

**California Department of Conservation  
Solicitation Notice and Application for:  
Local and Regional Planning Projects**

**Pursuant To**

**Proposition 68 Guidelines  
Working Lands and Riparian Corridors Program**

**FINAL**

**May 31, 2019**



California  
**Department of  
Conservation**

## Table of Contents

At-A-Glance .....	1
Section 1: Introduction and Program Summary.....	2
Background.....	2
Working Lands and Riparian Corridors Program Guidelines .....	2
Funding Availability .....	2
Objectives.....	2
Natural and Working Lands Planning.....	3
TerraCount .....	3
Contacts.....	3
Section 2: Project Types, Eligible Grantees, Maximum Awards, and Eligible Costs .....	4
Project Types, Eligible Grantees and Maximum Awards .....	4
Eligible Costs.....	6
Disadvantaged Community Benefits.....	7
Grant Agreement .....	7
Section 3: Application and Selection .....	8
Application Materials and Submission.....	8
Eligibility Criteria.....	8
Selection Criteria.....	9
Awarded Projects .....	11
Appendix A: Grant Application.....	A-1
Appendix B: Grant Agreement Template .....	B-1
Appendix C: Additional Resources.....	C-1

### **At-A-Glance**

#### **Program**

The Department of Conservation is pleased to announce funding opportunities for Local and Regional Planning projects. This solicitation is made pursuant to the Department of Conservation's Working Lands and Riparian Corridors Program Guidelines approved on May 29, 2019. This solicitation specifies the eligibility and evaluation criteria, application process, grant award and grant administration processes for Local and Regional Planning projects funded under this program.

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

Solicitation Notice and Application released —May 31, 2019

Applications due —July 31, 2019

Awards Announced—September 5, 2019

#### **Contact for Questions**

Department of Conservation

Division of Land Resource Protection

Virginia Jameson, Program Manager

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

(916) 324-0868

## **Section 1: Introduction and Program Summary**

### **Background**

The Department of Conservation is pleased to announce funding opportunities for Local and Regional Planning projects. Funding for these projects is available from the California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018 (Proposition 68) through the Department of Conservation's Working Lands and Riparian Corridors Program. This solicitation specifies the eligibility and evaluation criteria, application process, and grant award and administration processes for Local and Regional Planning projects funded through the Working Lands and Riparian Corridors Program.

California leads the way on greenhouse gas emissions reductions and sound planning will advance those reductions further. This component of the Working Lands and Riparian Corridors Program is designed to assist local governments, regional governments, and planning organizations meet the planning requirements set forth in state law and the challenges of adopting land use plans and integrating strategies to transform communities and create long-term prosperity.

### **Working Lands and Riparian Corridors Program Guidelines**

This solicitation is made pursuant to the Department of Conservation's Working Lands and Riparian Corridors Program Guidelines (Guidelines) approved on May 29, 2019. The Guidelines set forth the general requirements for projects funded through the Working Lands and Riparian Corridors Program. All projects funded under this solicitation must adhere to the requirements set forth in the Guidelines.

The terms of this solicitation shall control if there is a conflict with the Guidelines.

### **Funding Availability**

\$950,000 is available through this solicitation for award for agricultural land conservation planning projects at the local or regional level. Funds not awarded under this solicitation maybe allocated to subsequent solicitations for planning projects or Land Trust Capacity and Project Development solicitation consistent with applicable laws, regulations and policies.

### **Objectives**

Consistent with the Objectives set forth in the Working Lands and Riparian Corridors Program Guidelines (Guidelines), planning projects should achieve one or more of the following program objectives:

- Protect agricultural and working lands from conversion to more intensified uses
- Protect natural resources
- Support local governments achieving statewide objectives that
  - Reduce or avoid greenhouse gas emissions
  - Improve air and water quality
  - Promote public health
  - Increase infill and compact development
  - Revitalize urban and community centers
  - Reduce automobile usage and fuel consumption
  - Improve infrastructure systems
  - Promote water conservation
  - Promote energy efficiency and conservation

## **Natural and Working Lands Planning**

While local governments and regional planning groups have developed or are in the process of developing plans and strategies to reduce greenhouse gas emissions, many have yet to include natural and working lands as part of their strategy. To optimize greenhouse gas reductions and public benefits across sectors, the Local and Regional Planning grants will support local and regional planner's efforts to integrate natural and working lands, specifically agricultural lands, in their planning documents.

## **TerraCount**

TerraCount is a scenario planning tool developed by the Department of Conservation and the Nature Conservancy for use by cities, counties, districts, and other land use planners and decision-makers. TerraCount models the greenhouse gas and natural resource implications of different development patterns and management activities. TerraCount allows planners to evaluate the application of management activities including agricultural activities such as cover cropping, restoration activities such as riparian restoration, and avoided conversion such as avoided conversion of grazed land to cultivated land or agricultural land to development. TerraCount provides reporting for how these activities affect a suite of co-benefits.

## **Contacts**

For questions about this solicitation please contact the Department of Conservation Working Lands and Riparian Corridors team by email to [CFCP@conservation.ca.gov](mailto:CFCP@conservation.ca.gov).

## **Section 2: Project Types, Eligible Grantees, Maximum Awards, and Eligible Costs**

This section describes the eligible planning project types, the eligible applicants, maximum grant agreement term and maximum project award. Applicants may apply for funding for multiple project types. Applicants seeking to request funding for multiple project types should submit their request as one application.

The Department of Conservation will accept joint applications from multiple eligible applicants. A successful joint application will include meaningful, actionable, internal and external collaboration and demonstrate a commitment (such as match funding or memorandum of understanding) to the joint application from each participating eligible organization.

At least one eligible applicant for each project type is required, but not every member of a joint application needs to be eligible for each project type.

### **Project Types, Eligible Applicants and Maximum Awards**

#### **1. Climate Action Plans, Natural and Working Lands Component**

Local governments, Native American Tribes, and special districts can help California meet its SB 32 targets through climate action planning. Climate action plans are comprehensive roadmaps that outline the specific activities that a planning agency will undertake to reduce greenhouse gas emissions.

Grants for this project will fund development of the natural and working lands component of a climate action plan. Agricultural land base conservation must be explicitly included in this plan.

Eligible applicants are counties, cities, other regional planning agencies, municipally owned special districts, resource conservation districts, water districts, other special districts and federally recognized California Native American tribe or nonfederally recognized California Native American tribe on the contact list maintained by the Native American Heritage Commission.

Grants for Climate Action Plans, Natural and Working Lands Component have a duration of two years. The maximum award is \$200,000.

#### **2. Sustainable Communities Strategies, Natural and Working Lands Component**

To support achievement of the State's greenhouse gas emissions reduction goals, initially set out in California Assembly Bill 32, and followed by Senate Bill 32, and related amendments, California established the Sustainable Communities and Climate

Protection Act. SB 375 incentivizes regional and local planning and building in ways that bring people and destinations closer together through low-carbon, alternative and convenient ways to get around. It requires regional metropolitan planning organizations in California to develop Sustainable Communities Strategies, or long-range plans, which align transportation, housing, and land use decisions in order to achieve greenhouse gas emissions reduction targets set by the California Air Resources Board.

Grants for this project type will fund the development of natural and working lands components of sustainable communities strategy plans. Grantees must assess important farmland and rangeland, among other natural and working lands categories, within their jurisdiction and develop indicators to monitor the conservation of these resources.

Eligible grantees are Councils of Governments, Municipal Planning Organizations, and Regional Transportation Planning Agency.

Grant agreements have a duration of two years. The maximum award is \$200,000.

### **3. General Plans, Agricultural Elements or Components**

SB 732 (Stern, Ch. 434, Statutes of 2017) authorizes a city or county to develop an agricultural land element of a general plan or an agricultural land component of an open-space element. Cities and counties that opt to do so must meet certain requirements, including identifying and mapping the jurisdiction's agricultural lands; establishing a comprehensive set of goals, policies, and objectives to support the long-term protection of agricultural land; designating priority land for conservation; and establishing a set of feasible implementation measures designed to promote those goals, policies, and objectives.

Grants provided under this category will fund the activities necessary to develop and adopt an agricultural land element of a general plan or an agricultural land component of an open-space element that complies with the requirements of SB 732.

Eligible applicants are counties and cities.

Grant agreements have a duration of two years. The maximum award is \$200,000.

### **4. Specific Plans, Agricultural Conservation Priority Plans**

Existing law does not require local governments to adopt agricultural conservation priority plans. While some local jurisdictions have adopted statements in general plans regarding agricultural conservation, few have regional specific plans that inventory and prioritize agricultural areas to conserve, or that specify other conservation strategies.

Grants provided under this category will fund local governments to develop agricultural conservation priority plans. These plans may take a variety of forms, including establishing land use policies that support agricultural conservation, adopting agricultural conservation easement purchasing programs, creating voluntary incentives to keep

agricultural lands in production, or adopting an agricultural economic development strategy.

Eligible applicants are counties, cities, other regional planning agencies, municipally owned special districts, resource conservation districts, water districts, other special districts, and federally recognized California Native American tribe or nonfederally recognized California Native American tribe on the contact list maintained by the Native American Heritage Commission.

Grant agreements have a duration of two years. The maximum award is \$200,000.

## **5. TerraCount Adoption**

Grants for this project type will develop TerraCount to model the greenhouse gas and natural resource implications of different development matters and management activities within the grantees jurisdiction. Grant funded tasks include creating a GHG inventory of available carbon stocks and land-based greenhouse gas emissions within the jurisdiction, creating a baseline reference scenario, creating a complementary benefits assessment, and preparing a report detailing the TerraCount outputs.

Eligible applicants are counties, cities, Councils of Governments, Municipal Planning Organizations, resource conservation districts, other local and regional planning agencies, municipally owned special districts, water districts, other special districts and federally recognized California Native American tribe or nonfederally recognized California Native American tribe on the contact list maintained by the Native American Heritage Commission.

Grantees may apply for a TerraCount Adoption grant as a standalone project or in conjunction with other project types detailed below.

Grants for Terra Count Adoption have a duration of one year. The maximum award is \$100,000.

### **Eligible Costs**

Eligible costs are direct costs incurred to complete the scope of work. These costs include:

- fully-burdened staff, stakeholder, contractor, and consultant costs related to the project
- operating costs related to the project.
- Administrative overhead of up to 20%

Only costs incurred during the grant agreement term will be reimbursed. All eligible costs must be supported by appropriate documentation.



Common examples of ineligible costs are:

- Costs that are not related to the funded project
- Costs that occur outside the Grant Agreement term
- Meals, incidentals, tips, per diems, or refreshments for meetings or travel
- Incentive/participation gifts or payments
- Out of state travel.

### **Disadvantaged Community Benefits**

A minimum of 15% of combined grant awards must be used to serve severely disadvantaged communities, as described in the Guidelines.

### **Grant Agreement**

The Department and Grantee will enter into a grant agreement substantially in the form of Appendix B. The grant term will be as stated in the project type description. With written justification and Department approval, the duration of a grant may be extended at the discretion of the Department.

## Section 3: Application and Selection

### Application Materials and Submission

The application template is provided in Appendix A and is available on the Department of Conservation's website <https://www.conservation.ca.gov/dlrp/grant-programs>. Applicants should familiarize themselves with the Guidelines and this solicitation notice prior to completing the application.

Please submit all required application materials via email to [CFCP@conservation.ca.gov](mailto:CFCP@conservation.ca.gov). Applications must be received by 11:59 p.m. on the date due. You will receive acknowledgement upon receipt of the application.

Due to the nature of planning projects, consultation with the California Conservation Corps is not necessary and priority will not be awarded for such consultation.

The schedule for this solicitation is provided in the "At-A-Glance" section of this solicitation. The schedule is subject to change.

Details, documents, and any other materials related to this program, such as applications, grant agreements, reports, expenditures, photos, etc., are public records that may be publicly released in accordance with the California Public Records Act (Cal. Gov. Code §§ 6250 et seq.).

Applications received by the deadline will be evaluated using the review process described in the Guidelines.

Below are the eligibility and selection criteria upon which each Local and Regional Planning application will be evaluated.

### Eligibility Criteria

Below are the Eligibility Criteria upon which each proposal will be evaluated. Applications must receive a 'yes' on all eligibility criteria to be considered for funding under this solicitation.

Eligibility Criteria	
Applicant is an eligible applicant.	Y/N
The proposal presents an eligible project type.	Y/N

<p>The proposal does at least one of the following:</p> <ul style="list-style-type: none"> <li>• Improves a community's ability to adapt to the unavoidable impacts of climate change;</li> <li>• Improves and protects coastal and rural economies, agricultural viability, wildlife corridors, or habitat;</li> <li>• Develops future recreational opportunities; or</li> <li>• Enhances drought tolerance, landscape resilience, and water retention</li> </ul>	Y/N
Application is complete and was received by the deadline.	Y/N

### Selection Criteria

After confirming that the application is eligible, application reviewers will evaluate each project using the Selection Criteria outlined below.

Selection Criteria	Points
<b>Applicability to Program Objectives.</b> The extent to which the application includes a clear description of the project's primary objectives, sufficient rationale to justify the project need, evidence that the application is based on the best available science relevant to the project, and alignment with the program objectives stated in these Guidelines and this solicitation.	/10
<b>Project Outcomes – Significance of Benefits.</b> The extent to which the application provides significant benefits relevant to the program, such as long-term protection of agricultural and working lands from conversion to more intensified uses, protecting natural resources, reduced or avoided greenhouse gas emissions, improved air and water quality, increased infill and compact development, and revitalized urban and community centers. In considering the significance of benefits identified, the Department may consider the extent of the documentation provided by the applicant relative to proposed benefits.	/10
<b>Climate Change Considerations.</b> The extent to which the application provides climate benefits. In considering the significance of the climate benefits provided by an application, the Department may compare the greenhouse gas emissions reduced or avoided, as well as the carbon sequestration benefits associated with the application against those of other applications received through this solicitation.	/10

<b>Project Serves Severely Disadvantage Community.</b> The extent to which the application serves severely disadvantaged communities	/10
<b>Consistency with and Implementation of Regional, State and Federal Plans.</b> The extent to which the proposed project meets the goals of an adopted local, regional, state, or federal plan.	/5
<b>Durability of Investment.</b> The extent to which the benefits identified in the application are expected to last beyond the completion of the project. In considering the durability of benefits associated with an application, the Department of Conservation may evaluate the length of time the benefits are likely to last, as well as the type and extent of measures included in the application to ensure the durability of those benefits.	/5
<b>Project Team Qualifications.</b> The extent to which the application demonstrates that the project team has the qualifications, experience, and capacity to perform the proposed tasks.	/5
<b>Schedule and Deliverables.</b> The extent to which the proposed schedule demonstrates the sequence and timing of project tasks, milestones, and deliverables and is sufficiently detailed and reasonable.	/10
<b>Project Readiness.</b> The extent to which the application is likely to be completed within the grant agreement timeframe.	/5
<b>Budget.</b> The extent to which the proposed budget is appropriate for the work proposed, is cost effective, is sufficiently detailed to describe project costs.	/10
<b>Cost Share.</b> The extent to which the application leverages other federal, State, local, or private funding as match.	/5
<b>Community Support and Collaboration.</b> The extent to which the proposed project demonstrates stakeholder support for the project.	/10
<b>Monitoring and Reporting.</b> The extent to which the application demonstrates a clear and reasonable approach for monitoring, assessing, and reporting project milestones.	/5
<b>Total proposal points/Total possible points</b>	/100

## **Awarded Projects**

Grants will be awarded in accordance with the process set forth in Section 4 of the Guidelines. All grants will be subject to the terms outlined in Section 5 and 6 of the Guidelines.

## Appendix A: Grant Application

This is the application for Local and Regional Planning Project Grants under the Working Lands and Riparian Corridors Program. The grant application is composed of a Cover Sheet, Executive Summary, Application Question Responses, Work Plan, Budget, Project Area Map, and Resolution from Governing Body, and a Payee Data Record.

Applicants applying for the Priority/Strategic Planning project type must also submit Collaboration and Support Letters.

Prior to July 1, 2019, interested applicants may contact staff with questions pertaining to the application. The Department will post responses to all questions to the program website by July 8, 2019.

### 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.
- Please complete all materials using an easy-to-read font, 11 point or larger.
- 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.

<input type="checkbox"/>	1. Cover Sheet
<input type="checkbox"/>	2. Executive Summary
<input type="checkbox"/>	3. Application Questions
<input type="checkbox"/>	4. Work Plan
<input type="checkbox"/>	5. Budget
<input type="checkbox"/>	6. Project Area Map
<input type="checkbox"/>	7. Authorizing Resolution from Governing Body

## 1. Cover Sheet

Project Information	
Project Title	
Applicant Name	
Department/Office	
Federal Employer ID Number	
Mailing Address	
Project(s) Proposed	
Project Location (County and/or City)	
Grant Request Amount	\$
Matching Funds	\$
Matching Funds Sources	\$
Total Estimated Project Cost	\$
Contact Person	
Title	
Phone Number	
Email Address	

\* Matching funds are not a requirement of the grant but will be used to evaluate the application in accordance with the cost share line in Table 2, Selection Criteria.

## 2. Executive Summary

This section (**2-page** maximum) will provide a brief overview of:

- Describe the planning project(s) being proposed.
- Why the proposed project is an appropriate planning project for protecting natural and working lands, specifically agricultural lands, in your jurisdiction.
- Who are participating stakeholders and how will they be incorporated into the plan.
- Any critical deadlines.

## 3. Questions

The questions below are designed to solicit specific facts regarding the proposed project. Please respond to all questions in the order listed and clearly label each question and answer. Points will be attributed to each section and not to individual questions. If a question does not apply to your proposed work, indicate that it is not applicable ("N/A"). Please limit your response to seven (7) pages

- A. Describe the proposed planning project(s). Which project type is being proposed? Describe the natural and working lands base, specifically agricultural land, within the project's boundaries. Explain why and to what extent agricultural land is being converted to other uses within project's boundaries and to what extent those conversion risks are expected to continue. How will the proposed project address those conversion risks? What is the project's outcome and what benefits will arise from the project?
- B. What are the project's primary objectives and how does those objectives relate to the Working Lands and Riparian Corridors Program Objectives, the Local and Regional Planning grant objectives, and the statutory and policy objectives identified for the project type proposed?
- C. Describe how the proposed project contributes to climate change adaptation? If greenhouse gas emissions are likely to be reduced or avoided by the project, how will such reductions or avoidances be quantified?
- D. Describe how the proposed project will complement other regional, state and federal plans. Identify the plan and specify which goals, objectives, priority action(s), etc. will be furthered by the project and provide a brief basis for that determination.



- E. How will the project's outcomes be implemented and made durable? Over what period is the proposed plan expected to be effective?
- F. Describe your experience developing and implementing similar projects. Do you have the internal resources and capacity to complete the proposed work or will consultants or contractors be required? Do you have the professional staff qualified to develop and successfully implement the proposed project? If not, please describe how you will acquire this expertise.
- G. What stakeholders and partners are expected to participate in the project? How will stakeholders, partners and the community be engaged in preparing the plan and kept abreast of planning activities?
- H. Will the Project serve disadvantaged communities or severely disadvantaged communities? Please provide sufficient detail about the disadvantaged community or severely disadvantaged community, and provide documentation supporting how the project serves that community. Documentation supporting how the project serves the community may include letters or emails of support from local community-based organizations and/or residents supporting the proposed project, public comments from meetings attended by local residents and/or community groups supporting the proposed project, or other documentation that demonstrates the proposed project addresses a community need. Documentation will not apply to the 7-page limit.

## 4. Work Plan

Applicants must provide a detailed work plan that specifies the tasks, sub-tasks, and deliverables that will be performed, including a schedule and cost estimates. The cost estimate and schedule should be of sufficient detail to allow assessment of the applicant's progress through the work plan at regular intervals. The work plan will be a component of the Grant Agreement if the project is awarded funding.

<b>TASK 1</b>	<b>Timeline [Start and End Date]</b>	<b>Total Requested Grant Funds</b>
<b>Subtask A:</b> <b>Subtask B:</b> <b>Subtask ...:</b> <b>Performance Measures:</b> [any appropriate deliverables, metrics, milestones]		\$
<b>TASK 2</b>		
<b>Subtask A:</b> <b>Subtask B:</b> <b>Subtask ...:</b> <b>Performance Measures:</b>		\$
<b>TASK 3</b>		
<b>Subtask A:</b> <b>Subtask B:</b> <b>Subtask ...:</b> <b>Performance Measures:</b>		\$
<b>TASK 4...</b>		
<b>Subtask A:</b> <b>Subtask B:</b> <b>Subtask ...:</b> <b>Performance Measures:</b>		\$
<b>GRAND TOTAL</b>		

## 5. Budget

This section will identify the total estimated project cost using the budget table below. The total estimated cost should be broken down to clearly delineate grant funds

requested and any match funding. Additional rows may be added to each section as appropriate. The budget will be a component of the Grant Agreement if the project is awarded funding. All costs must comply with the Guidelines.

<b>PERSONNEL</b> <i>(including staff, contractors, and consultants)</i>	<b>Hourly Rate/ Unit Cost</b>	<b>Number of hours/units</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task...</b>	<b>Program Request</b>	<b>Match Funding</b>	<b>Total Funding</b>
		<b>Subtotal</b>	\$	\$	\$	\$	\$	\$
<b>OUTREACH COSTS</b>								
		<b>Subtotal</b>	\$	\$	\$	\$	\$	\$
<b>EDUCATION/TRAINING</b>								
		<b>Subtotal</b>	\$	\$	\$	\$	\$	\$
<b>TRAVEL COSTS</b>								
		<b>Subtotal</b>	\$	\$	\$	\$	\$	\$
<b>ADMINISTRATIVE COSTS (maximum of 20% of grant)</b>								
Example: Office space (prorated)								
Example: Supplies								
Example: Legal or Management staff								
		<b>Subtotal</b>	\$	\$	\$	\$	\$	\$
		<b>TOTAL</b>	\$	\$	\$	\$	\$	\$

## 6. Project Area Map

Applicants must provide a map or image depicting the area to be covered by the proposed plan. The map should generally depict the area, including the extent of its agricultural resources, urban and/or rural land uses, and any ancillary map data to support the need for the project. Maps or images must print into an 8 ½" x 11" piece of paper.

Geographic information system (GIS) data or Google Earth (.kmz) files may be submitted along with digital map products.

## 7. Authorizing Resolution from 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 template Grant Agreement (Appendix B).

The resolution must:

- Authorize the submittal of the grant application for a Local and Regional Planning Grants Program.
- 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, payment requests, and so on if the project is awarded funding.