**CALIFORNIA**

**SUSTAINABLE AGRICULTURAL LANDS CONSERVATION PROGRAM**

**Acquisition Grant Application**

**STATE OF CALIFORNIA**

**STRATEGIC GROWTH COUNCIL**

**Draft Final**

**February 2020**

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For additional information, please contact:

**STRATEGIC GROWTH COUNCIL**
(916) 322-2318
<http://www.sgc.ca.gov/programs/salc/>

**California Department of Conservation
Division of Land Resource Protection**

(916) 324-0850

<http://www.conservation.ca.gov/dlrp>

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| At-A-GlanceProgramThe 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 SALC on behalf of the Strategic Growth Council.Funding SourceThis program is funded through the California Climate Investments Program.Critical Dates for Round 6 (proposed, subject to change)Draft Guidelines released for comment December 20, 2019Public comment closed January 27, 2020 12 p.m.Guidelines adopted February 25, 2020Acquisition Pre-proposal due April 30, 2020Planning Pre-proposal due July 1, 2020Determination of available funding September 2020Full Applications due August 28, 2020Project Awards December 2020Contact for QuestionsDepartment of ConservationDivision of Land Resource ProtectionVirginia Jameson, Program Managersalcp@conservation.ca.gov(916) 324-0868 |

**Applying**

This is the application form for Agricultural Conservation Acquisition (Acquisition) Grants under the Round 6 Guidelines for the Sustainable Agricultural Lands Conservation Program (Guidelines). The Guidelines detail the background and eligibility requirements for funding. Applicants should familiarize themselves with the Round 6 Guidelines prior to completing this grant application and refer to them for questions regarding this form. SALC staff are available prior to the application deadline to provide technical assistance to eligible applicants interested in applying.

**Initial Screening–Pre-proposals**

Applicants are required to submit a pre-proposal to the Department prior to applying. Please refer to the Pre-Proposals section of the Guidelines for additional information.

**Grant Application Submission**

Please use the [Grant Application Checklist](#_Acquisition_Grant_Application) to ensure that all necessary materials are submitted. Incomplete applications may not be evaluated or considered for funding at the sole discretion of the State. Early consultation with SALC staff regarding proposed projects is strongly encouraged to achieve the most efficient review process possible.

The application process and requirements for Acquisition grants is detailed in Section 2 of the Guidelines. Pre-proposals and applications must be submitted electronically by 11:59 p.m. on the deadlines specified in “At-a-Glance,” to be considered for funding.

Applicants must submit the entire application to the Department via email (salcp@conservation.ca.gov).

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

**Acquisition Grant Application Checklist**

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| **Required Components***All grant applications must include the following:* |
|  | Application Cover Sheet |
|  | Executive Summary (1-page maximum) |
|  | 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, Assessor’s Parcel Map(s) |
|  | Buyer-Seller Letter of Intent |
|  | Appraisal or Support for Estimated Easement Value |
|  | Project Geographic Area Map |
|  | Building Envelope Map and Excluded Area |
| 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 |
|  | Monitoring Policy |  | Easement Enforcement Policy |
|  | Stewardship Endowment 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)* |

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| **Additional components***Applicants may submit the following as relevant to their application:* |
|  | Priority Population Benefits Checklist (required if providing a priority population benefit) |
|  | Maps showing parcel number(s), proximity to Spheres of Influence, plotted easements, and proximity to protected lands. |

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| **Interest Holder Documentation** *(applicable when the applicant is not the intended holder of the real property interest)* |
|  | Certification of Acceptance of Conditions of Funding |
|  | Interest Holder’s 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 Amendment Policy |  | Conflict of Interest Policy |
|  | Monitoring Policy |  | Easement Enforcement Policy |
|  | Stewardship Endowment 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)* |

**Acquisition Grant Application Cover Sheet**

|  |  |
| --- | --- |
| **Basic Information** |  |
| Project Title |  |
| Location (County and Nearest City) |  |
| Real Property Interest to be acquired | **[ ]** Easement**[ ]** Fee |
| Located within a [priority population](https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm)  | **[ ]  Y[ ]  N** [*Census tract number]* |
| Priority Population Status | **[ ]  Y[ ]  N***[If yes, attach Priority Population Benefits Checklist]* |
| Risk Option number |  |
| **Project Funding** |  |
| SALC Acquisition Request Amount | $  |
| 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 Fee Title or Easement Fair Market Value | $ |
| Associated Costs Request | *[Up to $50,000]* |
| Management Plan Request | *[Up to $10,000]* |
| **Applicant Information** |  |
| Applicant |  |
| Federal Employer ID Number |  |
| Mailing Address |  |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

*Complete if applicable:*

|  |
| --- |
| **Co-Applicant/Intended Interest Holder Information** |
| Co-Applicant |  |
| Federal Employer ID Number |  |
| Mailing Address |  |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

Nonprofit applicants that intend to be the holder of the real property interest to be acquired must be accredited by the Land Trust Accreditation Commission or have adopted equivalent or greater policies regarding conflict of interest, amendments, monitoring, stewardship endowments, and enforcement prior to submission of an application. Those that haven’t must apply with either a co-applicant that has 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 project and its scope (project type, agricultural use, farmland quality, location, and size),
* An explanation of the development pressure impacting the surrounding area, including a summary of relevant risk option(s),
* Any environmental, economic, or public health co-benefits for California associated with the proposed acquisition, and
* Whether the landowner must meet any critical deadlines for concluding the transaction.

**Acquisition Summary Sheet**

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

|  |  |
| --- | --- |
| General Information |  |
| Project Title |  |
| Landowner Name(s)/ Ownership Structure |  |
| Street Address of Property (or nearest cross streets) |  |
| 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 *(if applicable)* |  |
| Project Acreage |  |
| Total Project Acreage (Assessor’s Acreage) |  |
| Prime Farmland Acres mapped by the Farmland Mapping and Monitoring Program |  |
| Irrigated Acres |  |
| Non-irrigated / Grazing Acres |  |
| Nonagricultural Acres |  |
| Sale and Subdivision |  |
| Would proposed acquisition prohibit further subdivision of existing legal parcels? (please explain) | [ ]  Y[ ]  N Explanation: |
| Would proposed acquisition prohibit sale of existing legal parcels separately from other parcels in project area? (please explain) | [ ]  Y[ ]  N Explanation:  |
|  |  |
| Water and Mineral Rights |  |
| Water Rights and Source(s) |  |
| Third party mineral rights holder(s)? | [ ]  Y[ ]  N Explanation:  |
| Severed mineral rights? | [ ]  Y[ ]  N Explanation:  |
| Evidence of past mining? | [ ]  Y[ ]  N Explanation:  |
| Existing and Reserved Single-family Residences |
| 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 |  |
| Existing Farm Labor Residences |  |
| Number of farm labor residential structures/units currently on property |  |
| Approximate size of each farm labor residence (square footage of living area) |  |
| Building Envelopes |  |
| Existing Building Envelope(s) 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):       |
| Additional Information |  |
| Other Reserved Rights (e.g., oil and gas site, solar, communication towers)  | Please list: |
| Any critical deadlines? | Please describe:  |
| Will you utilize the Minimum Deed Terms?  | [ ]  Y [ ]  N |

**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. Risk options are discussed in [Appendix A](#introduction). Applicants are encouraged to contact the Department should they require assistance in understanding or documenting the risk of conversion facing the proposed property. The Department will also utilize the selected risk option to determine the number of development rights to be extinguished for purposes of quantifying greenhouse gas benefits associated with the project.

Please check the option below that best describes the risk to the property and describe the supporting evidence provided, such as relevant development proposal, map showing distance to nearest development, etc. Attach supporting evidence.

|  |  |  |
| --- | --- | --- |
| **Check one** | **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.
 |  |
|  | 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.
 |  |

**Certification of Acceptance of Conditions of Funding (Easements)**

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:

SALC’s conditions of funding for easement acquisitions are as follows:

* [Clean title](#_Title_Considerations) 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.
* If the Department is funding preparation of an adaptive management plan, the Department has approved the plan. Agricultural intensification restrictions on non-cultivated land are permitted if each of the following conditions are met:
	+ The restriction is consistent with the property’s continuing agricultural use, and
	+ Agricultural use of the property is not substantially impaired.
* For projects where the property includes 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 must 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 grantee will work with SALC staff to report on jobs-related co-benefits as required by CARB.

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| The easement acquisition can be completed within 2 years of grant agreement effective date.  |
|  |  |  |
| Authorized Signature | Name/Title (Print or Type) | Date Signed |
| Co-Applicant (If Applicable) |
|  |  |  |
| Authorized Signature | Name/Title (Print or Type) | Date Signed |

**Certification of Acceptance of Conditions of Funding (Fee Acquisitions)**

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:

SALC’s conditions of funding for fee acquisitions are as follows:

* Clean title to the property can be conveyed at close of escrow.
* The title to the property will be encumbered in perpetuity with the following covenants that run with the land:
	+ The property must actively be used for agricultural uses,
	+ Prohibits permanent severance of water rights from the fee,
	+ Restricts development potential on the property consistent with an agricultural conservation easement,
	+ All net proceeds from the lease revenue will be reinvested only in improvements on the purchased property or in pursuit of agricultural conservation easements in the region,
	+ From the subsequent fair market sale of the burdened fee title, the state must be paid its proportionate share of the net proceeds within 30 days of close of escrow,
	+ At least once every twelve months, the interest holder shall report to the Department certifying that the conditions of the deed are being upheld. The report must include an account of how each covenant is being upheld, including documentation of income generated from leasing the property and documentation of agricultural use on the property, and
	+ At least once every twelve months, the interest holder shall allow the Department access to the property for the purposes of monitoring and verifying compliance with the terms of the deed.
* The buyer agrees to lease the property to one or more private operators for agricultural use or to sell the property to a private operator. The property must be leased within a commercially reasonable time after purchasing the property. If the applicant intends to sell the property, it must be sold within 3 years of purchase.
* If the Department is funding preparation of an adaptive management plan, the Department has approved the plan. Agricultural intensification restrictions on non-cultivated land are permitted if each of the following conditions are met:
	+ The restriction is consistent with the property’s continuing agricultural use, and
	+ Agricultural use of the property is not substantially impaired.
* The total purchase price of the proposed acquisition shall not exceed the appraised fair market value of the property.
* The appraisal used to establish the easement value (for the purposes of determining Department funding) and the fair market value of the property must comply with DGS standards and must be approved by DGS and the Department.
* The property deed, including any exhibits, must be approved by the Department.
* The grantee will work with SALC staff to report on jobs-related co-benefits as required by CARB.
* The acquisition can be completed within 2 years of grant agreement effective date.

|  |
| --- |
| 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 SALC. This section should not exceed **eight (8) pages**. Please answer the following questions, maintaining the lettering format below.

1. Describe any restrictions on agricultural use that would be required in the easement and how the nonagricultural qualities being protected by such restrictions: (a) are consistent with the property’s continuing agricultural use, and (b) do not substantially impair agricultural uses on the property.
2. Describe how the project will support infill and compact development.
3. 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 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.
4. Describe how the project is consistent with California’s Planning Priorities.
5. Describe the market, infrastructure, and agricultural support services in the area. How far are these markets, infrastructure, and support services from the property? How does the agricultural operator onsite access them? Are these markets, infrastructure, and services sufficient to support long-term commercial agricultural production?
6. Describe the property’s current and proposed agricultural use, including any onsite infrastructure that supports the agricultural use and whether the property is large enough and likely to sustain commercial agricultural production. Are there any known agricultural constraints on the property? If so, describe.
7. Is the property identified for conservation in an adopted agricultural conservation plan, regional agricultural conservation program, agricultural mitigation plan, SALC-funded plan, or sustainable communities strategy? If so, please describe the plan and any priorities the property meets.
8. Does the property have adequate water availability and water quality for agricultural purposes? Is the property within an over drafted or critically over drafted SGMA basin? If so, which one?
9. Describe any on-farm conservation management practices that the landowner has incorporated or is in the process of incorporating on the property to build soil health for carbon sequestration. If the landowner has received funding to incorporate such practices, please attach supporting documentation.
10. 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. If the landowner has received funding to incorporate such practices, please attach supporting documentation.
11. Describe any [environmental conservation values or co-benefits](#_Co-benefits) that may result from the conservation of this property.
12. Is the property within strategic proximity to other permanently protected property?
13. Is the property identified for conservation in an adopted habitat or wildlife conservation plan, regional habitat or wildlife conservation program, or habitat or wildlife mitigation plan? If so, please describe the plan and any priorities the property meets.
14. Describe any [economic co-benefits](#_Co-benefits) that may result from the conservation of this property.
15. Describe any public [health co-benefits](#_Co-benefits) that may result from the conservation of this property.
16. Describe any [other co-benefits](#_Co-benefits) that may result from the conservation of this property.
17. If the proposal is for fee title acquisition, how will the property be utilized for agricultural use? Do you plan to lease or sell the property and in what time frame will that occur?

**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 a grant application to the SALC. The resolution must:

* Authorize the submittal of an acquisition grant application to SALC;
* Authorize entrance into a grant agreement with the Department for the project and agree to accept the template terms and conditions, available in [Appendix F](#_APPENDIX_F_–) of the Guidelines, if the project is awarded funding;
* 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,
* 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**

To ensure local support for the project, the applicant must provide written notification to the local government’s Planning Director about the application. 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 comments, and the anticipated date of the Strategic Growth 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)**

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 application. The title report should be submitted as a separate file from the application 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 space below, please describe plans to address any potential title concerns, as well as the 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 must address the following items:

1. Landowner’s pursuit of sale of the easement or fee, 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 proposed acquisition.

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.

**Appraisal/Support for Estimated Acquisition Value**

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

SALC 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 awarded funding.

**Project Geographic Area Map**

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

Applicants may also submit maps depicting the proposed project boundary 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 and Excluded Area**

If building envelope(s) is/are to be designated within the project 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 acquisition, 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:

* Providing proof of LTAC accreditation; or,
* Providing copies of the following documents, as relevant:
	+ Conflict of Interest Policy
	+ Easement Amendment Policy
	+ Monitoring Policy
	+ Stewardship Endowment Policy
	+ Easement 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**

Non-profit applicants must submit the following documentation:

* + - Internal Revenue Service 501(c)3 status as a charitable non-profit;
		- Articles of Incorporation and by-laws documenting the principal charitable or public purposes of the nonprofit organization; and,
		- 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.

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.

**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.

Projects must satisfy at least one criterion in Step 1, one criterion in Step 2, and one criterion in Step 3 below to be considered to provide direct, meaningful, and assured benefits to priority populations, receive priority population status through SALC, and count toward statutory investment minimums. Documentation must be provided to support all claims and will be evaluated by SALC, with final concurrence determined by CARB.

Please see [www.arb.ca.gov/cci-resources](http://www.arb.ca.gov/cci-resources) for any updates to the checklist.

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| **STEP 1 – Identify Priority Population(s)** |
| *Evaluate the project against each of the following criteria. Check all boxes that apply. Supporting documentation required. If a project does not meet at least one of the qualifying criteria in Step 1, the project does not count toward statutory investment minimums and no further evaluation is needed.* |
| **Criteria** | **Yes** | **No** |
| 1. Is a majority of the project land located **within the boundaries of a disadvantaged community census tract**?
 | [ ]  | [ ]  |
| 1. Is a majority of project land located **within the boundaries of a low-income community census tract**?
 | [ ]  | [ ]  |
| 1. Is a majority of the project land located outside of a disadvantaged community, but **within ½-mile of a disadvantaged community and within a low-income community census tract**?
 | [ ]  | [ ]  |
| **STEP 2 – Address a Need** |
| *Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need. Supporting documentation required. If the project does not address a community or household need, it does not count toward statutory investment minimums and no further evaluation is needed.* |
| **Important Community or Household Need** |  |  |
| Describe the important community or household need your project meets and how the project addresses said need in the space provided:  |
| **STEP 2 – Address a Need (continued)** |
| **Method Used to Identify Need** | **Yes** | **No** |
| Indicate the method used to identify the important community need described above and provide supporting documentation: |  |  |
| 1. Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address those needs.
 | [ ]  | [ ]  |
| 1. Look at the individual factors in the latest version of CalEnviroScreen that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75th percentile), and confirm that the project will reduce the impacts of at least one of those factors.
 | [ ]  | [ ]  |
| 1. Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support.
 | [ ]  | [ ]  |
| 1. Refer to the list of common needs for priority populations in CARB’s Funding Guidelines Table 5 and confirm that the project addresses at least one listed need (should match the need identified above).
 | [ ]  | [ ]  |
| **STEP 3 – Provide a Benefit** |
| *Evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations. Project must meet at least one of the following benefit criteria. Supporting documentation required. Check all boxes that apply.* |
| **Criteria** | **Yes** | **No** |
| 1. Project preserves a site that allows public access.
 | [ ]  | [ ]  |
| 1. Project significantly reduces flood risk to households within one or more disadvantaged or low‑income communities.
 | [ ]  | [ ]  |
| 1. Project maintains water quality and health of watersheds serving priority populations through avoiding the conversion of forest lands or wetlands that would have resulted in impacts to nearby water bodies located in the same or a directly adjacent disadvantaged or low‑income community as the project.
 | [ ]  | [ ]  |
| 1. Project increases food access to priority populations through regular farmers’ markets, donations to food banks or distribution centers serving residents of disadvantaged or low-income communities, or low-income households.
 | [ ]  | [ ]  |
| 1. Project provides regular and ongoing educational opportunities through partnerships with schools or non-profit organizations located in disadvantaged or low‑income communities and site access to residents of these communities.
 | [ ]  | [ ]  |