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| Strategic Growth Council  California Natural Resources Agency  California Department of Conservation  Agricultural Land Conservation  Planning 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 Planning Grants   
801 K Street, MS 14-15  
Sacramento, CA 95814-3528  
(916) 324-0850  
FAX (916) 327-3430  
TDD (916) 324-2555

email: [SALCP@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](http://authoring.consrv.ca.gov/dlrp/grant-programs/SALCP/Pages/SALCP_forms.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/>

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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 |

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| **Sustainable Agricultural Lands Conservation Program Grant Application for Sustainable Agricultural Lands Conservation Planning Projects** |

Submitting an Application

This is the application form for Sustainable Agricultural Lands Conservation Planning Projects (Planning Grants) under the 2018-19 Guidelines for the Sustainable Agricultural Lands Conservation Program (Guidelines). The Guidelines detail the background and eligibility requirements for funding under the program. Applicants should familiarize themselves with the 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 Guidelines. Multiple review cycles may occur in future years. Please see the SALC Program website for additional information.

**Initial Screening–Pre-proposals**  
Applicants are encouraged to submit a pre-proposal to the Department for a preliminary review of the proposed project prior to submission of a full application. Pre-proposals are reviewed and technical assistance is provided to facilitate the development of the application as needed.

**Grant Application Submission**   
Please use the Grant Application Checklist found 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 projects is strongly encouraged to achieve the most efficient review process possible.

The application process for Planning Projects 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 “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 Cover Sheet.

# 1. Submittal Requirements

The grant application is composed of a Checklist, Cover Sheet, Executive Summary, Application Questions Responses, Work Plan, Budget, Priority Population Benefits Checklist (if applicable), and Supporting Documents. Materials should be presented in the order indicated 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 Planning Grant Application (*this document*) |
|  | 2. Completed Cover Sheet |
|  | 3. Executive Summary |
|  | 4. Application Questions |
|  | 5. Work Plan |
|  | 7. Budget |
|  | 8. Map(s) of the Project’s Geographic Area |
|  | 9. Signed Authorizing Resolution from Governing Bodies |
|  | 10. Priority Population Benefits Checklist |
|  | 11. Stakeholder Collaboration Letters |

# 2. Cover Sheet

|  |  |  |
| --- | --- | --- |
| Project Title |  | |
| Applicant Name |  | |
| Department/Office |  | |
| Federal Employer ID Number |  | |
| Mailing Address |  | |
| Project Title: |  | |
|  | | |
| Location (County and/or City) |  | |
| Claiming Priority Population Benefits Status[[1]](#footnote-1) (circle one) | **Y N** | If yes, you will need to submit a Priority Population Benefits Checklist[[2]](#footnote-2) with your application |
| Grant Request Amount | $ | |
| Matching Funds Pending | $ | |
| Matching Funds Committed | $ | |
| Total Estimated Project Cost | $ | |
|  | | |
| Contact Person |  | |
| Title |  | |
| Phone Number |  | |
| Email Address |  | |

# 3. Executive Summary

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

* Describe the planning project(s) being proposed.
* Why the proposed project is an appropriate planning project for protecting agricultural lands in your jurisdiction.
* Who are participating stakeholders and how will they be incorporated into the plan.
* Any critical deadlines.

# 4. 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”). Please limit your response to seven (7) pages

1. Describe the proposed planning project. Describe the agricultural land base and economy within the project geographic area the amount and quality of land that can be expected to receive protection through the proposed project. Identify the types of data that will be used to evaluate the agricultural resources. Include maps of important farmland, jurisdictional boundaries, and other pertinent data that would portray the project scope (as attachments to the application). Explain why and to what extent agricultural land is being converted to other uses within project geographic area and to what extent those conversion risks are expected to continue. How will the proposed project address those conversion risks?
2. Describe any economic, environmental, public health or other co-benefits that would arise from the project? How will those co-benefits be measured? 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 agricultural sales). Please include the potential employment benefits estimated using the jobs co-benefit assessment methodology developed by California Air Resources Board.[[3]](#footnote-3)
3. Describe how the proposal will complement other efforts in the Projects Geographic Area, including comprehensive planning efforts (e.g., Sustainable Communities Plans, Greenprints), and agricultural land use policies (e.g., Williamson Act). How would the project leverage other permanently protected lands to promote location and resource-efficient development?
4. Describe your experience in developing and implementing similar projects. Do you have the internal resources and capacity to complete the proposed work or will consultants or contractors be required? Do you have the professional staff qualified to develop and successfully implement the proposal? If not, please describe how you will acquire this expertise.
5. Identify which stakeholders will participate in the proposed project? How will these stakeholders participate?

# 5. Work Plan

Applicants must provide a detailed work plan that specifies the tasks, sub-tasks and deliverables that will be performed including a schedule and cost estimates. The cost estimate and schedule should be of sufficient detail to allow assessment of the applicant’s progress through the work plan at regular intervals. The work plan will be a component of the Grant Agreement if the project is awarded funding. The work plan will include:

1. Summary – The tabular summary below must be filled out with the project details and included in the application. Add tasks or subtasks as appropriate for your proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |  |

1. A narrative of each tasks, sub-tasks and schedule for the proposed project. Please limit your response to three (3) pages.

6. Budget

This section will identify the total estimated project cost using the budget table below. The total estimated cost should be broken down to clearly delineate grant funds requested and match funding. Additional rows may be added to each section as appropriate. The budget will be a component of the Grant Agreement if the project is awarded funding. All costs must comply with the Guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** |  | | |
|  | **SALC Program REQUEST** | **MATCH FUNDING** | **TOTAL FUNDING** |
| **Personnel including Applicant’s staff, stakeholders, contractors and consultants** | | | |
|  |  |  |  |
|  |  |  |  |
| Subtotal |  |  |  |
| Note: Information regarding Personnel and subcontractors is entered on page 2 of the Budget | | | |
| **Operating Expenses** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Subtotal |  |  |  |
| **Miscellaneous** (itemize/explain—examples provided) | | | |
|  |  |  |  |
|  |  |  |  |
| Subtotal |  |  |  |
| **TOTAL PROJECT COST** |  |  |  |

Personnel and Subcontractors

Personnel including Applicant’s staff, stakeholders, contractors and consultants required to accomplish the project should be listed in this table.

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE** | **RATE** | **HOURS** | **TOTAL** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
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7. 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 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. Maps or images must print into an 8 ½” x 11” piece of paper.

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

# 8. Signed Authorizing Resolution

Applicants must submit a signed Resolution of Support authorizing work to be completed under the proposal. The resolution must:

1. Approve the filing of an application for the proposed project;
2. Certify that the Applicant understands the assurances and certification in the application,
3. Certify that the Applicant will have sufficient funds to meet the match requirement,
4. Certify that the Applicant will work towards the Governor’s State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and
5. Authorize entrance into a grant agreement with the Department for the project and agree to accept the template terms and conditions available at the Department’s website if the project is awarded funding;
6. Authorize a designated individual, or designee, as agent to accept the award of grant funding and to, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for development of the aforementioned plan.

The resolution 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 planning project until reimbursement by the State.

# 9. Priority Population Benefits Checklist

This checklist is to be used by applicants claiming 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.

# 10. Stakeholder Collaboration Letters

Provide copies of letters from collaborating stakeholders demonstrating the stakeholder’s specific role in the development or implementation of the Agricultural Land Conservation Planning project.

Applicants may also provide copies of letters from entities within the project geographic area and from the local community which are not participating stakeholders but which support the Agricultural Land Conservation Planning project.

End of Application

1. 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 the Guidelines for further information. [↑](#footnote-ref-1)
2. [www.conservation.ca.gov/dlrp/SALCP/Pages/Apply-for-Funding.aspx](http://authoring.consrv.ca.gov/dlrp/grant-programs/SALCP/Pages/Program%20Funding.aspx). [↑](#footnote-ref-2)
3. 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-3)