if the project is approved for funding.

# **Project Geographic Area Map(s)**

In addition to the required assessor’s parcel map(s), applicants must submit a pdf map of the easement boundary with their application.

Applicants may also submit maps depicting the proposed easement parcel boundaries 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.

# **Map of Building Envelope(s) and Excluded Area(s)**

If building envelope(s) is/are to be designated within the easement area, applicants must submit a map depicting the location and size/dimensions of existing and/or proposed envelope(s). Building envelopes must be designated around existing residences, as well as sites for proposed future residences.

Similarly, if certain areas of the property are to be excluded from the easement, applicants should identify the location and, if possible, approximate acreage of such proposed exclusions on the map.

# **Documentation of Organizational Capacity**

Applicants must provide proof of organizational capacity to acquire and steward easements for their agricultural conservation values as part of their application. Applicants may meet this requirement by:

1. Providing proof of LTAC accreditation; or,
2. Providing copies of the following documents, as relevant:
   1. Conflict of Interest Policy
   2. Easement Amendment Policy
   3. Easement Monitoring Policy
   4. Stewardship Policy
   5. Enforcement Policy

Applicants that have submitted documentation of organizational capacity through a previous application may certify that the most current versions of these documents are on file with the Department in lieu of submitting the documents themselves.

# **Documentation of Organizational Eligibility**

Applicants that have submitted documentation of organizational eligibility through a previous application may certify that the most current versions of these documents are on file with the Department in lieu of submitting the documents themselves.

For non-profit applicants, the Department requires the following documentation:

* + 1. Internal Revenue Service 501(c)3 status as a charitable non-profit;
    2. the organization’s Articles of Incorporation and by-laws documenting the principal charitable or public purposes of the nonprofit organization; and,
    3. and an adopted policy that details the organization’s goals and purposes, including the organization’s commitment to conservation of agriculture, rangeland, or farmland.

Governmental applicants should submit a copy of the relevant statute or other policy outlining their purpose and authority regarding the conservation of agricultural land.

# **Additional Components and Certifications**

**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.

1. For further information, please refer to the priority population map available at: <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>. [↑](#footnote-ref-1)
2. Refer to Appendix A of the Round 5 SALC Program Guidelines. [↑](#footnote-ref-2)
3. Easement acquisitions where fifty percent (50%) or more of the property both: i) consists of prime farmland or farmland of statewide importance, as identified by the Farmland Mapping and Monitoring Program; and ii) is located in a priority population identified using the map above are eligible to receive 100% funding toward the estimated value of the easement. Applicants that request 100% of the easement value but are found not to qualify for that level of funding will have their request adjusted to 75% of the estimated easement value and shall be responsible for securing the remaining funds necessary to purchase the easement, should the project be funded. [↑](#footnote-ref-3)
4. The Strategic Growth Council will allocate up to $50,000 in associated costs funding for each awarded project, unless applicants specify a lower amount in the application. The Strategic Growth Council may increase a project’s associated cost allocation, if it determines such costs are commensurate with the work needed to complete the project. Please contact SALC staff prior to the application deadline for the forms necessary to seek associated costs in excess of $50,000. [↑](#footnote-ref-4)
5. Refer to Section 2 of the Round 5 SALC Program Guidelines for a complete list of “Eligible Applicants”. [↑](#footnote-ref-5)
6. Refer to Round 5 SALC Program Guidelines Glossary for the definition of a “Co-Applicant”. [↑](#footnote-ref-6)
7. Prime Farmland as mapped by the California Department of Conservation [Farmland Mapping and Monitoring Program](http://www.conservation.ca.gov/dlrp/fmmp/Pages/Index.aspx). [↑](#footnote-ref-7)
8. Please confirm this information with the relevant County Planning Department. [↑](#footnote-ref-8)
9. 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 must submit a map showing the general location, size and shape of existing and/or proposed building envelopes. [↑](#footnote-ref-9)
10. Other reserved rights listed here are subject to review and approval by the Department. In order to be considered in the easement, other reserved rights must be included here. [↑](#footnote-ref-10)
11. Risk options are discussed in Appendix A of the Round 5 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 property. [↑](#footnote-ref-11)
12. Refer to Round 5 SALC Program Guidelines Glossary for major highway intersection definitions for the purposes of the SALC Program. [↑](#footnote-ref-12)
13. See Round 5 SALC Program Guidelines, pages C-4 and C-5, for definitions of “Sustainable Communities Strategy” and “regional plan” used by the SALC Program. [↑](#footnote-ref-13)
14. See Round 5 SALC Program Guidelines, page C-2 for the definition of “conservation management practices” used by the SALC Program. [↑](#footnote-ref-14)
15. The jobs co-benefit assessment methodology can be found under the Jobs heading at: <https://ww2.arb.ca.gov/resources/documents/cci-methodologies>. [↑](#footnote-ref-15)