# Appendix C: Land Improvements Pre-proposal

Submittal of a pre-proposal worksheet for prospective grant applications is mandatory to be eligible for CFCP funding. Grant applications will not be accepted unless a pre-proposal worksheet was received for the project.

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, 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.

**Land Improvements Pre-proposal Checklist**

*(All components are required unless otherwise noted)*

☐ Land Improvements Summary Sheet

☐ Documentation of Organizational Eligibility

☐ Copy of Conservation Easement or similar long-term conservation agreement

☐ CEQA Documentation

☐ Project Boundary Map and Assessor’s Parcel Maps

**Land Improvement 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:

Location (County and Nearest City):

Distance to nearest city or census designated place:

Located within a [priority population](https://gis.carb.arb.ca.gov/portal/apps/experiencebuilder/experience/?id=5dc1218631fa46bc8d340b8e82548a6a&page=Priority-Populations-4_0): ☐ **Y** ☐ **N** *[Census tract number]*

**Project Funding**

CFCP Request Amount: $

Match Amount: $

Matching Funds Source*:*       *[e.g., NRCS, etc.]*

Status of Match:       *[e.g., application submitted, in grant agreement, etc.]*

**Applicant Information**

Applicant:

Federal Employer ID Number:

Mailing Address:

Contact Person:

Title:

Phone Number:

Email Address:

**Co-Applicant** *(complete if applicable)*

Name:

Federal Employer ID Number:

Mailing Address:

Contact Person:

Title:

Phone Number:

Email Address:

**Property Information**

Property APN(s):

Current Zoning/ Minimum Parcel Size:

Total Project Acreage(Assessor’s Acreage):

Irrigated Acres:

Non-irrigated / Grazing Acres:

Nonagricultural Acres:

**Organizational Eligibility 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 primary purpose of preserving, protecting, or enhancement of land in its natural, scenic, historical, agricultural, forested, or open space condition or use (“Primary Purpose”).

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 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).

**Applicant Certifications**

Please certify that the most current versions of the applicant’s eligibility 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:*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Print Name, Title]       Date:

☐ IRS 501(c)3 status

☐ Articles of Incorporation

☐ Bylaws

☐ Documentation of Primary Purpose

☐ Copy of relevant statute *(governmental applicants only)*

**Narrative Questions**

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

1. Provide a brief description of the project and how the project meets one or more of the Land Improvement Goals.
2. Describe the project’s benefit to the protected land.
3. Describe how the proposal will result in public benefits that address the most critical statewide needs and priorities for statewide funding.
4. Describe how the project will serve or benefit a severely disadvantaged community or disadvantaged community.
5. Explain how the proposal will a) improve a community’s ability to adapt to the unavoidable impacts of climate change, b) improve and protect coastal or rural economies, agricultural viability, wildlife corridors, or habitat, c) develop future recreational opportunities, or d) enhance, drought tolerance, landscape resilience, and water retention.
6. Describe the current CEQA compliance status and provide necessary documentation (refer to Appendix A).

Provide any other comments, potential concerns, etc.

**CEQA Documentation**

Applicants must provide proof that the lead agency has met the environmental compliance requirements outlined in Appendix A of the solicitation.

**Project Boundary Map and Assessor’s Parcel Map**

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

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