# PHASE ONE – Conservation Acquisition Grant Pre-Proposal

**Submittal Requirements**

The SALC Program has a three-phase process for applicants requesting acquisition funding. The three phases build on each other and are sequential steps required in order for an application to be accepted.

Submittal of a PHASE ONE and PHASE TWO pre-proposal worksheet, and APPLICATION is mandatory to be eligible for SALC acquisition funding. Refer to the Notice of Funding Availability (NOFA) for critical dates and instructions on how to apply.

This document MUST be submitted as a Word document.

**PHASE ONE – Eligibility Determination:**

* **Eligible Applicants are described starting page 23 of the Guidelines; and**
* **Eligible Projects and Eligible Costs start on pages 24 and 25 of the Guidelines.**

Applicants interested in receiving technical assistance prior to submission of a pre-proposal may contact the Department with questions.

Projects determined “eligible” following PHASE ONE review may submit a PHASE TWO preproposal.

Projects deemed “eligible with conditions”, must resolve those conditions and receive an “eligible” determination before submitting a PHASE TWO pre-proposal.

**THIS PAGE FOR SALC STAFF USE ONLY**

**Basic Information – Phase one Pre-Proposal**

|  |  |
| --- | --- |
| **Project Name** |  |
| **Project Code** |  |
| **Project Applicant** |  |
| **Project County** |  |
| **SALC Lead Staff** |  |
| **Date Received by DOC** |  |
| **Date Approved by DOC to Advance to PHASE TWO** |  |

This pre-proposal review is not a substitute for reading and understanding the Grant Guidelines, Phase Two pre-proposal and Applications. If your pre-proposal is deemed “eligible” be aware that Phase Two analysis may change this determination.

**Acquisition Type**:  Easement  Fee Title

**Eligibility:**  Eligible  Ineligible  Eligible with conditions

|  |  |  |
| --- | --- | --- |
| **Condition to Meet Eligibility for PHASE ONE** | **Status (date)** | **Condition Met** |
|  |  |  |
|  |  |  |

* **Issues Identified** *(not conditional to Eligibility, but may impact Phase Two or Application):* 
  + [DOC Staff List issues here.]

**Agricultural Conservation Acquisition Pre-proposal Checklist**

***PHASE ONE – Required Components***

Acquisition Summary Sheet

Documentation of Organizational Eligibility

Documentation of Organizational Capacity

AB 680 Workforce Development Required Documentation

Applicant-Landowner Letter of Intent

Narrative Questions

Project Boundary and Excluded Area(s) Map

Zoning and Parcelization Map (where feasible)

*For informational purposes only:*

*PHASE TWO – Required Components*

Acquisition Summary Sheet

Project Boundary and Excluded Area(s) Map (*if different from approved Phase One pre-proposal*)

Building Envelope(s) Map

Preliminary Title Report (PTR), Underlying Documents, Assessor’s Parcel Maps, Plotted Easements Map

PTR Review Sheet

Priority Population Benefits Assessment Tool and supporting documentation *(required if applying for priority population status)*

**Acquisition Pre-Proposal Summary Sheet**

*Note to applicant*: Text within brackets are examples and guiding text only. Please delete prior to submitting the full application. You can click directly in the grey text box. The font will automatically change to Calibri and the text will be a royal blue color.

**PHASE ONE**

**Basic Information**

Project Title:

Landowner Name:

Location (County and Nearest City):

Driving distance to nearest city or census designated place:

Real property interest to be acquired:  Easement  Fee

**Applicant Information**

Applicant:

Federal Employer ID Number:

Mailing Address:

Contact Person:

Title:

Phone Number:

Email Address:

**Co-Applicant/Intended Interest Holder Information [*delete if not applicable*]**

Name:

Federal Employer ID Number:

Mailing Address:

Contact Person:

Title:

Phone Number:

Email Address:

Co-Applicants intending to hold the real property interest to be acquired must meet the same eligibility requirements as the primary applicant.

Staff review: [No concerns noted. / Concerns and feedback]

**Parcel Information**

Project APN(s):

Current Zoning / Minimum Parcel Size:

Number of existing legal parcels (Please confirm this information with the relevant County Planning Department.):

Proposed number of easements:

**Project Acreage**

Total Project Acreage (Assessor’s Acreage):

Irrigated Acres:

Non-irrigated / Grazing Acres:

Nonagricultural Acres:

Excluded Acreage?: **Y** **N**

Staff review: [No concerns noted. / Concerns and feedback]

**Water Rights**

Water Rights and Source(s):

Staff review: [No concerns noted. / Concerns and feedback]

**Existing Single-family Residences**

Number of single family **(SF) residences** currently on the property:

Number of additional **SF residences** to be reserved in easement (if any):

**Existing Farm Labor Residences**

Number of farm labor residential structures/units currently on property:

Staff review: [No concerns noted. / Concerns and feedback]

**Eligibility and Organizational Capacity Documentation**

**Applicant Certifications.** Certify below as appropriate.

Documentation of Organizational Eligibility

*Non-Profit Applicants*

IRS 501(c)3 status  Articles of Incorporation  Bylaws

*(No Tribal affiliation; Only if not in Articles of Incorporation or Bylaws)* Adopted Policy or Statement of Purpose for conservation of agriculture, rangeland, farmland, or tribal preservation, protection, or enhancement of land for its agricultural use or for its natural, scenic, historical, forested, or open-space condition or use.

*(Tribal Nonprofits; only if not in Articles of Incorporation or Bylaws)* Adopted policy regarding preservation, protection, or enhancement of land for its agricultural use or for its natural, scenic, historical, forested, or open space condition or use for cultural purposes.

*(Tribal Nonprofits only)* Directly affiliated with a Federally-recognized *or* Non-federally recognized California Native American tribe that is on the contact list maintained by the NAHC*.*

*(Tribal Nonprofits only)* Maintains a majority tribal board

*(Tribal Nonprofits only)* Signed resolution from the tribal chairperson

*Governmental Applicants (non-tribal)*

Copy of relevant statute

*Tribes (check all that apply)*

Federally recognized California Native American tribe

Non-federally recognized California Native American tribe on the contact list maintained by the Native American Heritage Commission (NAHC).

Documentation verifying tribal status

Documentation of Organizational Capacity *(Non-profit Applicants only)*

Proof of Land Trust Accreditation Commission Accreditation **OR**

Copies of all policies listed below:

Easement Amendment Policy  Monitoring Policy

Conflict of Interest Policy  Easement Enforcement Policy

Stewardship Endowment Policy

*I certify here that the Eligibility and Capacity documents listed above have been accepted by the Department within the past five years.*

*I certify here that the most current versions of the Eligibility and Capacity documents listed above were submitted with pre-proposal documents.*

Signature:       Date:

[Print Name, Title]

**Co-applicant/Interest Holder Certification** *(delete if not applicable)*

Documentation of Organizational Eligibility

*Non-Profit Applicants*

IRS 501(c)3 status  Articles of Incorporation  Bylaws

*(No Tribal affiliation; Only if not in Articles of Incorporation or Bylaws)* Adopted Policy or Statement of Purpose for conservation of agriculture, rangeland, farmland, or tribal preservation, protection, or enhancement of land for its agricultural use or for its natural, scenic, historical, forested, or open-space condition or use.

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*I certify here that the most current versions of the Eligibility and Capacity documents listed above were submitted with pre-proposal documents.*

Signature:       Date:

[Print Name, Title]

Staff review: [No concerns noted. / Concerns and feedback].

## AB 680 Workforce Development Required Documentation

Assembly Bill No. 680 (AB 680) requires certain California Climate Investment programs to implement six workforce standards across applicable projects. SALC was identified as a covered program that must meet the standards outlined in Section V of the 2024 [Funding Guidelines for Agencies that Administer California Climate Investments](https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/2024-CCIFundingGuidelines-FINAL-2.11.25.pdf) (Funding Guidelines). Administering agencies must ensure that all applicants with projects funded by covered programs comply with AB 680 unless the project meets the criteria for a project-level exemption. See Funding Guidelines for a full description of the workforce standards and project exemptions. Applicants will be required to submit evidence verifying compliance with all applicable standards in their application submission.

Applicants must provide the following (*check all that apply*):

1. Fair and responsible employer standards, meaning documented compliance with applicable labor laws and labor-related commitments concerning wages, workplace safety, rights to association and assembly, and nondiscrimination standards.

Evidence of compliance such as a responsible employer policy (*e.g. employee handbook, adopted policy, etc.,*); **or**,

A letter attesting they will abide by fair and responsible employer standards.

1. Inclusive procurement policies that prioritize bids from entities that demonstrate the creation of high-quality jobs, or the creation of jobs in priority populations or California tribes.

Inclusive procurement policy, **or**

Not applicable if the proposed project activities do not involve procurement.

1. Prevailing Wage for any construction work funded in part or in full by the grant.

Not applicable if the proposed project activities do not involve construction.

1. Evidence of community workforce agreement (CWA) for projects over $1,000,000 that involve a construction component.

Not applicable if the proposed project activities do not involve construction.

Staff review: [No concerns noted. / Concerns and feedback].

**Applicant-Landowner Letter of Intent**

The applicant must use the Department’s template letter provided on the SALC website: 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 or fee title transaction. All landowners listed on title and applicant’s authorized signatory must sign the letter of intent.

Staff review: [No concerns noted. / Concerns and feedback]

**Narrative Questions**

Please answer the following questions. Limit responses to **five pages or less.**

1. Project Background: Provide a brief description of the project, including the current agricultural use of the property.

* 1. Describe current agricultural uses. Include types of products produced for example: number of cow/calf pairs, row crops produced and yield; acreage utilized; whether it is a seasonal or year-round operation; owner-operated or leased; etc.

* 1. If not currently in agricultural use, provide a plan (including a three-year timeline) for how agricultural uses will be implemented and sustained on the property and describe what parts of the plan the landowner has implemented.

Staff review: [No concerns noted. / Concerns and feedback]

1. Voluntary Easement/Fee Title Conveyance: Is the proposed acquisition part of a local government’s condition placed upon the issuance of an entitlement for use of a specific property? If yes, please describe.

Staff review: [No concerns noted. / List concerns and feedback]

1. Agricultural Constraints: Does the property have any known agricultural constraints (e.g., due to soil or water contamination; known oil and gas wells; known mines on the property, water availability, etc.);? If so, please describe.

Staff review: [No concerns noted. / List concerns and feedback]

1. Infill Development: Will protection of the property support infill and compact development? If so, how?

Staff review: [No concerns noted. / List concerns and feedback]

1. Sustainable Communities Strategy: Describe how 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.

Staff review: [No concerns noted. / List concerns and feedback]

1. State’s Planning Priorities. Is the project consistent with California’s [Planning Priorities](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=65041.1)?

Staff review: [No concerns noted. / List concerns and feedback]

1. Long term commercial viability: The property is in an area with the necessary market, infrastructure, and agricultural support services to support long-term agricultural production where the agricultural product is sold; local services used to support the agricultural operation on the property such as tractor supply and repair, fencing materials, etc.,; If the project is exempt from this criterion, please note “Exempt\*.”

Staff review: [No concerns noted. / List concerns and feedback]

1. Commercial Agricultural Production: Explain how the parcel proposed for conservation is large enough to sustain commercial agricultural production. If the project is exempt from this criterion, please note “Exempt\*.”

Staff review: [No concerns noted. / List concerns and feedback]

1. GHG Reduction: Describe how the project will achieve a reduction in GHG emissions.

Staff review: [No concerns noted. / List concerns and feedback]

1. Conversion Pressure: Is the property under pressure of being converted to non-agricultural uses? If so, how?

Staff review: [No concerns noted. / List concerns and feedback]

1. Eminent Domain (*applicable to local government applicant’s only*): The local government applicant has not acquired, nor proposes to acquire, the agricultural conservation easement through the use of eminent domain, unless requested by the owner of the land. **Y** **N** **N/A**

Staff review: [No concerns noted. / List concerns and feedback]

Provide any other comments, potential concerns, etc.

\*Acquisitions to promote healthy trees, shrubs, and perennial forbs for the cultivation of traditional foods, herbal medicine, fibers (such as basketry material), and dyes, and where the applicant or co-applicant is a California Native American tribe or tribal non-profit, are exempt from the requirements related to commercial agricultural production.

**Project Boundary Map**

Applicants must submit a legible PDF map of the project boundary and APNs with their pre-proposal.

Applicant must identify point of legal access from a public road to the property on the map.

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

Staff review: [No concerns noted. / List concerns and feedback]

**Zoning and Parcelization Map**

Applicants should submit a legible PDF map of the most current zoning and parcelization surrounding the project boundary. If applicants are unable to provide this map, please provide an explanation as to why.

Staff review: [No concerns noted. / List concerns and feedback].