

APPENDIX B – Acquisition Grant Pre-Proposal

Submittal Requirements

Submittal of a pre-proposal worksheet for prospective grant applications is mandatory to be eligible for SALC acquisition funding. Grant applications are due September 09, 2022 and will not be accepted unless a pre-proposal worksheet was received for the project by the June 15, 2022 deadline.

Applicants interested in receiving technical assistance prior to submission of a pre-proposal may contact the Department with questions. Pre-proposals will be reviewed to determine project eligibility, and technical assistance provided to facilitate the development of competitive grant applications. Applicants will be notified regarding their project's eligibility following the pre-proposal review.

Projects deemed eligible, or eligible with conditions, may be submitted as applications for further evaluation and scoring. In cases where reviewers have questions regarding eligibility or title concerns, applicants will be given the opportunity to respond to those concerns prior to an eligibility determination. For projects deemed eligible with conditions, applicants must provide substantive responses to the conditions identified in the pre-proposal feedback in their application in order for their application to be considered for funding.

Please submit the items below to the Department of Conservation via email to salcp@conservation.ca.gov.

Agricultural Conservation Acquisition Pre-proposal Checklist

(All components are required unless otherwise noted)

- Acquisition Summary Sheet
- Documentation of Organizational Eligibility
- Documentation of Organizational Capacity
- Applicant-Landowner Letter of Intent
- Narrative Questions
- Preliminary Title Report, Underlying Documents, Assessor's Parcel Maps
- Project Boundary Map
- Building Envelope(s) Map and Excluded Area(s) Map
- Associated Costs Budget Table *(only required if applying for more than \$60,000)*
- Priority Population Benefits Table and supporting documentation *(only required if applying for priority population status)*

Acquisition Summary Sheet

Basic Information

Project Title	
Location (County and Nearest City)	
Distance to nearest city or census designated place	
Real property interest to be acquired	<input type="checkbox"/> Easement <input type="checkbox"/> Fee
Located within a priority population	<input type="checkbox"/> Y <input type="checkbox"/> N [Census tract number]
Priority Population Status	<input type="checkbox"/> Y <input type="checkbox"/> N [If yes, attach Priority Population Benefits Table]

Project Funding

A: SALC Acquisition Request Amount	\$
B: SALC Associated Costs Request:	[Up to \$60,000]
C: SALC Management Plan or Carbon Farm Plan Request	[Up to \$10,000 for a management plan or up to \$10,000 for a carbon farm plan]
E: SALC Total Grant Request (A+B+C)	\$
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?	<input type="checkbox"/> Y <input type="checkbox"/> N List:
Estimated Easement Fair Market Value	\$
Estimated Fee Title Fair Market Value (fee acquisitions only)	\$

Applicant Information

Applicant	
Federal Employer ID Number	
Mailing Address	
Contact Person	
Title	
Phone Number	
Email Address	

Co-Applicant/Intended Interest Holder Information *(complete if applicable)*

Name	
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.

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	
Restrictions on Agricultural Use?	<input type="checkbox"/> Y <input type="checkbox"/> N

Project Acreage

Total Project Acreage (Assessor's Acreage)	
Irrigated Acres	
Non-irrigated / Grazing Acres	
Nonagricultural Acres	

Sale and Subdivision

Would proposed acquisition prohibit further subdivision of existing legal parcels? (please explain)	<input type="checkbox"/> Y <input type="checkbox"/> N Explanation:
Would proposed acquisition prohibit sale of existing legal parcels separately from other parcels in project area? (please explain)	<input type="checkbox"/> Y <input type="checkbox"/> N Explanation:

Water and Mineral Rights

Water Rights and Source(s)	
Third party mineral rights holder(s)?	<input type="checkbox"/> Y <input type="checkbox"/> N Explanation:
Severed mineral rights?	<input type="checkbox"/> Y <input type="checkbox"/> N Explanation:
Evidence of past mining?	<input type="checkbox"/> Y <input type="checkbox"/> 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): _____	
If the location(s) of the additional Building Envelopes have not been identified, will the deed language establish a process for the identification of the future building envelope(s)?	<input type="checkbox"/> Y <input type="checkbox"/> N	

Additional Information

Other Reserved Rights (e.g., oil and gas site, solar, communication towers)	Please list:
Any critical deadlines?	Please describe:

Eligibility and Organizational Capacity Documentation

Organizational Eligibility

Non-profit applicants and proposed interest holders 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 and proposed interest holders should submit a copy of the relevant statute or other policy outlining their purpose and authority regarding the conservation of agricultural land.

Applicants and proposed interest holders 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 (see next page).

Organizational Capacity

Applicants and proposed interest holders must provide proof of organizational capacity to acquire and steward conservation acquisitions for their agricultural conservation values as part of their pre-proposal. 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 and proposed interest holders 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 (see next page).

Applicant Certifications

Please certify that the most current versions of the applicant's eligibility and organizational capacity documents are on file with the Department, or attach the most current versions here.

Documentation of Organizational Eligibility

I certify here that the most current versions of the documents below are on record at the Department or attached:

[Print 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*)

Documentation of Organizational Capacity

I certify here that the most current versions of the documents below are on record at the Department or attached:

[Print Name, Title]

Date

- 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

Interest Holder Certifications

This section is only applicable when the applicant is not the intended holder of the real property interest.

Please certify that the most current versions of the interest holder's eligibility and organizational capacity documents are on file with the Department, or attach the most current versions here.

Documentation of Organizational Eligibility

I certify here that the most current versions of the documents below are on record at the Department or attached:

[Print 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)*

Documentation of Organizational Capacity

I certify here that the most current versions of the documents below are on record at the Department or attached:

[Print Name, Title]

Date

- 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

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;
3. *(For easement acquisitions only)*: The landowner is aware of the estimated acquisition value provided to SALC as the basis for this funding request and understands that the final easement value used to establish SALC's contribution to the purchase price of the easement may change upon completion of a full appraisal of the property; and
4. 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.

Narrative Questions

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

1. Provide a brief description of the project, including the current agricultural use of the property.
2. If the applicant intends to restrict agricultural intensification on the property, describe the restrictions and discuss:
 - a. how those restrictions are consistent with the property's continuing agricultural use, and
 - b. whether the restrictions would substantially impair agricultural use on the property.
3. 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.
4. Does the property have any known agricultural constraints (e.g., due to soil or water contamination)? If so, please describe.
5. Will protection of the property support infill and compact development? If so, how?
6. 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.
7. Describe the market, infrastructure, and agricultural support services around the property. If the project is exempt from this criterion, please note "Exempt."
8. Is the parcel proposed for conservation expected to continue to be used for, and is it large enough to sustain, commercial agricultural production? If the project is exempt from this criterion, please note "Exempt."
9. Describe how the project will achieve a reduction in GHG emissions.
10. Is the property under pressure of being converted to non-agricultural uses? If so, how?
11. Provide a brief discussion of how the project meets one or more of the program goals. (1/2 page max)
12. If the proposal is for fee title acquisition, describe how the property be utilized for agricultural use. What is the plan to lease or sell the property? Will this occur as part of the project and if not, what is the anticipated time frame?

Provide any other comments, potential concerns, etc.

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 space below, 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.

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.

Project Boundary Map

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

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

Map of Building Envelope and any Excluded Areas

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.

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.