



PROPOSITION 84 HEALTHY FORESTS GRANT PROGRAM

FUNDED BY THE
Safe Drinking Water, Water Quality and Supply, Flood Control, River
and Coastal Protection Bond Act of 2006

GRANT APPLICATION PACKET Fiscal Year 2011-12

PRE-APPLICATION SUBMITTAL DEADLINE: October 21, 2011
*(Interested parties must submit a pre-application package before the deadline in order to be
considered for and invited to submit a full application.)*

FULL APPLICATION SUBMITTAL DEADLINE: January 23, 2012

*The Sierra Nevada Conservancy initiates, encourages, and supports efforts
that improve the environmental, economic, and social well-being of the
Sierra Nevada Region, its communities, and the citizens of California.*

www.sierranevada.ca.gov

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I. Introduction

The Sierra Nevada Conservancy (SNC) has prepared this Grant Application Packet (GAP) to provide instructions for completing a required pre-application and a subsequent full application for a SNC Proposition 84 grant. **This GAP provides all forms necessary to complete a successful application for either a Category One or a Category Two grant.**

Before following the instructions in the GAP, it is necessary for applicants to read the [Proposition 84 Grant Guidelines for Fiscal Year \(FY\) 2011-12](#). **The information in the Guidelines and the GAP must be used together in order to construct an eligible and complete pre-application, and upon invitation, a full application.** In addition to providing information on the grant categories, the Grant Guidelines contain critical instructions and requirements regarding qualifying criteria. Once the applicant determines which category of grant to apply for and understands the Grant Guidelines, the applicant is ready to use the GAP.

Applicants are encouraged to consult SNC staff with any questions, or for clarification of the information contained herein. The SNC office locations and Grant Program Contacts are listed in [Appendix D](#) of this document.

II. Grant Program Information

A. Grant Program Timeline

Below are the dates and durations of the major grant program phases for Fiscal Year (FY) 2011-12 (July 1, 2011, through June 30, 2012).

Grant Program Elements	Target Date or Duration
Release Healthy Forest Grant Guidelines and GAP – Open RFP	9/26/2011
Official Pre-Application Period	9/26/2011 to 10/21/2011
Pre-Application Submission Deadline	10/21/2011
Full Application Development Period	11/16/2011 to 1/23/2012
Full Application Submission Deadline	1/23/2012
Full Application Review	1/23/2012 to 4/30/2012
Staff Recommendations to SNC Board Released	5/23/2012
SNC Board Acts Upon Staff Recommendations	6/7/2012
Development and Execution of Agreements for Authorized Grants	6/8/2012 - 7/31/2012

Pre-applications may be submitted anytime during the Official Pre-Application Period (9/26 through 10/21/2011). Projects will be assessed as their pre-applications are submitted, and those that are determined to be eligible will be invited to submit a full application immediately. Applicants are encouraged to submit their pre-applications as soon as possible. Those applicants who submit project requests earlier in the Pre-Application Period will be able to begin their full application development earlier than 11/16/2011, which could be advantageous.

The final phase noted above, Development and Execution of Agreements, is the expected period when grant agreements will be executed for projects that are authorized by the SNC Board at its June 2012 meeting. More information on the actions associated with this phase is included in [Appendix C](#).

B. Public Information

All information submitted in a grant application becomes the property of the SNC and part of the public record. These materials may be viewed by the public. In the SNC's effort to conduct business in an open and transparent manner, application content may also be posted to the SNC Web site. However, in some instances applicants may request that certain information submitted in an application be considered confidential. Upon special request of the applicant, SNC staff will determine if the information can legally be treated as confidential, and, if so, will not share that information publicly.

By submitting application materials, the applicant agrees to give the SNC permission to use them for not-for-profit governmental purposes including, but not limited to, education and awareness. Examples of materials that may be used by the SNC are photographs, maps, text, graphics, and forms. This permission to

SNC includes publication of printed material, television broadcasts, and Web site or intranet postings. The applicant will not be compensated for such use.

C. Healthy Forests Area of Focus

For FY 2011-12, SNC grant funds will be allocated to the Healthy Forests area of focus as defined in the SNC Strategic Plan. Healthy Forest activities, for the purposes of this grant program, include projects that are designed to preserve or improve Sierra Nevada conifer and mixed conifer forest health by reducing the risk and impacts of large, damaging fires and/or preserving or restoring ecosystem function in forests and associated meadows. Grants for Healthy Forest projects will be allocated to two grant categories and will be awarded in one round.

D. Grant Categories

There are two grant categories in this solicitation cycle. Category One grants include site improvement/restoration projects and acquisition of conservation easements. Examples of potential Category One grant projects include, but are not limited to:

1. Vegetation treatments, prescribed fire or other fuel reduction activities to reduce the risk and harmful impacts of large, damaging fires.
2. Forest management to increase forest resilience and/or improve habitat conditions and biodiversity.
3. Reforestation and implementation of suitable stand maintenance activities after wildfire, when appropriate.
4. Forest treatments to address forest pest and invasive species.
5. Vegetation treatments to increase carbon sequestration benefits and foster adaptation resiliency of vegetation in light of predicted climate change.
6. Conservation easements that protect natural resources and protect forested lands from conversion to other uses.
7. Meadow restoration to improve habitat function and water retention.
8. Sustainable utilization of biomass and a full range of forest products, including saw logs, resulting from activities associated with improving forest health.

Category Two grants are limited to pre-project activities that are necessary for a specific future on-the-ground project that meets the SNC grant program criteria. In other words, Category Two grants encompass pre-project activities for the types of projects that would be eligible for a Category One grant according to the Grant Guidelines. Examples of Category Two grant projects include work such as:

1. Acquiring permits.
2. Completing California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) compliance.
3. Performing appraisals for conservation easement acquisitions.
4. Performing necessary studies and assessments, and developing necessary project designs related to a specific site or physical project.

5. Preparing plans or supplementing existing plans that will result in a specific project or a set of projects.

When deciding which category of grant to apply for, the primary consideration is the type of project (conservation easement acquisition or site improvement/restoration vs. pre-project activities).

Unlike in previous years, the SNC will not fund activities related to fee title acquisition. As a result, the SNC will not accept applications during FY 2011- 12 for Category One or Category Two projects related to fee title acquisitions.

An applicant may not combine requests for planning, conservation easement acquisition, or site improvements/restoration in a single grant request. Applicants should consult with SNC staff ([Appendix D](#)) to determine the most appropriate approach to applying for potential projects.

E. Grant Provisions

For each awarded grant, the SNC develops an individual grant agreement with detailed provisions and requirements specific to that project. Applicants should be aware that if they are authorized to receive a grant from the SNC, the provisions listed below will also apply:

Actual awards are conditional upon funds being available from the State. Grant-eligible costs may be incurred by the grantee only after the grantee has entered into a fully executed agreement with the SNC; only these costs will be eligible for reimbursement.

The SNC will provide assistance to the grantee to ensure the grantee's clear understanding and interpretation of the terms and conditions of the grant agreement. It remains the grantee's responsibility, however, to fully understand all terms and conditions of a grant of public funds before entering into a grant agreement.

Work on projects funded by grants authorized in FY 2011-12 must be completed and fully invoiced by no later than the date specified in the grant agreement, but in no case later than March 1, 2016.¹

¹ This time limit is subject to final control language in the state's budget. Specific time limits for individual projects will be addressed in the project grant agreements.

III. Pre-Application Overview

All prospective applicants are required to submit a pre-application for use by SNC staff in determining the eligibility of a project relative to the overall SNC grant program requirements and goals. **The pre-application filing period for the SNC Fiscal Year 2011-12 grant program is September 26, 2011, through October 21, 2011.** The pre-application form is included in this GAP in [Appendix A1](#) and located at [here](#).

Beginning on September 26, 2011, those interested in applying for Proposition 84 funds through SNC can send a completed pre-application to a SNC office (See [Appendix D](#) for office locations) or electronically to grants@sierranevada.ca.gov. All pre-applications **must be received or mailed and postmarked by 5:00 PM on or before October 21, 2011.** Individuals or organizations interested in being considered for funding in this program may contact the SNC Grant Program Contact assigned to the county in which the project is located. The Grant Program Contact can provide more information on project eligibility as well as assistance in completing all forms. The list of SNC Grant Program Contacts is located in [Appendix D](#) or on the SNC Web site at <http://www.sierranevada.ca.gov/sncgrants/grants-project-staff-map>.

Pre-applications that are received or mailed and postmarked by 5:00 PM, October 21, 2011, will be reviewed and considered for an invitation to develop and submit a full application. Applicants are encouraged to submit their pre-applications as soon as possible in order to provide more time for full application development, should their project be deemed eligible. Applicants will be notified by email as soon as project eligibility has been determined, but no later than November 16, 2011. All applicants will receive eligibility notification – both those that are eligible and those that have been deemed ineligible. Any full applications received by SNC for which an invitation was not issued or which were considered ineligible will not be considered.

A. Special Instructions for California Fire Safe Council (FSC) Clearinghouse Applicants

Eligible applicants that have prepared an application for the 2012 round of funding from the FSC Clearinghouse may submit a copy of their Clearinghouse application as part of the SNC pre-application. Interested applicants will need to provide the full application they submitted to the Clearinghouse, along with a SNC FSC Supplemental Questionnaire which is included in this GAP in [Appendix A2](#) and located [here](#). The SNC FSC Supplemental Questionnaire and the Clearinghouse application will take the place of the pre-application noted above. Applicants are welcome to revise their project descriptions on the Supplemental Questionnaire form to clarify connection to the SNC program areas and the Grant Guidelines if they wish. Specific instructions for completing the Supplemental Questionnaire are provided below.

B. General Pre-Application Instructions

The SNC pre-application forms are located at [here](#). Please read below for specific instructions created in order to help applicants submit a complete, clear and responsive pre-application. Applicants are also encouraged to engage in a dialogue with their assigned SNC Grant Program Contact regarding any questions, and to obtain assistance in clearly demonstrating the eligibility of their project(s).

Instructions

1. Please be thorough in responses to all of the questions.
2. Be as specific as possible in characterizing the project and its intended outcomes.
3. Make sure responses avoid assumptions and are complete and understandable to someone unfamiliar with the project; any statement of fact should be accurate and verifiable.
4. Do not simply mark a section as “N/A”, but also provide a reason for why a given section is not applicable to the project.
5. Review the eligibility section of the Grant Application Packet to be sure the project concept falls within the types of projects and expenditures allowable under this program and funding source; work with the assigned SNC Grant Program Contact for clarification on eligibility requirements.

C. Specific Instructions for SNC Pre-application Form Items

Grant Application Type – Select the type of project: either Category One Site Improvement, Category One Conservation Easement Acquisition or Category Two Pre-Project Activities.

Project Name – Provide a concise, descriptive name for the project.

Applicant – The legal name of the applicant organization in addition to detailed contact information.

Applicant Type – If applicant is a nonprofit or tribal entity, provide documentation confirming such status.

Applicant’s Authorized Representative – This individual has legal signing authority for the applicant (Board Chair, Executive Director, etc.).

Person With Day-to-Day Responsibility – Only include this if the person managing the project for the applicant is different from the Authorized Representative noted above.

Project Description – Provide a detailed overview of the project, including project purpose, scope of work, proposed activities, and specific desired outcomes. Sufficient information should be provided to allow a determination of whether the project is consistent with the Healthy Forests focus area, Proposition 84 requirements, and the SNC mission and goals. The project description will be limited to 5,000 characters. Do not include photographs, maps, or graphics in the project description. They will be requested with full applications only.

Funding and Budget Information – Provide the amount to be requested in addition to any other funds to be applied to the project.

County –If the project occurs in multiple counties, list all of them.

City – If the project is inside of an incorporated city, name the city.

Project Address/Location – If the project does not have a mailing address, provide the nearest cross-streets. The primary zip code is required for all projects, regardless of address.

Latitude and Longitude – This can easily be determined using the mapping tool on the SNC Web site (<http://www.sierranevada.ca.gov/maps/snc-region>), or SNC staff may assist. Applicants using the mapping tool should first use the zoom tool on the left side of the map to locate the general project area. From that point, zoom into the map as close as possible to the location by using the scroll function of your mouse. If needed, pan to the north, south, east or west and use the zoom tool to be certain of the project location. After the project location is in close view, use the mouse to click on the map. The latitude and longitude (coordinates) will appear in the Find Your Coordinates box to the right of the map. These are the coordinates to provide in the pre-application. If the project occurs in multiple locations, provide coordinates roughly central to the project area.

California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) Compliance – State the status of and type of CEQA and/or NEPA review completed or anticipated for the project (include a copy of all relevant documents, if available). Identify the CEQA or NEPA mechanism to be used (i.e. for CEQA EIR, Negative Declaration, Categorical Exemption or Not a Project, or for NEPA EIS, Finding of No Significant Impact or Categorical Exclusion). Please indicate if you are proposing to use the SNC as a Lead Agency for a Categorical Exemption. The CEQA compliance statement will be limited to 1,000 characters (about 1 page in length). Keep in mind that accepting the CEQA assessment at this phase does not verify the CEQA compliance of the project.

Land Tenure – In order for SNC to consider projects for funding, agreements must be in place allowing the applicant to access property to construct and maintain the proposed project. Define what, if any, agreements are in place, or plans (including a timeline) to acquire those agreements (please refer to the Alternate Land Tenure Process in the Grant Guidelines). The land tenure statement will be limited to 1,000 characters (about 1 page in length). Please be aware that a grant agreement will not be executed without proof of land tenure.

Status of Appraisal – For acquisition of conservation easements, describe the status of the appraisal, including date of, or timeframe for, completion; unique findings; etc. Indicate if timber value is or will be used to determine value of the easement. The appraisal statement will be limited to 2,000 characters.

Attachments Checklist – This is a reminder to double-check that all applicable attachments have been included. For site improvement projects, applicants may include appropriate land tenure documents, if they are currently available.

In addition, nonprofit organizations must submit:

1. Articles of Incorporation
2. IRS Letter
3. Bylaws

If a nonprofit organization has submitted these documents to the SNC in prior funding cycles and its status has not changed, the applicant may check the “Required documents already on file with SNC” box. A nonprofit must meet eligibility requirements at the time of pre-application submittal. Nonprofits incorporated outside of California must submit documentation from the California Secretary of State at the time of the pre-application showing that they are permitted to do business in the State of California.

As required by statute, an eligible nonprofit organization is one that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code and has charitable purposes that are consistent with the purposes of the Conservancy.

Signatures – If submitting a pre-application form by email, type the relevant information into each of the required fields in the signature box. Applicants will be indicating certification of the included information and understanding of the process by using the appropriate space to type in the name of the individual submitting the materials.

D. Specific Instructions for FSC Questionnaire Items

Grant Application Type – Select the type of project, either Category One Site Improvement or Category Two Pre-Project Activities.

Project Name – Provide a concise, descriptive name for the project.

Applicant– Provide the legal name of the applicant organization and detailed contact information.

Project Description – If the project description in the FSC funding proposal is sufficient, this area is optional. The project description should include a detailed overview of the project, including project purpose, scope of work, proposed activities, and specific desired outcomes. Sufficient information should be provided to allow a determination of whether the project is consistent with the Healthy Forests focus area, Proposition 84 requirements, and the SNC mission and goals. If the FSC Clearinghouse funding proposal is insufficient in providing this information, applicants may use this area to supplement the project description. The project description will be limited to 5,000 characters.

Land Tenure – In order for SNC to consider projects for funding, agreements must be in place allowing the applicant to access property to construct and maintain the proposed project. Define what, if any, agreements are in place, or plans (including a timeline) to acquire those agreements (please refer to the Alternate Land Tenure Process in the Grant Guidelines). The land tenure statement will be limited to 1,000 characters (about 1 page in length). Please be aware that a grant agreement will not be executed without proof of land tenure.

CEQA/NEPA Compliance – State the status of and type of CEQA and/or NEPA review completed or anticipated for the project (include a copy of all relevant documents, if available). Identify the CEQA mechanism to be used (i.e. EIR, Negative Declaration, Categorical Exemption or Not a Project). Please indicate if you are proposing that the SNC act as a Lead Agency for a Categorical Exemption. The CEQA compliance statement will be limited to 1,000 characters (about 1 page in length). Keep in mind that accepting the CEQA assessment at this phase does not verify the CEQA compliance of the project.

Attachments Checklist – This is a reminder to double-check that all applicable attachments have been included. Applicants using this form must also attach their completed FSC application. For site improvement projects, applicants may include appropriate land tenure documents, if they are currently available.

In addition, nonprofit organizations must submit:

1. Articles of Incorporation
2. IRS Letter
3. Bylaws

If a nonprofit organization has submitted these documents to the SNC in prior funding cycles and its status has not changed, the applicant may check the “Required documents already on file with SNC” box. A nonprofit must meet eligibility requirements at the time of application submittal. Nonprofits incorporated outside of California must submit documentation from the California Secretary of State at the time of application showing that they are permitted to do business in the State of California.

As required by statute, an eligible nonprofit organization is one that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code and has charitable purposes that are consistent with the purposes of the Conservancy.

Signatures – In submitting a pre-application form by email, type the relevant information into each of the required fields in the signature box. Applicants will be indicating certification of the included information and understanding of the process by using the appropriate space to type in the name of the individual submitting the materials.

ONLY APPLICANTS WHO RECEIVE AN INVITATION TO SUBMIT A FULL APPLICATION ON OR BEFORE NOVEMBER 16, 2011, WILL BE ALLOWED TO SUBMIT A FULL APPLICATION IN ACCORDANCE WITH INSTRUCTIONS IN SECTION IV.

IV. Full Application Requirements

As described in the preceding section, all prospective applicants will be **required** to submit a pre-application for use by SNC staff in determining the eligibility of a project relative to the overall SNC grant program requirements and goals. Invitations to submit full applications will be sent to all eligible applicants on a rolling basis as pre-applications are approved, but no later than the close of business on **November 16, 2011**. Applicants should only complete and submit full application materials upon receiving an official invitation to submit a full application.

Applicants who receive an invitation to submit a full application will be required to submit a complete application packet to the SNC as described below. Full application packages must be submitted to the SNC Auburn office at 11521 Blocker Drive, Ste. 205, Auburn, CA 95603. Completed full applications may be delivered to the SNC Auburn office at any time after an invitation to submit a full application has been received, but must be received in the Auburn office or be mailed and postmarked no later than **5:00 PM on January 23, 2012**. Once an invitation to submit a full application has been received, applicants are encouraged to work with SNC staff to develop and refine their project prior to submitting a full application packet. A full list of SNC grants program contacts can be found in [Appendix D](#) or at <http://www.sierranevada.ca.gov/sncgrants/grants-project-staff-map>.

A. Full Application Submission – General Requirements

All of the forms and materials necessary for submitting a full application are described in detail and provided in the Appendices of this GAP, as well as on the [Applying for a Grant](#) page of the SNC Web site. Full application forms and sample document formats may also be acquired from SNC offices by request.

All hard-copy materials submitted as part of a full application must be single-sided. Attachments should be sized 8 ½" x 11" and maps and other supplemental submissions should not exceed 11" x 17".

Full applications must include one unbound original with all appropriate signatures, one bound copy for review purposes, and a CD containing the entire application converted to individual electronic files. Instructions related to files and file naming is included in the Application Checklist (available in [Appendix B1](#)).

Electronic files must be saved in Microsoft Word or PDF and must include the identical information as in the hard copy application. The files must consist of the items appearing on the Application Checklist and must be named following the convention stipulated in the checklist. If the applicant is unable to provide electronic files on a CD, the applicant must consult with SNC staff for assistance in identifying potential technical resources to complete the process prior to the full application submission deadline.

As mentioned above, full applications can be submitted at any time after an invitation to submit a full application has been received, but must be delivered to

the SNC at 11521 Blocker Drive, Suite 205, Auburn, CA 95603 or mailed and postmarked by 5:00 PM no later than January 23, 2012. The SNC is unable to accept on-line or email submittal of full applications at this time.

B. Eligibility Criteria

In order to be eligible to receive a grant award from the SNC in Fiscal Year 2011-12, all projects must meet **all** of the following criteria:

1. Maintain a direct focus on forest health (as described in the Grant Guidelines).
2. Meet the Public Resources Code 75050 (Proposition 84) mandate that awards go only to projects that protect and restore rivers, lakes and streams, their watersheds and associated land, water, and other natural resources.
3. Be consistent with the SNC mission and program areas.

Projects will be evaluated based on criteria identified in the Grant Guidelines. Specific scoring details are identified in the Grant Guidelines. The total number of points possible is 100.

C. Full Application Submission – Specific Instructions

The following information will provide applicants with specific instructions on what is expected in each section of the grant application package. These instructions correlate directly with the Application Checklist located in [Appendix B1](#).

1. Full Application Checklist

A Full Application Checklist is required with every application. All checklist items must be addressed and optional items which are not applicable must be marked “N/A”. Any items marked N/A must include an explanation of why that determination was made. Applications that are incomplete will not be processed or evaluated by the SNC.

Within the full application, each item must be clearly labeled and presented in the order in which it appears on the checklist. Each item is explained in more detail on the following pages, with examples or forms provided in [Appendix B1-B4](#)). The instructions for these items should not be included in the submitted application.

2. Table of Contents

Each full application must include a Table of Contents with the applicable documents in the order listed on the Application Checklist. All pages must be numbered (handwritten numbers are acceptable).

3. Full Application Project Information Form

A Full Application Project Information Form is available in [Appendix B2](#) and may be filled out electronically, but must also be printed and submitted in hard copy and on CD with every full application.

Instructions for selected fields in the Full Application Information Form (by field name) are as follows:

- a. Provide the **Project Name** exactly as submitted on pre-application form.
 - b. Insert **Applicant Name** exactly as submitted on pre-application form.
Note: the applicant name must be the legal name of the applicant and spelled out completely, i.e., no acronyms.
 - c. Provide the name and contact information of the **Person with Fiscal Management Responsibility** (with authority to sign the agreement/invoices). This is only completed if this person is different from the Authorized Representative or Day-to-Day contact identified in the pre-application form.
 - d. Provide the name and contact information for the **County Administrator or Planning Director** for the County in which the project will be completed. Note: this information is **required** in order for the SNC to meet its statutory requirement to notice county officials of projects proposed in their area. Applications that fail to provide this information may be considered incomplete and may be disqualified.
 - e. Provide the name and contact information for the **Public Water Agency** (or agencies) nearest the project. Note: this information is **required** in order for the SNC to meet its statutory requirement to notice public water agencies of projects proposed in their areas. Applications that fail to provide this information may be considered incomplete and may be disqualified.
 - f. Choose the **Project Category** that best describes the project, Category One or Category Two, and select the primary deliverable for the project. For conservation easement acquisition projects, applicants are encouraged to submit appraisals with the application, but if that is not possible, check the "Submittal by" box and indicate an expected appraisal submittal date no later than 5:00 PM March 23, 2012.
4. **Authorization or Resolution to Apply**

Applicants will be required to provide a copy of documentation authorizing them to submit an application for grant funding to the SNC. A project-specific governing board resolution is required for nonprofit organizations, tribes and local government agencies. However, if the organization's governing board has delegated authority to a specific officer to act on behalf of that organization, that officer may, in lieu of a resolution, submit a letter of authorization along with documentation of the delegated authority. The documentation of delegated authority must include the language granting such authority and the date of delegation. Sample resolutions for nonprofit organizations and local government agencies are provided in [Appendix B4](#).

For both letters and resolutions, the authorized representative may be a particular person (or persons) or a position (or positions). The advantage of having a position named as the authorized representative is that a new letter or resolution would not be required should the person currently holding the position change. In lieu of a resolution, state and federal agencies may submit a letter authorizing the application. The letter must be on the agency's letterhead, and must identify the position (job title) of the authorized representative.

5. Narrative Descriptions

There are two components to the application submission requirements: narrative descriptions and supporting document/forms submissions. The full application checklist in [Appendix B1](#) identifies the narrative submission requirements and the supporting document/forms submission requirements separately. This section explains the expectations for the narratives that address evaluation criteria; Section 6 below identifies the requirements for the supporting documents and forms submissions.

The narrative should be submitted in a single document that adheres to the character limits as noted, and the supporting document/forms are to be included after the narrative.

In all project descriptions as identified below, applicants should include enough detail so that a person unfamiliar with the project could understand the project's location, purpose, goals, outcomes, design or methodology, staffing and costs.

a. Detailed Project Description Narrative (5,000 character limit)

- A Project Description - Applicant must submit a detailed project description that clearly explains project goals and the scope of work for the project. The detailed project description will be used by evaluators to determine the extent to which the project meets the requirements of Proposition 84, furthers the mission and program goals of the SNC, and contributes to forest health.

When describing the project goals, applicant should be sure to identify the specific deliverables and the desired end results of the work to be completed. The scope section should describe in detail the nature and extent of the work to be completed with SNC grant funds and whether the work to be funded by the SNC is part of a larger project.

Included as a part of the detailed description of the project and its goals, are the following:

- A Project Summary – this is a succinct description of the overall project and expected outcomes, including final deliverables. Of the total project description, the Project Summary should be no more than 500 characters in length.
- An Environmental Setting Narrative – A description of the environmental setting, current land uses on and surrounding the project area and proposed changes in land use (if any). Of the total project description, the Environmental Setting narrative should be no more than 300 characters in length.

b. Workplan and Schedule Narrative

(1,000 character limit)

Provide a detailed project work plan including a description of major tasks, milestones, and work products or deliverables associated with the project, as well as the resources and dates expected to complete the tasks. This narrative should be supplemented with a table displaying the schedule, deliverables and resources needed (see sample below).

Assume a start date beginning 60 days after grant authorization by the SNC Board in June 2012, and include all six-month progress reports and the final report (indicating project completion in the schedule).

DETAILED PROJECT DELIVERABLES	TIMELINE
INCLUDE SPECIFIC TASKS IDENTIFIED IN SCOPE AND ALL REPORTS, ETC.	ASSUME START DATE 60 DAYS AFTER SNC BOARD AUTHORIZATION

c. Restrictions, Technical/Environmental Documents and Agreements Narrative

(1,000 character limit)

Restrictions/Agreements: Identify any property restrictions and/or encumbrances that could adversely impact project completion.

Regulatory Requirements/Permits: Provide a list and descriptions of existing and additional required permits, including the status as outlined in the Grants Guidelines for FY 2011-12. If not applicable, declare that permits are not applicable, and provide the reason(s) why. Examples of potential permitting agencies include:

- California Department of Fish and Game
- U.S. Fish and Wildlife Service
- U.S. Army Corps of Engineers
- Regional Water Board
- State Historic Preservation Office
- California Native American Heritage Commission
- CAL FIRE
- Local government agencies

[Appendix E](#) in this GAP contains more examples of permitting agencies and the types of permits that may be required.

California Environmental Quality Act (CEQA): All grants funded through Proposition 84 are subject to CEQA compliance, even if the project occurs on federally-controlled land. The SNC is required to comply with CEQA at the time the Board authorizes a grant. In this section of the narrative, applicants must describe CEQA compliance and status, and describe why the project falls into the appropriate category. For purposes

of CEQA compliance, all activities proposed within a grant application will fall into one of three categories:

- Not a “Project” - The action is not defined as a “project” under CEQA and therefore is not subject to CEQA review. No CEQA compliance documentation is required of the applicant in this situation, but the full application must include a description of why the applicant believes the project is not considered a “project” under CEQA.
- Exempt from CEQA either Statutorily or Categorically - Specific types of activities have been identified as exempt from environmental analysis under CEQA. SNC requires the filing of a Notice of Exemption with either the county clerk or the Governor’s Office of Planning and Research, as appropriate, for categorically or statutorily exempt projects. Requirements for projects in this category differ by applicant type, as follows:
 - State or local agencies authorized to certify CEQA documents are required to submit the appropriate, completed CEQA documents, including a filed, date-stamped Notice of Exemption, with the application.
 - For projects submitted by all other applicants (nonprofit organizations, federal agencies, tribal organizations) over which no other state or local agency has discretionary authority, the SNC will act as lead agency in the CEQA process and will file a Notice of Exemption for a project upon authorization by the board. If the applicant is claiming a categorical exemption on the project and requesting the SNC serve as the lead agency, this section must include information on sensitive habitats and species, potential for addressing climate change impacts (increasing carbon sequestration, reducing greenhouse gas emissions, etc.) and known cultural resources within the project area. For site improvement/restoration projects, this section should detail proposed construction methods and materials and address how impacts will be avoided or mitigated, including the amount of area to be disturbed or dirt/materials moved, and whether hand or mechanical methods will be used.
- Subject to CEQA Analysis - Activities that do not fall into the first two categories will require completion of additional environmental documentation (e.g., Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report). For these projects applicants must state that the project is subject to CEQA analysis and attach copies of the adopted environmental documentation and the filed and date-stamped Notice of Determination as part of the full application.

NOTE: Since CEQA compliance will vary depending on the proposed project activities and the type of applicant, it is very important that applicants consult with SNC staff as early as possible before the

application deadline to determine what documents will be needed for inclusion in the full application. Applicants are encouraged to refer to <http://ceres.ca.gov/ceqa> for additional information about CEQA review. Additional useful information on CEQA can be found in Appendix E in the Grant Guidelines.

National Environmental Policy Act (NEPA): An applicant with a project subject to NEPA must submit a completed NEPA document with the application. The document must have been adopted by the lead agency. Grant requests for projects occurring on federally-managed land are also subject to CEQA compliance. If a completed and adopted CEQA document is available, the applicant must submit that as well. If no CEQA document is available, the application must state why not and may be deemed ineligible.

NOTE: All applicants should consult with SNC staff as soon as possible regarding the appropriate process and documents required in demonstrating NEPA compliance.

d. Organizational Capacity Narrative
(1,000 character limit)

Provide an Organizational Capacity narrative that details the applicant's ability to complete the project as proposed. The narrative should identify the resources (staff, project partners or contractors) intended to complete the tasks described in the work plan and should explain the applicant's expertise or experience completing similar projects.

e. Cooperation and Community Support Narrative
(1,000 character limit)

Provide a narrative description of the community support and stakeholders consulted in developing the project. If the project was developed as part of a collaborative group or process that included public input, such as the development of a Community Wildfire Protection Plan, Integrated Regional Watershed Management Plan, Forest Plan, General Plan, etc., address the process in this narrative.

List the name and organization for any letters of support that are included with the application. Letters of support are optional; however, any letters of support an applicant wishes to have considered for scoring purposes must be included at the time of application. Letters of support will be attached as supporting documents (see the full application checklist in [Appendix B1](#), Section 6.C.).

f. Long-Term Management and Sustainability Narrative
(1,000 character limit)

Provide a narrative describing plans and/or planning for the long-term management and sustainability of the project. Note: Conservation

easement acquisitions are to remain in effect in perpetuity and are required to have a long-term management plan designed to protect the value of the resource.

g. Performance Measures Narrative

(1,000 character limit)

[The Performance Measure page on the SNC website](#) provides detailed information and descriptions of SNC performance measures which are used to track progress toward project goals and desired outcomes. Tracking against identified performance measures provides a means of reliably measuring and reporting the outcomes and effectiveness of a project and how it contributes to SNC achieving its programmatic goals.

Applicants are required to identify performance measures for the project submitted for grant funding. Please list the relevant Performance Measures for the submitted project by title. In addition to the SNC website, the full list of Performance Measures is also located in the Grant Guidelines, Appendix D.

6. Supplemental and Supporting Documents

In addition to the narrative requirements above, some sections require attachment of specific forms or external documents.

a. Detailed Budget Form

Using the Detailed Budget Form ([Appendix B-3](#)), identify all project costs for which SNC funds are being requested, and provide detail for each category identified in the detailed budget form (described below). Include staff time associated with completing the work of the project and any hard costs related to the specific tasks or deliverables outlined in the Detailed Project Description and/or the Workplan and Schedule. Be sure to include the cost of performance measure reporting as a cost category when developing the project budget.

The Detailed Budget Form is organized into four sections to facilitate categorizing expenses and managing invoicing in the event that the application is approved for funding.

- **Direct Costs** refer to the expenses necessary to acquire property, adapt property to a new or different use, or to improve property. In other words, these are costs directly associated with implementing the project, including on-the-ground contractor work. Examples of direct costs might include:

- Acquisition of conservation easement
- Services necessary to complete on-the ground work such as, but not limited to:
 - ❖ Architectural or engineering services
 - ❖ Surveying

- ❖ Soil testing
 - Travel expenses
 - Fuel for rental equipment
- Indirect Costs refer to expenses involve ongoing operations, repair or maintenance, regardless of whether the repair or maintenance may last more than one year. Examples of operations and maintenance expenses might include:
 - Incidental or routine repair or maintenance of the project
 - Workers compensation insurance
 - Outreach and education including education publications, brochures, visitor guides, and advertising, as allowed
 - Public notices
 - Trainers' or facilitators' fees
 - Performance measure reporting
 - Clerical support and housekeeping
 - Operating expenses and the associated equipment costs.
- Eligible Administrative Costs refer to expenses associated with the administration of a project and may not exceed 15 percent of the total SNC grant request for direct and indirect costs. To determine the amount of eligible administrative costs, the applicant must first determine the total amount of direct and indirect costs necessary to implement the project. Once those costs have been determined, the applicant may calculate administrative costs and include them in the total grant request.
- Applicants must also identify Other Project Contributions if receiving funding for the project from a source other than the SNC. List the amount expected, the funding entity, and the status of the request in the Budget Form.

NOTE: The categories listed on the form are examples and may or may not be an expense related to the project. Rows may be added or deleted on the form as needed. Applicants should contact the SNC if questions arise.

b. Restrictions, Technical/Environmental Documents and Agreements

- **Restrictions/Agreements:** Attach copies of any documents that could adversely impact project completion by restricting or encumbering the property.
- **Regulatory Requirements/Permits:** Attach copies of all necessary permits, agreements and technical documents.
- **California Environmental Quality Act (CEQA):** Attach copies of all relevant CEQA environmental compliance documents. Applicants should ensure that all environmental documents submitted are current and not “out of date.”
- **National Environmental Policy Act (NEPA):** Attach copies of all relevant NEPA environmental compliance documents. Applicants

should ensure that all environmental documents submitted are current and not “out of date.”

NOTE: Applicants are reminded that all grants funded through Proposition 84 are subject to CEQA review even if the project occurs on federally-controlled land. The SNC is required to comply with CEQA at the time the Board authorizes a grant – in other words, CEQA and as applicable, NEPA, must be fully addressed by the applicant at the time the application is submitted. Applicants are strongly encouraged to consult with SNC staff as early as possible on CEQA/NEPA requirements within the full application process.

c. Cooperation and Community Support

Letters of support or other indications of support that are intended to be considered in the evaluation process should be attached here.

d. Long-Term Management and Sustainability

Site improvement and restoration projects must be maintained to protect the value of the resource; applicants should provide a copy of the long-term management plan for site improvement/restoration projects. These plans must be for a minimum of a 10-year period or for a period determined to be necessary by the SNC for successful project implementation.

e. Maps and Photos

• **Project Location Map**

Provide a city or county map identifying the project site. The map should provide enough detail to allow a person unfamiliar with the area to locate the project.

• **Parcel Map with County Assessor’s Parcel Number(s)**

Provide an Assessor’s Parcel Map of the project area with the parcel(s) identified by parcel number.

• **Topographic Map**

Submit a topographic map (preferred 1:24,000 scale) that is detailed enough to identify the project area and elements as described in the project description narrative. Include all parcels that are part of the project site. For conservation easement acquisition projects, submit a topographic map (preferred 1:24,000 scale) showing parcels to be placed under easement. For both types of projects, describe and locate any existing buildings on the project site. Applicants are encouraged to provide a satellite image or aerial photograph of the project site, if available.

• **Photos of the Project Site**

Submit no more than 10 photos showing the area(s) to be restored, protected, or acquired. Photos should be appropriately captioned for greatest usefulness.

f. Additional Submission Requirements for Conservation Easement Acquisition Projects

• **Acquisition Schedule**

Provide an acquisition schedule outlining the acreage and parcel number(s) to be acquired and estimated acquisition date. If applicable, include the estimated cost of any relocation resulting from displacement of any eligible person or business.

- **Willing Seller Letter**

Land or interests in land acquired with grant funds shall only be acquired from a willing seller. Provide a letter from the seller(s) indicating a willingness to sell a conservation easement.

- **Real Estate Appraisal**

Submit two paper copies and an electronic version (CD) of a real estate appraisal that is accurate based on current market values and conducted by a State-Certified General Real Estate Appraiser. An appraiser certified as a Master Appraiser by the Appraisal Institute, and experienced in doing appraisals for state agencies, is preferred. The appraisal must be prepared in accordance with the Uniform Standards of Professional Appraisal Practice. Applicants should also review [Appendix F](#) of this GAP and the requirements in Exhibit B of the SNC Appraisal Grant Agreement Template on the SNC Web site at <http://www.sierranevada.ca.gov/sncgrants/managing-your-grant> . The appraisal must be reviewed by the State as part of the application evaluation process.

NOTE: Applicants should submit real estate appraisals for conservation easement acquisition projects with their full application in order to provide the SNC and the California Department of General Services as much time as possible to review those documents. Appraisals may be submitted up to 60 days past the full application due date of January 23 (by no later than 5:00 PM March 23, 2012). However, any applicant taking advantage of this delay does so at his/her own risk, as the SNC cannot guarantee that necessary reviews will be conducted in time to meet the Board schedule.

All appraisal review determinations from the Department of General Services are final.

- **Conservation Easement Language**

Conservation easement acquisitions shall be in perpetuity. The full application must include a copy of the proposed easement language. Easement agreements must guarantee the authority, in perpetuity, to use the property for the purposes specified in the application. Please consult with SNC staff for examples of conservation easement types.

g. Additional Submission Requirements for Site Improvement Projects

- **Land Tenure**

If land tenure documentation was not included with the pre-application, applicants must provide copies of the agreements that prove adequate tenure to and site control of properties where access may be required for project implementation and maintenance purposes. An alternate process to satisfy proof of land tenure is described in the Grant Guidelines and must be completed within 90 days of grant award.

- **Site Plan**

Provide a drawing or depiction indicating scale, project orientation (north-south), what work the grantee will accomplish, where the work will be done and the approximate square footage of any improvements that are part of the grant scope. The plan should also indicate access points to the site.

- **Leases or Agreements**

Provide copies of all leases, agreements, memoranda of understanding, etc., not already addressed affecting project lands or the future operation and maintenance thereof.

Appendix A1

SIERRA NEVADA CONSERVANCY

PROPOSITION 84 GRANT PRE-APPLICATION FORM

Attention Fire Safe Council Applicants: Please also see the Fire Safe Council (FSC) Supplemental Questionnaire for additional instructions. The document can be found at <http://www.sierranevada.ca.gov/sncgrants/applying-for-a-grant>.

Rev. August 2011

GRANT APPLICATION TYPE <i>(Choose One)</i>		
<input type="checkbox"/> Category One Site Improvement	<input type="checkbox"/> Category Two Pre-Project Activities	
<input type="checkbox"/> Category One Conservation Easement Acquisition		
PROJECT NAME		
APPLICANT <i>(Legal name, address, and zip code)</i>		
APPLICANT TYPE <i>(Choose One)</i>		
<input type="checkbox"/> Nonprofit Organization		
<input type="checkbox"/> Government		
<input type="checkbox"/> Tribal Organization		
APPLICANT'S AUTHORIZED REPRESENTATIVE		
Name and title – type or print	Phone	Email Address
<input type="checkbox"/> Mr.		
<input type="checkbox"/> Ms.		
PERSON WITH DAY-TO-DAY RESPONSIBILITY FOR MANAGEMENT OF THE GRANT <i>(Include only if different from Authorized Representative)</i>		
Name and title – type or print	Phone	Email Address
<input type="checkbox"/> Mr.		
<input type="checkbox"/> Ms.		

PROJECT DESCRIPTION *(Describe the Project Purpose, Scope, Proposed Activities and Outcomes)*

NOTE: 5,000 character response limit

FUNDING AND BUDGET INFORMATION

SNC Grant Request \$ _____

Check if SNC is the sole funder of this project

Other Funds \$ _____

Total Project Cost \$ _____

COUNTY

CITY *(Is project within city limits? If so, which city?)*

PROJECT ADDRESS/LOCATION *(Include zip code)*

LATITUDE AND LONGITUDE *(Identify your project's latitude/longitude in the Find Your Coordinates tool on the [SNC Regional Map page.](#))*

CEQA/NEPA COMPLIANCE

Document Type:

- Notice of Exemption (CEQA)
- Negative Declaration (CEQA)
- Environmental Impact Report (CEQA)
- Categorical Exclusion (NEPA)
- Finding of No Significant Impact (NEPA)
- Environmental Impact Statement (NEPA)
- Joint CEQA/NEPA Document

Or

- Not a project under CEQA

DESCRIBE STATUS OF CEQA COMPLIANCE *(And NEPA, if applicable)*

What CEQA documentation has been prepared for the project? If none, describe the plans and timeline to complete CEQA documentation before the application due date. If you believe the project is not a "project" under CEQA or is Categorical Exempt from CEQA, describe the exemption and how this project meets the requirements of that Categorical Exemption or why it is not a project¹. If a Federal Agency has approval authority over the project, describe the plans and timeline for it to complete the project's NEPA documentation.

NOTE: 2,000 character response limit

STATE CLEARINGHOUSE NUMBER, if applicable _____

WHO WAS OR IS THE LEAD AGENCY FOR CEQA? _____

DESCRIBE THE TYPE AND STATUS OF LAND TENURE FOR THIS PROJECT *(Site Improvement Projects only)*

NOTE: 2,000 character response limit

Type

- Fee Title Ownership
- Leaseholder
- Memorandum of Understanding(s)
- Land Owner Agreement(s)

Status

- Secured /Completed
- Pending
- In Negotiation
- Not Started

Attach land tenure documents or complete Alternate Land Tenure Process *(must be provided as a part of final application)*

DESCRIBE STATUS and DATE OF APPRAISAL *(Conservation Easement Acquisition Projects only)*

NOTE: 2,000 character response limit

¹ Keep in mind that during the pre-application phase no significant assessment of CEQA/NEPA compliance will be conducted. However, if your project is approved to move forward it will undergo a thorough CEQA/NEPA review, and could be rejected in the full application review phase if the CEQA/NEPA assessment identified in this pre-application is found to be incorrect.

ATTACHMENTS CHECKLIST

Before submitting Pre-Application for review, please be double check that the relevant required documents are included with your submission.

Attach land tenure documents if available *(must be provided as a part of final application)*

Attachments required **ONLY** of nonprofit applicants

Articles of Incorporation

IRS Letter

Bylaws

Or

The required documents are already on file with SNC *(Please confirm with your assigned [SNC grant program contact](#))*

All statements made in this pre-application form will require verification and documentation to determine applicant and project eligibility. Submission of a pre-application may or may not result in an invitation to submit a full application. An invitation to submit a full application does not guarantee that a project will compete successfully for a grant.

I understand the foregoing*:

Name/Title of person submitting pre-application form:

Phone number of contact person:

E-mail address of contact person:

**If submitting electronically, indicate understanding of this statement by typing in the name of the person submitting this pre-application form. Hardcopy submittal will have this statement signed.*

Appendix A2
SIERRA NEVADA CONSERVANCY
PROPOSITION 84 GRANT
Fire Safe Council Supplemental Questionnaire

This Supplemental Questionnaire has been prepared for use by organizations who wish to submit a completed California Fire Safe Council (FSC) application in lieu of the SNC Pre-application. Please visit the SNC Web site (www.sierranevada.ca.gov) and click on the county where the project is proposed to obtain the contact information for the appropriate Grant Program Contact who can offer some assistance in completing this form.

This official SNC Supplemental Questionnaire form is **REQUIRED** and must be submitted by **ALL** applicants who are submitting the FSC application as part of the pre-application process. This form, along with the FSC grant application, must be emailed with **ALL** relevant attachments to grants@sierranevada.ca.gov by no later than 5:00 PM (PST), October 21, 2011.

Rev. August 2011

GRANT APPLICATION TYPE <i>(Choose One)</i>	
<input type="checkbox"/> Category One Site Improvement	<input type="checkbox"/> Category Two Pre-Project Activities
PROJECT NAME	
APPLICANT <i>(Legal Name, address, and zip code)</i>	
PROJECT DESCRIPTION <i>(Optional - If you would like to update or revise the Project description (Project Purpose, Scope, Proposed Activities and Outcomes) as contained in the FSC application, please do so here.) Note that you will be limited to 5,000 characters.</i>	
DESCRIBE THE TYPE AND STATUS OF LAND TENURE FOR THIS PROJECT	
<u>Type</u>	<u>Status</u>
<input type="checkbox"/> Fee Title Ownership	<input type="checkbox"/> Secured /Completed
<input type="checkbox"/> Leaseholder	<input type="checkbox"/> Pending
<input type="checkbox"/> Memorandum of Understanding(s)	<input type="checkbox"/> In Negotiation
<input type="checkbox"/> Land Owner Agreement(s)	<input type="checkbox"/> Not Started
<input type="checkbox"/> Attach land tenure documents, if available <i>(if not provided at this phase and applicant is invited to participate in the full application phase, land tenure documents must be provided within 90 days of submittal of final full application)</i>	

CEQA/NEPA COMPLIANCE

Document Type:

- Notice of Exemption (CEQA)
- Negative Declaration (CEQA)
- Environmental Impact Report (CEQA)
- Categorical Exclusion (NEPA)
- Finding of No Significant Impact (NEPA)
- Environmental Impact Statement (NEPA)
- Joint CEQA/NEPA Document

Or

- Not a project under CEQA

Keep in mind that during the pre-application phase no significant assessment of CEQA/NEPA compliance will be conducted. However, if your project is approved to move forward it will undergo a thorough CEQA/NEPA review, and could be rejected in the full application review phase if the identified CEQA/NEPA document type is found to be incorrect.

ATTACHMENTS CHECKLIST

Before submitting this **Fire Safe Council Questionnaire** along with a completed **California Fire Safe Council application** for review, please double check that the relevant required documents are included with your submission.

Attachments required **ONLY** of nonprofit applicants

- IRS Letter
 - Bylaws
- Or
- On File with SNC (Please confirm with your assigned [SNC grant program contact](#))

All statements made in this supplemental pre-application form will require verification and documentation to determine applicant and project eligibility. Submission of a supplemental pre-application may or may not result in an invitation to submit a full application. An invitation to submit a full application for funding does not guarantee that a project will compete successfully for a grant.

I understand the foregoing*:

Title of person submitting pre-application form:

Phone number of contact person:

E-mail address of contact person:

**If submitting electronically, indicate understanding of this statement by typing in the name of the person submitting this supplemental pre-application form and materials. Hardcopy submittal will have this statement signed.*

Appendix B1

Note: You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

Full Application Checklist

Project Name: _____

Applicant: _____

Please mark each box: check if item is included in the application; mark "N/A" if not applicable to the project. "N/A" identifications must be explained in the application. Please consult with SNC staff prior to submission if you have any questions about the applicability to your project of any items on the checklist. All applications must include a CD including an electronic file of each checklist item, if applicable. The naming convention for each electronic file is listed after each item on the checklist. (Electronic File Name = EFN: "naming convention". file extension choices)

Submission requirements for all Category One and Category Two Grant Applications

1. Completed Application Checklist (EFN: Checklist.doc, .docx, .rtf, or .pdf)
2. Table of Contents (EFN: TOC.doc, .docx, .rtf, or .pdf)
3. Full Application Project Information Form (EFN: Siform.doc, .docx, .rtf, or .pdf)
4. Authorization to Apply or Resolution (EFN: authorization.doc, .docx, .rtf, or .pdf)
5. Narrative Descriptions - Submit a single document that includes each of the following narrative descriptions (EFN: Narrative.doc, .docx, .rtf)
 - a. Detailed Project Description (5,000 character maximum)
 - Project Description including Goals/Results, Scope of Work, Location, Purpose, etc.
 - Project Summary
 - Environmental Setting
 - b. Workplan and Schedule (1,000 character maximum)
 - c. Restrictions, Technical/Environmental Documents and Agreements(1,000 character maximum)
 - d. Organizational Capacity(1,000 character maximum)
 - e. Cooperation and Community Support (1,000 character maximum)
 - f. Long Term Management and Sustainability (1,000 character maximum)
 - g. Performance Measures (1,000 character maximum)
6. Supplemental and Supporting documents
 - a. Detailed Budget Form (EFN: Budget.xls, .xlsx)
 - b. Restrictions, Technical/Environmental Documents and Agreements, as applicable
 - Restrictions / Agreements (EFN: RestAgree.pdf)
 - Regulatory Requirements / Permits (EFN: RegPermit.pdf)

- California Environmental Quality Act (CEQA) documentation (EFN: CEQA.pdf)
- National Environmental Policy Act (NEPA) documentation (EFN: NEPA.pdf)
- c. Cooperation and Community Support
 - Letters of Support (EFN: LOS.pdf)
- d. Long-Term Management and Sustainability
 - Long-Term Management Plan (EFN: LTMP.pdf)
- e. Maps and Photos
 - Project Location Map (EFN: LocMap.pdf)
 - Parcel Map showing County Assessor's Parcel Number(s) (EFN: ParcelMap.pdf)
 - Topographic Map (EFN: Topo.pdf)
 - Photos of the Project Site (10 maximum) (EFN: Photo.jpg, .gif)
- f. Additional submission requirements for Conservation Easement Acquisition applications only
 - Acquisition Schedule (EFN: acqSched.doc, .docx, .rtf, .pdf)
 - Willing Seller Letter (EFN: WillSell.pdf)
 - Real Estate Appraisal (EFN: Appraisal.pdf)
 - Conservation Easement Language (EFN: CE.pdf)
- g. Additional submission requirements for Site Improvement / Restoration Project applications only
 - Land Tenure Documents – attach only if documentation was not included with Pre-application (EFN: Tenure.pdf)
 - Site Plan (EFN: SitePlan.pdf)
 - Leases or Agreements (EFN: LeaseAgmnt.pdf)

I certify that the information contained in the Application, including required attachments, is accurate.

Signed (Authorized Representative)

Date

Name and Title (print or type)

Appendix B2

Note: You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

SIERRA NEVADA CONSERVANCY PROPOSITION 84 - PROJECT INFORMATION FORM	
PROJECT NAME	
APPLICANT NAME <i>(Legal name, address, and zip code)</i>	
PERSON WITH FISCAL MANAGEMENT RESPONSIBILITY FOR GRANT CONTRACT/INVOICING <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <i>Name and title – type or print</i> <i>Phone</i> <i>Email Address</i> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. </div>	
COUNTY ADMINISTRATOR OR PLANNING DIRECTOR CONTACT INFORMATION <i>(At least one entry is required)</i> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <i>Name:</i> <i>Phone Number:</i> </div> <div style="margin-top: 10px;"><i>Email address:</i></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <i>Name:</i> <i>Phone Number:</i> </div> <div style="margin-top: 10px;"><i>Email address:</i></div>	
NEAREST PUBLIC WATER AGENCY (OR AGENCIES) CONTACT INFORMATION <i>(At least one entry is required)</i> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <i>Name:</i> <i>Phone Number:</i> </div> <div style="margin-top: 10px;"><i>Email address:</i></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <i>Name:</i> <i>Phone Number:</i> </div> <div style="margin-top: 10px;"><i>Email address:</i></div>	
Please identify the appropriate project category below and provide the associated details <i>(Choose One)</i> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Category One Site Improvement <input type="checkbox"/> Category Two Pre-Project Activities </div> <input type="checkbox"/> Category One Conservation Easement Acquisition	
<input type="checkbox"/> Site Improvement/Conservation Easement Acquisition Project area: _____ Total Acres: _____ SNC Portion (if different): _____ Total Miles (i.e. river or stream bank): _____	Select <u>one</u> primary Site Improvement/Conservation Easement Acquisition deliverable <input type="checkbox"/> Restoration <input type="checkbox"/> Enhancement <input type="checkbox"/> Resource Protection

<p>SNC Portion (if different): _____</p> <p>For Conservation Easement Acquisitions Only</p> <p><input type="checkbox"/> Appraisal Included</p> <p><input type="checkbox"/> Will submit appraisal by _____</p>	<p><input type="checkbox"/> Infrastructure Development / Improvement</p> <p><input type="checkbox"/> Conservation Easement</p>
<p><input type="checkbox"/> Pre-Project Activities</p>	<p>Select <u>one</u> primary Pre-Project deliverable</p> <p><input type="checkbox"/> Permit</p> <p><input type="checkbox"/> CEQA/NEPA Compliance</p> <p><input type="checkbox"/> Appraisal</p> <p><input type="checkbox"/> Plan</p> <p><input type="checkbox"/> Condition Assessment</p> <p><input type="checkbox"/> Biological Survey</p> <p><input type="checkbox"/> Environmental Site Assessment</p>

Appendix B3

SIERRA NEVADA CONSERVANCY PROPOSITION 84 - DETAILED BUDGET FORM

Project Name:	
Applicant:	

SECTION ONE DIRECT COSTS	Year One	Year Two	Year Three	Year Four	Year Five	Total
Project Management						\$0.00
Site Restoration Work						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
DIRECT COSTS SUBTOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SECTION TWO OPERATIONS AND MAINTENANCE	Year One	Year Two	Year Three	Year Four	Year Five	Total
Monitoring						\$0.00
						\$0.00
						\$0.00
MAINTENANCE SUBTOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROJECT TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SECTION THREE Administrative Costs (Description - Not to exceed 15% of Project Categories):						
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
ADMINISTRATIVE TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SNC TOTAL GRANT REQUEST:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SECTION FOUR OTHER PROJECT CONTRIBUTIONS	Year One	Year Two	Year Three	Year Four	Year Five	Total
List other funding or in-kind contributors to project						
(i.e. Sierra Business Council, Department of Water Resources, etc.)						
Total Other Contributions:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTE: The categories listed on this form are examples and may or may not be an expense related to the project. Rows may be added or deleted on the form as needed. Applicants should contact the SNC if questions arise.

Appendix B4
SAMPLE RESOLUTION #1

*For grant application coming from Non-Governmental Organization
Resolution for Governing Board (**Board of Directors**)*

Board of Directors Resolution No. _____

In the matter of: A RESOLUTION APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE _____ GRANT PROGRAM UNDER THE _____ ACT OF _____ [DATE]	Resolution No: _____ Date: _____
--	---

The following RESOLUTION was duly passed by the Board of Directors of the
_____ [NGO name] at a regular meeting held
_____ [date], by the following vote:

Ayes: _____

Noes: _____

Abstentions: _____

Absent: _____

Signed and approved by:

Chair, Board of Directors

WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the _____ [NGO name] has identified the

_____ [project name] as valuable toward meeting its mission and goals.

BE IT HEREBY RESOLVED by the Board of Directors of the _____, [NGO name] that this Board:

- Approves the submittal of an application for the _____ project; and
- Certifies that Applicant understands the assurances and certification requirements in the application; and
- Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and
- Certifies that Applicant will comply with all legal requirements as determined during the application process; and
- Appoints _____, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED AND ADOPTED by the _____ [NGO name] on the ___th day of _____, 20__.

(End of Sample Resolution #1)

SAMPLE RESOLUTION #2

For grant application coming from county government
Resolution for Governing Board (**Board of Supervisors**)

Before the Board of Supervisors

County of _____, State of California

<p>In the matter of: A RESOLUTION APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE _____ GRANT PROGRAM UNDER THE _____ ACT OF _____ [DATE]</p>	<p>Resolution No: _____ Order No: _____ First Reading: _____</p>
---	--

The following RESOLUTION was duly passed by the Board of Supervisors of the County of _____ at a regular meeting held _____ [date], by the following vote on roll call:

Ayes: _____

Noes: _____

Absent: _____

Signed and approved by me after its passage.

Chair, Board of Supervisors

ATTEST:
Clerk of said Board

WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the County has identified the _____ [project name] project as valuable toward meeting its mission and goals.

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of _____, State of California, that this Board:

Approves the submittal of an application for the _____ project; and

Certifies that Applicant understands the assurances and certification requirements in the application; and

Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and

Certifies that Applicant will comply with all legal requirements as determined during the application process; and

Appoints _____, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

(End of Sample Resolution #2)

Appendix C

Agreement Process and Managing an SNC Grant

What to Expect If You Receive a Grant Award

Once a grant award is authorized by the SNC Board, an Agreement for the award amount will be prepared by SNC staff within 30 days.

The Agreement will be prepared and delivered to the Grantee for signature and return to SNC. The SNC Executive Officer will then sign the agreement and the Grantee will be notified that the agreement is active and work expected to be reimbursed from the grant may begin. An original executed copy of the Agreement will be sent to the Grantee. Every effort will be made to complete this process as rapidly as possible. Grantees should be prepared to respond quickly to requests for information and signatures in order to aid the timeliness of this process.

Grantees should be aware that grant agreements are legally binding documents, and once executed may only be amended by mutual written agreement between the Grantee and SNC. Any request by the Grantee for amendments must be made in writing clearly stating the reason for the request. Amendment requests must be presented in writing not less than 60 days before the effective date of the proposed amendment (time-sensitive amendments should be discussed with the project contact).

SNC Contact and Additional Support

The SNC Grant Program Contact assigned to the project will contact the Grantee during the development of the Agreement to verify the schedule and timeline for project deliverables. At this time the SNC and the Grantee will have a chance to discuss any issues regarding the development of the overall agreement. The Grant Program Contact will be the main contact between the Grantee and the SNC throughout the course of the grant award period, and will be available to provide assistance.

Agreement Components

A grant agreement will contain the following parts:

- The signature page: contains data concerning the Grantee and Grantor, bears original authorized signatures and the start date for the project;
- The body of the Agreement: contains certain standard State agreement language as well as all information regarding all aspects of managing the grant;
- Exhibit A: describes the Scope of Work for the project, deliverables corresponding to the Scope of Work, a schedule/timeline, and line item budget categories;
- Exhibit B: contains requirements and information for reporting (Progress Reports, Final Report, and Performance Measures). Reports must be submitted according to the schedule in the Exhibit A, and invoices will not be approved

unless reports and deliverables are on time and adequately reflect the invoice budget categories.

- Exhibit C (conservation easement acquisitions only): contains language and information to be used to close escrow and record final papers.

Sample Grant Agreements and Additional Guidance Available

Sample grant agreements are available on the SNC Web site (www.sierranevada.ca.gov). Potential grant applicants are encouraged to preview SNC grant requirements as part of their decision to apply for a SNC grant. Information available includes:

- [General and Appraisal agreement template](#)
- (Conservation Easement) [Acquisition agreement template](#)
- [Site Improvement/Restoration agreement template](#)
- Exhibit A
- Exhibit B
- Exhibit C (Conservation Easement Acquisition projects only)

The sample agreements are provided to highlight particular agreement provisions, and are not intended to substitute for a project-specific agreement. Each agreement may have unique characteristics pertinent to the individual awarded project, subject to legal review and consent.

In addition, a helpful booklet, Managing Your SNC Grant, will be available at this same site shortly. This information will be sent to each successful grantee after the SNC Board award. It is made available here as a reference document, so that potential grantees can be better informed about their responsibilities and requirements as they consider applying for SNC grant funds.

Appendix D

The Sierra Nevada Conservancy (SNC) Offices are located at the following addresses:

Auburn	Mariposa	Susanville
(530) 823-4670 11521 Blocker Dr., Ste. 205 Auburn, CA 95603	(209) 742-0480 5039 Fairgrounds Rd Mariposa, CA 95338	(530) 257-2500 2950 Riverside Dr. Susanville, CA 96130

The SNC Grant Program Contacts are:

County	Grant Program Contact	Telephone	Email	Subregion
Modoc Lassen Plumas Sierra	Linda Hansen	530-257-2500	lhansen@sierranevada.ca.gov	North North Central
Shasta Tehama Butte Mono	Chris Dallas	530-823-4673	cdallas@sierranevada.ca.gov	North North Central East
Yuba Placer	Brittany Juergenson	530-823-4686	bjurgenson@sierranevada.ca.gov	Central
Nevada El Dorado	Lynn Campbell	530-823-4695	lcampbell@sierranevada.ca.gov	Central
Amador Alpine Calaveras Tuolumne	Brandon Sanders	530-823-4673	bsanders@sierranevada.ca.gov	South Central
Mariposa Madera Fresno	Mandy Vance	209-742-0482	mvance@sierranevada.ca.gov	South Central South
Tulare Kern Inyo	Bobby Kamansky	559-287-3311	bkamansky@sierranevada.ca.gov	South East

Appendix E

Examples of Agency Permit Requirements

(List is NOT inclusive. It is the applicant's responsibility to comply with all applicable permits.)

Permitting Agency	Type of Requirement
Local	
City / County Planning Department	Planning Permits (use, subdivisions, lot line adjustments, etc.) Discretionary permits subject to CEQA Ministerial Permits
City / County Building	Building Permits
City / County Public Works	Grading Permits
City / County Environmental Health Department	Hazardous materials, Septic systems, Water quality
Flood Control Districts	Floodway and Hydrological (stream permits, easement, etc.)
Local Resource Conservation District	Voluntary Consultation
State	
CA Department of Fish and Game	Streambed Alteration Agreement (Sec. 1600) Incidental Take Permit (State listed threatened and endangered species – CESA)
Caltrans	Encroachment Permit
CA Regional Water Quality Control Board	401 Water Quality Certification or Waste Discharge Requirement (Check with Army Corps of Engineers first)
State Water Resources Control Board	Water Rights Permit General Industrial Storm Water Permit
State Lands Commission	Permit required if using State owned property
State Office of Historic Preservation	Cultural Resources- Submission of Findings to State Historic Preservation Officer (National Historic Preservation Act. Section 106)
Federal	
U.S. Fish and Wildlife Service (USFWS)	Incidental take - Endangered Species Act, Section 7 consultation if federal nexus (see ACOE), or Section 10 Permit
Army Corps of Engineers (ACOE)	Wetlands & Water bodies Clean Water Act, Section 404 Permit, will consult w/ USFWS & NMFS Section 7 Rivers and Harbors Act, Section 10 Permit
U.S. National Resources Conservation Service	Voluntary Consultation (assistance with agriculture owner permitting)

Appendix F

Real Estate Appraisal – Minimum Standards

Appraisal reports prepared for the acquisition of any land or interest therein by or with funding from an “acquisition agency” as defined in Public Resources Code Section 5096.501(a) must conform to the following minimum standards in order to be considered for Appraisal Review by the State.

1. Appraisal reports shall be prepared by, and include a signature by an appropriately Licensed or Certified Real Estate Appraiser in good standing (pursuant to Part 3, commencing with Section 11300 of Division 4 of the Business and Professions Code, and The California Code of Regulations Section 3701).
2. Appraisal reports shall include descriptive photographs and maps of sufficient quality and detail to clearly depict the subject property and any market data relied upon, including the relationship between the location of the subject property and the market data.
3. Appraisal reports shall include a complete description of the subject property land, site characteristics and improvements. Valuations based on a property’s development potential shall include:
 - a. Verifiable data on the development potential of the land (e.g. Certificates of Compliance, Tentative Map, Parcel Map, Final Map).
 - b. A description of what would be required for a development project to proceed (e.g. legal entitlements, infrastructure).
 - c. Presentation of evidence that sufficient demand exists, or is likely to exist in the future, to provide market support for the development.
4. Appraisal reports shall include a statement by the appraiser indicating to what extent land title conditions were investigated and considered in the analysis and value conclusion (a Preliminary Report should be included as an attachment to the appraisal report when available).
5. Appraisal reports shall include a discussion of implied dedication, prescriptive rights or other unrecorded rights (Civil Code Sec. 801-813, 1006-1009) that may affect value, indicating the extent of investigation, any knowledge of, or observation of conditions that might indicate evidence of public use. If the appraiser has no knowledge of, or has not observed such conditions, a statement to that effect shall be included in the appraisal report. (This regulation does not require the appraiser to render an opinion regarding the legality of any such unrecorded right.)
6. Appraisal reports including more than nominal value for specialty interests, including but not limited to timber, water, minerals, or carbon credits, shall include a separate valuation prepared and signed by a certified or registered professional qualified in the field of specialty interest. This valuation shall be reviewed and approved by a second qualified, certified or registered professional, considered by the appraiser, and appended to the appraisal report.

Appendix G Glossary of Terms

Unless otherwise stated, the terms used in the SNC Proposition 84 Grant Guidelines and Grant Application Packet shall have the following meanings:

Acquisition – To obtain ownership of permanent interest in real property through conservation easements. Leaseholds and rentals do not constitute Acquisition.

Administrative Costs – Administrative costs include any expense which does not relate directly to project implementation. Similar to the traditional definition of ‘overhead,’ administrative costs include rent, utilities, travel, per diem, office equipment and supplies, services such as internet and phone, etc.

Applicant – The entity applying for a SNC grant pursuant to these guidelines.

Application – The individual application form and its required attachments for grants pursuant to the SNC Program.

Appraisal - An estimate of the value of real property or other specific interest in real property.

Authorized Representative – The officer authorized in the Resolution to sign all required grant documents including, but not limited to, the grant agreement, the application form, and payment requests. The authorized representative may designate an alternate by informing SNC in writing.

Best Management Practice – A practice or combination of practices considered to be the most effective means (including technological, economic, and institutional considerations) of meeting a particular goal or achieving a particular end.

Biological /Other Survey – An evaluation or collection of data regarding the conditions in an area using surveys and other direct measurements.

Board – The Governing Board of the SNC as established by PRC Section 33321.

Bond or Bond Act – Proposition 84, The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resources Code Section 75001 et seq.).

Capital Improvement Projects – Projects that utilize grant funds for acquisition of conservation easements or site improvement/restoration.

CEQA – The California Environmental Quality Act as set forth in the Public Resources Code Section 21000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of a proposed project to be undertaken, funded, or approved by a local or state agency. For more information, refer to: <http://ceres.ca.gov/ceqa/>.

CEQA/NEPA Compliance – Activities an entity performs to meet the requirements of CEQA or NEPA.

Collaborative Process – Willing cooperation between stakeholders with different interests to solve a problem or make decisions that cut across jurisdictional or other boundaries; often used when information is widely dispersed and no single individual, agency or group has sufficient resources to address the issue alone.

Condition Assessment – Characterization of the current state or condition of a particular resource.

Conifer Forest – Type of forest characterized by cone-bearing, needle-leaved trees, characteristic of much of the Sierra Nevada Region.

Conservancy – The Sierra Nevada Conservancy as defined in Public Resources Code Section 33302 (b).

Conservation Easement – Any limitation in a deed, will or other instrument in the form of an easement, restriction, covenant or condition which is or has been executed by or on behalf of the owner of the land subject to such limitation and is binding upon the successive owners of such land, and the purpose of which is to retain land predominantly in its natural, scenic, historical, agricultural, forested or open-space condition. (Civil Code Section 815.1)

Data – A body or collection of facts, statistics, or other items of information from which conclusions can be drawn.

Design/Permit – Preliminary project planning or identification of methodologies or processes to achieve project goals, and the process of obtaining any regulatory approvals or permits necessary from appropriate governmental agencies in order to conduct the work of the project.

Easement – An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists, or to restrict the use or enjoyment of the land by the owner of the fee title.

Eligible Costs – Expenses incurred by the grantee during the agreement performance period of an approved agreement, which may be reimbursed by the SNC.

Enhancement – Modification of a site to increase/improve the condition of streams, forests, habitat and other resources.

Environmental Site Assessment – Phase I, Phase II or other reports which identify potential or existing contamination liabilities on the underlying land or physical improvements of a real estate holding.

Executive Officer – Executive Officer of the SNC appointed by the Board, pursuant to Public Resources Code Section 33328, to manage the Conservancy.

Fair Market Value – The value placed upon property as supported by an appraisal that has been reviewed and approved by the California Department of General Services or other authority designated by law or by the SNC.

Fee Title – The primary interest in land ownership that entitles the owner to use the property subject to any lesser interests in the land and consistent with applicable laws and ordinances.

Fiscal Sponsor – An organization that is eligible to receive SNC Proposition 84 grants and is willing to assume fiscal responsibility for a grant project, although another entity would carry out the grant scope of work.

Grant – Funds made available to a grantee for eligible costs during an agreement performance period.

Grant Agreement – An agreement between the SNC and the grantee specifying the payment of funds by the SNC for the performance of the project scope within the agreement performance period by the grantee.

Grant Agreement Performance Period – The period of time during which the eligible costs may be incurred under the grant, and in which the work described in the grant scope must be completed.

Grant Agreement Term – The period of time that includes the agreement performance period, plus time for all work to be billed and paid by the state. This period is the same as the beginning and ending dates of the agreement.

Grantee – An entity that has an agreement with the SNC for grant funds.

Grant Scope – Description of the items of work to be completed with grant funds as described in the application form and cost estimate.

Infrastructure Development/Improvement – The physical improvement of real property, including the construction of facilities or structures (such as bridges, trails, culverts, buildings, etc.).

In-kind Contributions – Non-monetary donations that are utilized on the project, including materials and services. These donations shall be eligible as “other sources of funds” when providing budgetary information for application purposes.

Land Tenure – Legal ownership or other rights in land, sufficient to allow a grantee to conduct activities that are necessary for completion of the project consistent with the terms and conditions of the grant agreement. Examples include: fee title ownership; an easement for completion of the project consistent with the terms and conditions of the grant agreement; or agreements or a clearly defined process where the applicant has adequate site control for the purposes of the project.

Mixed Conifer Forest – Forests along a broad continuum of climatic zones and including many different assemblages of species in addition to conifers. Unlike forests dominated

by a single species, the different constituents of mixed conifer forests create varying structures and spatial patterns.

Model/Map – Representations to visually show the organization, appearance or features of an area or subject.

Monitoring/Research – To search, observe or record an operation or condition with tools that have no effect upon the operation or condition.

Natural Resource Protection – Those actions necessary to prevent harm or damage to rivers, lakes, and streams, their watersheds and associated land, water, and other natural resources, or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, restoration, preservation and education.

NEPA – The National Environmental Policy Act of 1969, as amended. NEPA is a federal law requiring consideration of the potential environmental effects of proposed project whenever a federal agency has discretionary jurisdiction over some aspect of that project. For more information, refer to: <http://ceq.hss.doe.gov/index.html>

Nonprofit Organization– A private, nonprofit organization that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code, and whose charitable purposes are consistent with the purposes of the SNC as set forth in Public Resources Code Section 33300 et seq.

Other Sources of Funds – Cash or in-kind contributions necessary or used to complete the acquisition or site improvement/restoration project beyond the grant funds provided by this program.

Outreach Materials – Audio, visual and written materials developed to help explain a particular topic or subject.

Performance Measure – A quantitative measure used by the SNC to track progress toward project goals and desired outcomes.

Plan – A document or process describing a set of actions to address specific needs or issues or create specific benefits.

Planning – The act or process of creating a plan.

Pre-Project Due Diligence – The analysis necessary to identify all aspects influencing a project and determine the risks associated with a project.

Preservation – Protection, rehabilitation, stabilization, restoration, development, and reconstruction, or any combination of those activities.

Project – The work to be accomplished with grant funds.

Project Coordinator – An employee of the SNC who acts as a liaison with the applicants

or grantees and administers grant funds, ensuring compliance with guidelines and the grant agreement.

Proposition 84 – See Bond.

Public Agencies – Any city, county, district, or joint powers authority; State agency; public university; or federal agency.

Region – The Sierra Nevada Region as defined in Public Resources Code Section 33302 (f).

Registered Professional Forester – a person who, by reason of his or her knowledge of the natural sciences, mathematics, and the principles of forestry, acquired by forestry education and experience, performs services, including, but not limited to, consultation, investigation, evaluation, planning, or responsible supervision of forestry activities when those professional services require the application of forestry principles and techniques. The use of registered professional foresters in the management and treatment of the forest resources and timberlands of this state is defined in [Public Resources Code 750-753, et seq.](#)

Resilience – The ability of an ecosystem to regain structural and functional attributes that have suffered harm from stress or disturbance.

Region-wide – Providing benefits that affect the overall breadth of the SNC Region or multiple Subregions within the Region.

Resource Protection – Those actions necessary to prevent harm or damage to natural, cultural, historical or archaeological resources, or those actions necessary to allow the continued use and enjoyment of property or resources, such as acquisition of conservation easements, development, restoration, preservation or interpretation.

Restoration – Activities that initiate, accelerate or return the components and processes of a damaged site to a previous historical state, a contemporary standard or a desired future condition including, but not limited to, projects for the control of erosion, the control and elimination of exotic species, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement.

Site Improvements – Project activities involving the physical improvement or restoration of land.

SNC – Sierra Nevada Conservancy.

Stewardship Plan– A plan to provide ongoing implementation and management associated with the acquisition of a conservation easement or site improvement/restoration project.

Study/Report – Research or the detailed examination and analysis of a subject.

Total Cost – The amount of the Other Sources of Funds combined with the SNC grant

request amount that is designated and necessary for the completion of a project.

Tribal Organization – An Indian tribe, band, nation, or other organized group or community, or a tribal agency authorized by a tribe, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified on pages 9250-9255, inclusive, of Document 95-3839 (February 16, 1995) of the Federal Register, as that list may be updated or amended from time to time.

Working Landscape(s) – Lands producing goods and commodities from the natural environment (such as farms, ranches, and forests in timber production). For many communities, these lands are an important part of the local economy, culture, and social fabric.

Working Landscape Preservation – Actions that preserve activities occurring on ranches, farms, and forestlands that result in sustainable economic, ecological, and social benefits to communities, people, and their environments.