# PHASE TWO – Conservation Acquisition Grant Pre-Proposal

**Submittal Requirements**

The SALC Program has a two-phase pre-proposal process for applicants requesting acquisition funding. The two phases build on each other and are each required steps in order to submit an application.

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 TWO – an analysis of Project Structure and Readiness to Close.**

* **Project Structure is defined in Appendix L of the Guidelines as:**

Project Structure: Attributes that define the agricultural conservation easement project including acreage, boundary, legal access, reserved rights, prohibited uses, fee ownership, mineral estate, and co-benefits; **and**

* **Project Readiness is described starting page 30 of the Guidelines.**

A Phase Two Preproposal must receive determination of “Eligible” in order to proceed with an Application.

Phase Two Preproposals determined “Eligible with Conditions” must resolve conditions and be determined Eligible in order to proceed with an Application.

**THIS PAGE FOR SALC STAFF USE ONLY**

**Basic Information – Phase Two Pre-proposal**

|  |  |
| --- | --- |
| **Project Name** |  |
| **Project Code** |  |
| **Project Applicant** |  |
| **Project County** |  |
| **SALC Lead Staff** |  |
| **Date Phase One Pre-proposal Approved by DOC** |  |
| **Date Phase Two Pre-proposal Received by DOC** |  |
| **Date Approved by DOC to Advance to Application** |  |

This pre-proposal review is not a substitute for reading and understanding the Grant Guidelines, Phase One pre-proposal and Application forms.

The SALC Program is a competitive grant program and you may use the feedback as you see fit in preparing your application. Final determinations and scoring will be based on the application and site visit.

**Eligibility:**

[ ]  Eligible [ ]  Ineligible [ ]  Eligible with conditions

|  |  |  |
| --- | --- | --- |
| **Condition to Meet Eligibility for PHASE TWO** | **Status (date)** | **Condition Met** |
|  |  | [ ]  |
|  |  | [ ]  |

**Initial Project Readiness**

* **Ranking:** [ ]  A – Project ready.

[ ]  B – Project feasible but requires resolution of specific issues.

[ ]  C – Larger potential issues/resolution concerns.

[ ]  D – Project not ready.

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

**Agricultural Conservation Acquisition Pre-proposal Checklist**

***PHASE TWO – Required Components*** *(All components are required unless otherwise noted)*

[ ]  Acquisition Summary Sheet

[ ]  Project Boundary and Excluded Area(s) Map (*if different*)

[ ]  Building Envelope(s) Map

[ ]  Preliminary Title Report, Underlying Documents, Assessor’s Parcel Maps

[ ] Preliminary Title Review Sheet

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

*For Informational purposes only:*

*APPLICATION - Required Components*

[ ]  Application Cover Sheet

[ ]  Pre-Proposal Review Response

[ ]  Acquisition Summary Sheet

[ ]  Narrative Questions

[ ]  Applicant Resolution of Support

[ ]  Letter to Planning Director

[ ]  Appraisal or Support for Estimated Easement Value

[ ]  Updated Preliminary Title Report, Underlying Documents, Assessor’s Parcel Maps, PTR Review Sheet *(if requested)*

[ ]  Revised Project Boundary Map *(if requested)*

[ ]  Revised Building Envelope(s) Map and Excluded Area(s) Map *(if requested)*

[ ]  Associated Costs Budget Table

*Additional Components (only as relevant to the individual project)*

[ ]  Proposed Interest Holder Resolution of Support *(if relevant)*

[ ]  Priority Population Benefits Assessment Tool *(required if providing a priority population benefit)*

[ ]  Maps that show property characteristics relevant to the project

**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.

**Basic Information**

Project Title:

Real property interest to be acquired: [ ]  Easement [ ]  Fee Title

If a fee title acquisition is proposed, describe how the property be utilized for agricultural use. Include the plan to lease or sell the property; whether this occur immediately upon purchase; and if not, please describe the anticipated time frame. (**no more than 1,500 characters (with spaces)**)

Located within a [priority population](https://webmaps.arb.ca.gov/PriorityPopulations/): [ ]  **Y** [ ]  **N** *[Census tract number]*

Priority Population Status: [ ]  **Y** [ ]  **N** *(If yes, attach Priority Population Benefits Assessment Tool)*

**Project Funding**

SALC Acquisition Request Amount: $

SALC Associated Costs Request: $

SALC ☐ Management Plan or ☐ Carbon Farm Plan Request: $

 Name or organization of qualified preparer:

SALC Total Grant Request (A+B+C): $

Match Amount *(toward easement value only)*: $

Potential Matching Funds Source:       *[i.e., NRCS-ACEP, WCB-CAPP, etc.]*

Status of Match:

Does all or a portion of the match come from another California Climate Investments program?: [ ] **Y** [ ]  **N**

If yes, List:

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

**Applicant Information** (*answer only if different from Phase One; otherwise check “No Change”)*

[ ] No Change

Applicant:

Contact Information:

**Co-Applicant/Intended Interest Holder Information** (*answer only if different from Phase One; otherwise check “No Change”)*

[ ] No Change

Name:

Contact Information:

**Parcel Information** (*answer only if different from Phase One; otherwise check “No Change”)*

[ ] No Change

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** (*answer only if different from Phase One; otherwise check “No Change”)*

[ ] No Change

Total Project Acreage (Assessor’s Acreage):

Irrigated Acres:

Non-irrigated / Grazing Acres:

Nonagricultural Acres:

Excluded Acreage:

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

**Sale and Subdivision**

Would proposed acquisition prohibit further subdivision of existing legal parcels?: [ ]  **Y** [ ]  **N**

If no, Explain:

Would proposed acquisition prohibit sale of existing legal parcels separately from other parcels in the project area?: [ ]  **Y** [ ]  **N**

If no, Explain:

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

**Reserved Rights**

**Existing and Reserved Single-family (SF) Residences**

Number of **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:

Size restriction (sq. ft), if any, on reserved and/or existing **SF residences**:

**Existing Farm Labor (FL) Residences**

Number of FL residential structures/units currently on property:

Approximate size of each farm labor residence (square footage of living area):

**Building Envelopes**

**Existing Building Envelopes** on the property?

Number:       Approximate Acres (each):

**Additional Building Envelope(s)** to be reserved (e.g., residential, ag. Employee, agricultural infrastructure)?

Number:       Approximate Acres (each):

If the location(s) of the additional Building Envelopes have not been identified, do the applicant and landowner agree to identify the locations of additional building envelopes in the easement? [ ]  **Y** [ ]  **N** [ ]  **N/A**

**Water Rights** (*answer only if different from Phase One; otherwise check “No Change”)*

[ ] No Change

Water Rights and Source(s):

**Mineral Rights**

Third party mineral rights holder(s)?: [ ]  **Y** [ ]  **N**

Explanation:

Severed mineral rights?: [ ]  **Y** [ ]  **N**

Explanation:

Evidence of past mining?: [ ]  **Y** [ ]  **N**

Explanation:

**Additional Existing and Reserved Rights Information:**

Other Reserved Rights (e.g., commercial recreation, oil and gas site, solar, communication towers)

Please list:

Any critical deadlines?: [ ]  **Y** [ ]  **N**

If yes, please describe:

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

**Title**

Applicants are expected to exercise due diligence to discover and disclose potential title issues in the pre-proposal and application. A preliminary title report that is less than twelve (12) months old and a plan to address each title issue must be submitted with the pre-proposal.

The title report should be submitted as a separate file from the pre-proposal and should be accompanied by all relevant underlying documents, associated assessor’s parcel maps, and a plotted easements map. Underlying documents should be submitted as hyperlinks in the preliminary title report unless extenuating circumstances exist.

In the PTR review sheet available on the program’s website, list any exceptions that may pose a cloud on title. For each exception noted, describe what steps will be taken to resolve the issue, including a timeline for resolution. If no potential clouds on title are identified in the Preliminary Title Report, write N/A. The PTR review sheet is optional for tribal applicants.

Examples of exceptions that are not typically a concern are easements or encumbrances for utilities, roads, or neighbor rights-of-way. Examples of exceptions that require explanation are deeds of trust, third party mineral interests, existing conservation easements, or possible interests in the fee held by third parties.

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

**Project Boundary and any Excluded Areas Map**

Applicants must submit a legible PDF map of the project boundary and APNs with their pre-proposal and are encouraged to provide GIS shapefiles of any data included in their maps.

Applicant must identify point of legal access to the property on the map.

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

**Building Envelope(s) Map**

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.

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

**Management Plan / Carbon Farming Plan**

If the applicant is requesting reimbursement for a Management Plan or Carbon Farming Plan, provide a description of who the proposed preparer is and how they meet the required qualifications. Refer to Appendix E in these Guidelines. If the proposed preparer of the Management Plan or Carbon Farming Plan is unknown at this stage, state “unknown at this time.” Projects indicating “unknown at this time” may receive a lower readiness ranking.

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

**THIS PAGE FOR SALC STAFF USE ONLY – Readiness Review**

**Reviewer instructions:** Applications that receive a readiness ranking A or B will be ranked against one another based on their selection score. Applications that receive a readiness ranking C will be evaluated as funding allows. Applications that receive a readiness ranking D will not be funded.

Greyed out fields are informational only and will not be considered in readiness ranking.

|  |  |  |
| --- | --- | --- |
| **Project Elements** | **Status** | **Additional Explanation** |
| Reserved Rights | [Clearly defined, inconsistent, unclear, or statement of items left to be identified] |  |
| Project structure (i.e., acreage, boundaries) | [Clearly defined, inconsistent, unclear, or statement of items left to be identified] |  |

|  |  |  |
| --- | --- | --- |
| **Match Funding** | **Status** | **Funder(s)** |
| Acquisition | [Not identified, Match Funder(s) Identified, Application(s) Submitted, Funding Approved, Agreement Executed] |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Title Concern?** | **Clear plan to address?** | **Additional Explanation** |
|  | **Yes** | **No** | **Unsure** | **Yes** | **No** | **NA** |  |
| Mineral Rights |[ ] [ ] [ ] [ ] [ ] [ ]   |
| Legal Access |[ ] [ ] [ ] [ ] [ ] [ ]   |
| Deeds of Trust |[ ] [ ] [ ] [ ] [ ] [ ]   |
| Defaulted Taxes |[ ] [ ] [ ] [ ] [ ] [ ]   |
| State Lands Commission Claim |[ ] [ ] [ ] [ ] [ ] [ ]   |
| Other: [describe] |[ ] [ ] [ ] [ ] [ ] [ ]   |

**Recommended Ranking: \_\_\_\_\_**