**California Department of Conservation 2021 California Farmland Conservancy Program**

**Easement and Land Improvements Application**



Contacts

For questions about this solicitation, please contact the Department by email at [cfcp@conservation.ca.gov](mailto:cfcp@conservation.ca.gov)

**At-A-Glance**

**Program**

This solicitation specifies the eligibility and evaluation criteria, application process, grant award and grant administration processes for grants funded under this program for the voluntary acquisition of agricultural conservation easements on agricultural lands that are under pressure of being converted non-agricultural use; and land improvement grants that directly benefits the lands protected by agricultural conservation easements.

**Funding Source**

This program is funded by the Safe Neighborhoods, Clean Water, Clean Air, and Coastal Protection Act of 2000 (Proposition 12), California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40), and California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Proposition 68).

**Critical Dates** (proposed, subject to change)

Draft Solicitation released for comment—January 13,2021

Close public comment period—February 12, 2021

Solicitation released—March 22, 2021

Pre-proposals due—April 02, 2021

Applications due—September 10, 2021

Awards announced—December 2021

Grant agreements returned from awardees—March 2022

**Contact for Questions**

Department of Conservation

Division of Land Resource Protection

California Farmland Conservancy Program

[cfcp@conservation.ca.gov](mailto:cfcp@conservation.ca.gov)

**Application**

This is the application for 2021 California Farmland Conservancy Program. The Solicitation details the background and requirements to apply for funding under the program. All material must be submitted by the **due date of September 10, 2021** via email to [cfcp@conservation.ca.gov](mailto:cfcp@conservation.ca.gov)**.**

**Application instructions**

* Each application must contain all of the materials listed in the checklist below.
* Materials should be presented in the order indicated on the checklist.
* In the header or footer of each page of the application, applicants must include: (1) name of applicant and (2) sequential page numbers.
* Materials not specifically requested (e.g., press clippings or brochures) will not be considered during the evaluation.

|  |  |
| --- | --- |
|  | Cover Sheet |
|  | Executive Summary |
|  | Applicant Eligibility |
|  | Application Questions |
|  | Work Plan (Land Improvements Only) |
|  | Budget |
|  | Project Maps |
|  | Preliminary Title Report (Easements Only) |
|  | CEQA Documentation |
|  | Authorizing Resolution from Applicant’s Governing Body |
|  | Local Government Notice (Easements Only) |
|  | Public Notices (Easements Only) |
|  | Appraisal (Easements Only) |

**Cover Sheet**

|  |  |
| --- | --- |
| **Project Information** | |
| Project Title |  |
| Location (County and City) |  |
| Agriculture Type | *[i.e., irrigated, rangeland, both]* |
| Severely Disadvantaged Community | Yes  No |
| Socially Disadvantaged Farmer or Rancher | Yes  No |
| CFCP Request Amount | $ |
| Total Project Acreage |  |
| **Additional Information** | |
| Any critical deadlines? | Please describe: |
| Other | Please describe: |
| **Applicant Information** | |
| Applicant Name |  |
| Co-applicant (if applicable) |  |
| Organization Type | *[e.g., special district, local government, 501(c) non-profit organization.]* |
| Mailing Address |  |
|  |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

**Executive Summary *(1-page maximum)***

This section will concisely summarize the purpose of the proposal, including how the easement(s) or improvement(s) relates to the enhancement of the agricultural value of the land and promote its long-term sustainable agricultural use. In addition, this section should list any participating partners and include a detailed description of the project area and characteristics (e.g., acres, soil types as mapped by the Farmland Mapping and Monitoring Program, surrounding land uses, Williamson Act, nearest city/unincorporated area.)

**Applicant Eligibility**

Applicants must describe how they meet the eligible applicant requirements. Supporting documentation can be provided either through hyperlinks or as attachments.

**Application Questions *(5-page maximum)***

1. This section is designed to solicit specific facts about how the proposal meets the goals, eligibility criteria, and selection criteria listed under Section 3 of this solicitation. In your response, please clearly label each specific eligibility requirement and selection criteria that is being addressed. Supporting documentation can be provided either through hyperlinks or as attachments, if applicable. If a question does not apply to your proposal, indicate that it is not applicable (“NA”).

## **Work Plan (Land Improvements Only)**

Applicants must provide a detailed work plan that specifies the activities and sub-activities that will be performed during the grant term. The work plan will also include a schedule of target completion dates, performance measures, and a list of deliverables to be provided as proof of project completion. The schedule should provide enough detail to allow assessment of the progress through the work plan at regular intervals. Cost estimates should be consistent with the budget. If awarded funding, this work plan will be incorporated into the Grant Agreement.

**2021 California Farmland Conservancy Program**

|  |  |  |
| --- | --- | --- |
| **Applicant:** |  |  |
| **Project Name:** |  |  |
| **Project Goal:** |  |  |
| **Objective:** |  |  |
| **Activity/Sub Activity Number** | **Activity Description** | **Beginning and End Date** |
| **1** |  |  |
| **1a** |  |  |
| **2a** |  |  |
|  |  |  |

**Budget**

Applicants must provide a budget broken down by cost type (line item). Cost estimates should be consistent with the work plan. All costs must be eligible. If awarded funding, this Budget will be incorporated into the Grant Agreement.

**2021 California Farmland Conservancy Program:**

**EASEMENT BUDGET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Direct Costs** | **CFCP Request** | | **Match Funding** | | | **Acquisition Total** |
| **Easement Acquisition** | **$** | | **$** | | | **$** |
|  | | | | | | |
| **Incidental Costs** | **Hourly Rate/Unit Cost** | **Number of Hours** | **CFCP Request** | | **Match Funding** | **Total cost** |
|  |  |  | $ | $ | | $ |
|  |  |  | $ | $ | | $ |
|  |  |  | $ | $ | | $ |
|  |  |  | $ | $ | | $ |
|  |  |  | $ | $ | | $ |
|  |  |  | $ | $ | | $ |
|  |  |  | $ | $ | | $ |
| **Subtotal** |  |  | **$** | **$** | | $ |
| **TOTAL** |  | | $ | $ | | $ |

**LAND IMPROVEMENT BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line Items** | **Hourly rate/ unit cost** | **Number of hours** | **CFCP Request** | **Match Funding** | **Total Cost** |
| (example) Program Manager |  |  |  |  |  |
| (example) Environmental Scientist |  |  |  |  |  |
| (example) Contractor |  |  |  |  |  |
| (example) Technical Support |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  | |  |  |  |

**Project Map(s)**

The following maps must be included in the application:

* A location map (in PDF) that identifies the project relative to nearby cities and/or landmarks.
* Additional maps that further describe or otherwise support the proposal may be included.

All maps must be of high enough resolution to be legible if printed on an 8 ½” x 11” sheet of paper. The applicant may submit geographic information system (GIS) data along with any maps.

(For land improvement only) Applicant must provide relationship of project to the qualifying easement.

**Preliminary Title Report (Easements only)**

Applicant must provide a preliminary title report that is less than twelve (12) months old. The title report must be accompanied by all relevant underlying documents and associated assessor’s parcel maps. Underlying documents should be submitted as hyperlinks in the preliminary title report unless extenuating circumstances exist.

**CEQA Documentation**

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

**Authorizing Resolution from Applicant’s Governing Body**

Applicants must submit a signed Resolution of Support adopted by the entity’s governing body that evidences authority to submit the application and, if awarded funding, to enter into and perform under the terms of the Grant Agreement template (Appendix D).

The resolution must:

* Authorize the submittal of the grant application for a 2021 California Farmland Conservancy Program grant.
* Certify that the Applicant understands the assurances and certification in the application.
* Authorize entrance into a grant agreement with the Department for the project and accept the template terms and conditions, if the project is awarded funding.

Authorize a designated individual to, as agent, accept the award of grant funding and to execute tasks, such as signing documents, related to the application, grant agreement, reimbursement requests, if the project is awarded funding.

**Resolution from Local Governing Body (Easements only)**

Applicants must provide a copy of the Resolution from the governing body of the local government in which the proposed project is located that certifies both of the following:

The proposal meets the eligibility criteria set forth in Section 10251.

The proposal has been approved by the appropriate local governmental governing body.

**Public Notices (Easements only)**

Applicants must provide a copy of newspaper notice, which may include online only newspapers, within the county and city in which the property is located.

In addition, applicants must also provide a copy of the written notice that must be provided to (1) adjacent landowners as indicated in the county tax rolls not less than 30 days prior to the expected date of the local government’s consideration of the resolution required pursuant to Public Resources Code section 10234(b) and (2) county and city not less than 30 days before the application is submitted.

The copies provided in the application must show the date the notice was provided, the method that it was provided, an explanation about why this method was reasonable, and for the adjacent landowners, a copy of the tax rolls that was used to determine the adjacent neighbors.

**Appraisal (Easements only)**

Applicants must provide a copy of the appraisal that meets the requirements of the Department’s “Overview and Preparation of Agricultural Conservation Easement Appraisals (2018).”