# Appendix D: Easement Grant Application

This is the application form for Agricultural Conservation Easement Grants under the 2022 CFCP solicitation. The 2022 Solicitation details the background and eligibility requirements for funding. Applicants should familiarize themselves with the CFCP solicitation prior to completing this grant application and refer to them for questions regarding this form. CFCP staff are available prior to the application deadline to provide technical assistance to eligible applicants interested in applying. Applicants are required to submit a pre-proposal to the Department prior to applying. Please refer to the Pre-Proposals section of the solicitation for additional information.

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

**Easement Grant Application Checklist**

Required Components

All grant applications must include the following:

[ ]  Application Cover Sheet

[ ]  Executive Summary (1-page maximum)

[ ]  Easement Summary Sheet

[ ]  Narrative Questions

[ ]  Applicant Resolution of Support

[ ]  Letter to Planning Director

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

[ ]  Appraisal or Support for Estimated Easement Value

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

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

**Additional Components**

Applicants may submit the following as relevant to their application:

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

[ ]  Maps that show property characteristics relevant to the project

**Easement Grant Application Cover Sheet**

**Basic Information**

|  |  |
| --- | --- |
| Project Title |  |
| Location (County and Nearest City) |  |
| Distance to nearest city or census designated place |  |
| Socially disadvantaged farmer or rancher? | [ ]  **Y** [ ]  **N** |
| Located within a [priority population](https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm)  | [ ]  **Y** [ ]  **N** *[Census tract number]* |

**Project Funding**

|  |  |
| --- | --- |
| A: CFCP Easement Request Amount | $  |
| B: CFCP Associated Costs Request: | *[Up to $60,000]* |
| C: CFCP 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]* |
| D: CFCP 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.]* |
| Estimated Easement Fair Market Value | $ |

**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 |  |

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; size; whether landowner or lessee-operated; if lessee-operated, the length of the lease; etc),
* Clearly respond to all concerns identified by CFCP staff during the pre-proposal review (if any),
* Provide a brief summary of how the project meets the programs goals, and
* Identify 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) |  |

**Project Acreage**

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

**Landowner/Lessee Demographics**

Items in the demographics section should be completed for the landowner or lessee who farms or ranches the property. For properties farmed or ranched by the landowner but where ownership of the property is held by more than one individual or by a company or trust, complete this section for the individual(s) who manage(s) the day-to-day operations of the farm/ranch. Information on gender, race, and ethnicity is for informational purposes only and will not be considered in project selection.

The property is farmed/ranched by:

[ ] Landowner

[ ] Lessee

[ ] Both

The person who farms/ranches the property lives in:

[ ] A disadvantaged community

 *Census tract number:*

[ ] A low-income household *(refer to Health and Safety Code section 39713(d)(1))*

 *Annual Household Adjusted Gross Income[[1]](#footnote-1):*

[ ] A low-income community *(refer to Health and Safety Code section 39713(d)(2))*

*Census tract number:*

[ ] None of the above

The person who farms/ranches the property is:

[ ] A beginning farmer

[ ] A Veteran

[ ] None of the above

The gender of the person who farms/ranches the property is:

[ ] Female

[ ] Male

[ ] Non-binary

[ ] Do not wish to identify/does not apply

The race/ethnicity of the person who farms/ranches the property is *(check all that apply)*:

[ ] African American

[ ] Native American

[ ] Alaskan Native

[ ] Hispanic

[ ] Asian American

[ ] Native Hawaiian

[ ] Pacific Islander

[ ]  White

[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Do not wish to identify/does not apply

**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):       |
| 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)?  | [ ]  **Y** [ ]  **N** |

**Additional Information**

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

**Narrative Questions**

This section should be used to explain attributes of the proposed acquisition that are relevant to the Program Goals and Easement Selection Criteria. This section should not exceed **six (6) pages**. Please answer the following questions, maintaining the format below.

1. Describe how the proposed project meets one or more of the Program Goals.
2. Describe how the project may serve or benefit a severely disadvantaged community, disadvantaged community, and/or socially disadvantaged farmer or rancher.
3. Describe how the acquisition will meet multiple natural resource conservation objectives, such as wetland protection, wildlife habitat conservation, water supply or water quality, or scenic open-space conservation.
4. Describe how the acquisition provides co-benefits beyond the program goals, including environmental, economic, public health, or other co-benefits.
5. Demonstrate the county/city long-term commitment to agricultural land conservation. For example, specific actions taken by the local government in support of its conservation goals and objectives, general plan policies, right-to-farm ordinance, LAFCO or CEQA policies and procedures, etc.
6. Describe the applicant’s fiscal and technical capability to effectively carry out the acquisition.
7. Is there a coordinated approach among affected landowners, local governments, and nonprofit organizations? If other entities are affected, there is written support from those entities for the proposal and a willingness to cooperate. The support of neighboring landowners who are not involved in the proposal shall be considered.
8. Describe how the project will support long–term private stewardship and continued agricultural production in the region. Please describe the agricultural operation and infrastructure on the Property.
9. Is there evidence that, by acquisition of an agricultural conservation easement for a given parcel or parcels, long term conservation of neighboring lands through any combination of geographic, zoning, or other considerations can logically be expected without incurring costs of additional easement acquisitions?

**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 CFCP. The resolution must:

1. Authorize the submittal of an acquisition grant application to CFCP;
2. 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 of this solicitation, if the project is awarded funding;
3. 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,
4. 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.

**Written Notification Letter to the Planning Director**

The applicant must provide written notification to the planning directors of the relevant county or counties and every city within two miles of the property about the application. The notice shall include:

1. The applicant’s intent to apply for a grant to acquire an agricultural conservation easement from the program;
2. The application deadline;
3. A statement that the conservation easement may result in reduced property tax revenue pursuant to Article 1.5 (commencing with Section 421) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code; and,
4. The jurisdiction’s right to submit comment to the Department on the project within 30 days of the application deadline;

The relevant county or counties and every city within two miles of the property shall have 30 days from the application deadline to submit written comments on the project to the Department, including on the compatibility of the project with the general plan. The Department shall consider any comments submitted by the county or cities on the project.

**Preliminary Title Report and Assessor’s Parcel Map(s)**

If an updated preliminary title report or associated documents was requested as part of the pre-proposal feedback, provide an updated preliminary title report for review.

**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. CFCP 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.

CFCP will only fund the appraisal that is approved by the state and used for the completed acquisition.

**Project Boundary Map**

If the applicant has revised the project boundary following receipt of pre-proposal feedback, or if the project boundary has changed, provide an updated boundary map (pdf format) with the 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.

**Building Envelope(s) and any Excluded Area(s) Map**

If the applicant has revised the building envelopes or excluded areas associated with the project following receipt of pre-proposal feedback, provide an updated building envelope and excluded areas map (pdf format) with the application.

Building envelopes must be designated around existing residences, as well as sites for proposed future residences.

1. Applicants may be asked to provide proof of landowner/lessee income, including tax return information, for verification upon request. [↑](#footnote-ref-1)