



PROPOSITION 84 PRESERVATION OF RANCHES AND AGRICULTURAL LANDS 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 2012-13

**PRE-APPLICATION SUBMITTAL DEADLINE:
July 16, 2012 (5:00 pm)**

(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:
October 22, 2012 (5:00 pm)**

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 of the forms and instructions 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 \(FY\) 2012-13](#). **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 urged to consult SNC staff with 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 the Fiscal Year (FY) 2012-13 grant program (June 18, 2012, through April 30, 2013).

Grant Program Elements	Target Date or Duration
Release Preservation of Ranches and Agricultural Lands Grant Guidelines and GAP – Open RFP	June 18, 2012
Official Pre-Application Period	June 18-July 16, 2012
Pre-Application Submission Deadline	July 16, 2012 5:00 pm
Full Application Development Period	August 15-October 22, 2012
Full Application Submission Deadline	October 22, 2012 5:00 pm
Full Application Review	October 22, 2012-January 18, 2013
Staff Recommendations to SNC Board Released	February 20, 2013
SNC Board Acts Upon Staff Recommendations	March 7, 2013
Development and Execution of Agreements for Authorized Grants	March 8-April 30, 2013

Pre-applications may be submitted anytime during the Official Pre-Application Period from June 18-July 16, 2012. 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. Applicants are encouraged to submit their pre-applications as early as possible, as those applicants who submit project requests earlier in the Pre-Application Period will be able to begin their full application development sooner.

The final phase noted in the table 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 meeting in March, 2013. More information on the actions associated with this phase is included in [Appendix C](#) Agreement Process and Managing a SNC Grant.

B. Public Information

All information and materials submitted in a grant application become 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. Preservation of Ranches and Agricultural Lands Area of Focus

Grants for Preservation of Ranches and Agricultural Land projects will be allocated to two grant categories and will be awarded in one round. In FY 2012-13, SNC grant funds will be allocated to the Ranches and Agricultural Land area of focus as defined in the SNC Strategic Plan. Ranches and Agricultural Land activities, for the purposes of this grant program, include projects that support the long-term ecological values and economic viability of working ranches and agricultural lands and the health of their associated watersheds.

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. Projects to reduce erosion, restore riparian integrity or provide for natural stream flow and stream structure, including the following:
 - a. Removal, replacement or improvement of structures, roads or stream barriers
 - b. Construction of sediment basins, diversions or filter strips to remove or trap sediment or other pollutants to improve water quality
 - c. Utilization of vegetation on highly erodible areas to stabilize the soil, reduce damage from sediment and runoff into streams, ponds and riparian areas
2. Projects to manage grazing along riparian corridors or meadows, including fencing or new water storage, for the purpose of reducing erosion, improving habitat function, and/or improving water quality
3. Irrigation and water conservation projects to reduce agriculturally induced nonpoint-source pollution, including surface water and groundwater contamination; reduce soil erosion and sedimentation; and/or conserve ground and surface water
4. Meadow restoration to improve habitat and hydrologic function
5. Removal of noxious weeds and restoration of native species in upland, riparian, wetland and aquatic ecosystems to promote natural ecosystem function
6. Protection of ranches and agricultural lands and associated watershed resources (streams, meadows, wetlands) through the use of conservation

easements

7. Grazing management or agricultural management practices that improve overall habitat conditions for habitat or stream connectivity for fish and wildlife species across working landscapes

Category Two grants are for pre-project activities that are necessary to prepare for implementation of a specific future on-the-ground Ranches and Agricultural Lands project that itself would meet the Category One requirements in the Grant Guidelines. Examples of Category Two grant projects include work such as:

1. Acquiring permits for a specific project or set of projects
2. Completing California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) compliance for a specific project or set of projects
3. Performing appraisals for conservation easement acquisitions
4. Performing necessary studies and assessments, and developing necessary project designs related to a specific site or project
5. Preparing plans or supplementing existing plans that will result in a specific project or 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 2012-13 for Category One or Category Two projects related to fee title acquisitions.

An applicant may not combine requests for Category One and Category Two projects in a single grant request. Applicants should consult with SNC staff ([Appendix D](#) SNC Contact Information) 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. 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 2012-13 must be completed no later than the date specified in the grant agreement, but in no case later than March 1, 2017¹

III. Pre-Application Overview

All prospective applicants are required to submit a pre-application for use by SNC staff in determining the eligibility of the applicant and the project relative to the overall SNC grant program requirements and goals. In addition, the pre-application will be reviewed to determine whether there is a feasible path to CEQA compliance². **The pre-application filing period for the SNC Fiscal Year 2012-13 grant program is June 18-July 16, 2012.** The pre-application form is included in this GAP in [Appendix A](#) and also located on the Web site at: www.sierranevada.ca.gov/sncgrants.

Beginning on June 18, 2012, those interested in applying for Proposition 84 funds through SNC can send a completed pre-application to an SNC office ([Appendix D](#) SNC Contact Information for office locations) or electronically to apps@sierranevada.ca.gov, with a subject line of "Pre-application – (Title of project)". All pre-applications **must be received or mailed and postmarked by 5:00 PM on or before July 16, 2012.** Individuals or organizations interested in being considered for funding in this program should contact the SNC Grant Program Contact assigned to the county in which the project is located. The Grant Program Contact can provide information on project eligibility and assistance in completing forms. The list of SNC Grant Program Contacts is located in [Appendix D](#) or on the Web site at www.sierranevada.ca.gov/staffmap

Pre-applications that are received or mailed and postmarked by **5:00 PM, July 16, 2012**, 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 August 14, 2012. 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 will not be accepted.

Please note: Each eligible applicant is **limited to three** pre-application submissions.

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.

² It is important that applicants clearly communicate how CEQA compliance will be achieved. Projects which clearly do not have the ability to comply with CEQA requirements as noted in this document may be disqualified from participation in the 12-13 SNC grant cycle.

A. General Pre-Application Instructions

The SNC pre-application forms are located [here](#). Please read below for specific instructions to help applicants submit a complete, clear and responsive pre-application. Applicants are encouraged to engage in a dialogue with their assigned SNC Grant Program Contact as soon as possible in the process 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. Explain acronyms and abbreviations.
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. All narrative information must be provided in Arial 12 point font and saved in MS Word format with 1 inch margins. Please follow any page limit instructions. Failure to adhere to these limits may result in the pre-application being deemed ineligible, and the SNC declining the submittal of a full application.
5. Do not simply mark a section as “N/A”, but also provide a reason why a given section is not applicable to the project.
6. 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.

B. 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. Project Name should be simple, clear and no more than 10 words in length. If supporting documentation for the project is or will be submitted (i.e., CEQA documentation, permits, appraisals, etc.) the project name should match the name on the supporting documentation.

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 Ranches and Agricultural Lands focus area, Proposition 84 requirements, and the SNC mission and goals. For projects on private lands, describe the public benefit(s) of the project. The project description may not exceed 2 pages (Arial 12 font, 1 inch margins). Submit the project description as a MS Word document along with the Pre-Application form. Do not include photographs, maps, or graphics in the project description. They will be requested with full applications only.

Potential Toxic Contamination - For conservation easement acquisition project sites, applicants must indicate whether they have reason to believe toxic contamination may exist within the project area. Applicants should also identify whether a Phase I or Phase II Environmental Site Assessment (ESA) has been completed regarding property within the project area, and attach any ESA that has been completed. Any questions related to this requirement should be discussed with SNC staff as early in the process as possible.

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 (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 – All grants awarded by the SNC must comply with the California Environmental Quality Act. All applicants must complete the CEQA

portion of the Pre-application. Applicants must also complete the NEPA component of the Pre-application, if applicable (if the project requires approval of a federal agency, has federal funding, or is on federal land).

The CEQA and NEPA compliance statements may not exceed 1 page each (Arial 12 font, 1 inch margins). Submit the compliance statements as a MS Word document along with to the Pre-Application form. 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 site improvement 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 on page 10 in the Grant Guidelines). For site improvement projects, applicants may submit the appropriate land tenure documents along with their pre-application, if they are available at the time of submission. 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.

Attachments Checklist – This is a reminder to double-check that all applicable attachments have been included.

In addition, nonprofit organizations must submit:

1. Articles of Incorporation
2. Bylaws
3. IRS tax-exempt letter

If a nonprofit organization has submitted these documents to the SNC in prior funding cycles and its status has not changed, the applicant may contact the SNC to verify that current documents are on file and, if so, 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.

C. Pre-Application Disqualifications

Prior to submission of pre-application, applicant should double check that all items identified in the pre-application form and directions have been addressed. If ANY of the following items are missing, the pre-application may be disqualified and an invitation to submit a full application will not be issued:

1. Has all contact information for Authorized and/or the Day-to-Day contact been provided, including email addresses?
2. Does project description provide enough detail to allow pre-application reviewers to determine Proposition 84, SNC programmatic and Ranches and Agricultural lands benefits?
3. Has the amount of SNC funding being requested been identified in the pre-application form and has that entry been confirmed?
4. Has CEQA/NEPA status been described and is there a feasible plan for reaching compliance?
5. Did the applicant adhere to the page limit?
6. If applicant is a nonprofit, have all required documents been attached or have you confirmed with the SNC that these items are on file?
 - a. Articles of Incorporation
 - b. Bylaws
 - c. IRS tax-exempt letter
7. If applicant is a tribe, have you confirmed that you are a federally listed tribe and provided that information in the pre-application materials?
8. If you have indicated Not Applicable (N/A) in any response, have you explained the basis for this determination?

**ONLY APPLICANTS WHO ARE DEEMED ELIGIBLE
AND WHO RECEIVE AN INVITATION TO SUBMIT
A FULL APPLICATION ON OR BEFORE
AUGUST 14, 2012, 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 August 14, 2012. 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, Suite 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 October 22, 2012**. Applicants are urged to work with SNC staff to develop and refine their project as soon as an invitation to submit a full application has been received, prior to submitting a full application packet. A full list of SNC grants program contact information can be found in [Appendix D](#) or at www.sierranevada.ca.gov/staffmap.

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 SNC [Grants](#) page of the SNC Web site. Full application forms and sample document formats may also be acquired from SNC offices by request.

The full application includes a limit of 10 pages for the narrative submittal, not counting attachments. All narrative information must be provided in Arial 12 point font with 1 inch margins, and saved in MS Word format. Failure to adhere to this limit may result in loss of points in the evaluation phase. 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:

1. One unbound original with all appropriate signatures
2. One bound copy (any form of binding is acceptable as long as the method keeps the pages of the application together; i.e., stapled, in a binder, spiral bound, stitched, etc.) for review purposes
3. One 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 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 with sufficient time 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 **October 22, 2012**. The SNC is unable to accept on-line or email submittal of full applications at this time.

B. Eligibility Criteria (See pages 5 - 7 in the Grant Guidelines)

In order to be eligible to receive a grant award from the SNC in Fiscal Year 2012-13, all projects must meet **all** of the following criteria:

1. Maintain a direct focus on ranches and agricultural lands (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.

A minimum eligibility and CEQA readiness review will have been completed during the pre-application phase of the SNC process. During the application evaluation phase of this process, referencing new information presented, projects will continue to be assessed for eligibility, including CEQA compliance, and will be evaluated and scored based on the criteria identified in the Grant Guidelines. The total number of points possible is 100³. All of the information provided in the full application will be evaluated 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 the economic viability of Sierra Nevada ranches and agricultural lands

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 [Appendix B1](#) Full Application Checklist.

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 a written explanation of why that determination was made. Applications that are incomplete may not be processed or evaluated by the SNC.

³ Final scores from Category One and Category Two projects will be calculated based on a normalized scale due to the difference in the total points possible for each category.

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 [Appendices B1](#), Full Application Checklist through [B4](#) the Detailed Budget Form. 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](#) Project Information Form 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 Grant Identification Number (**EGID#**) that was assigned to the project through the pre-application process.
- b. Provide the **Project Name** exactly as submitted on the pre-application form. Please limit the project name to 10 words or match the name on any supporting documentation provided with application.
- c. 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.
- d. Provide the summary **Funding and Budget Information** identifying the level of funding being requested from the SNC as well as if the SNC is intended to be the sole funder of the project.
- e. Provide the name and contact information of the **Person with Fiscal Management Responsibility** (with authority to sign the agreement/invoices) and the **Person with Day-to-Day Responsibility for the Grant**. This is only completed if this person is different from the authorized representative or day-to-day contact identified in the pre-application form.
- f. 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. Provide the name and email address for the **Public Water Agency (or agencies) nearest the project**. If unsure, applicants should check with their county to find out how to obtain information about your local water agency.
- g. Choose the **Project Category** that best describes the project, Category One or Category Two, and select the primary deliverable for the project. A single application may not combine Category One and Category Two projects.

1. 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 December 20, 2012**.
2. For conservation easement acquisitions with an expected transfer of long term management responsibilities, applicants must note the intent and, if known, the third party to which the easement will be transferred.

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 B5](#) Sample Resolution #1 and Sample Resolution #2.

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](#) (Full Application Checklist) 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 descriptions should be submitted in a single document – in MS Word format - that adheres to the page limits as noted. Related supporting documents/forms are to be attached per the instructions in the Supplemental and Supporting Documents section following the narrative.

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

All narrative items identified as “Not Applicable” must include a written description in the appropriate narrative section that explains why that item is not applicable.

a. Detailed Project Description Narrative (See Grant Guidelines page 16)

The detailed project description will be the source of information the evaluators will use to determine the project’s consistency with the goals of Proposition 84 (20 points) and the SNC Program goals and mission (20 points). The project description, along with information provided in the rest of the application, will be used to fully understand and assess the project’s purpose, goals and outcomes (25 points).

- 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 the economic viability of Sierra ranches and agricultural lands.

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, and/or if complementary work is being planned or implemented on surrounding properties. Proposals with activities proposed on private lands will also have to identify the public benefit(s) of the proposed funded activities. Conservation easement acquisition proposals must include information regarding the risk of conversion of the property to another use. Such risks include planned or actual development on surrounding lands, etc.

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.
- An Environmental Setting Narrative – A description of the environmental setting, current land uses on and surrounding the project area, proposed changes in land use (if any), and whether the proposed project is consistent with the appropriate jurisdiction’s (city/county) general plan.

b. Workplan and Schedule Narrative - 5 points (See Grant Guidelines page 18)

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, 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 (Category One projects only) - 5 points (See Grant Guidelines page 19)

Restrictions/Agreements: Identify any property restrictions and/or encumbrances that could adversely impact project completion. Also describe any known toxic contamination on a site with a proposed project.

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 2012-13. 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](#) Examples of Agency Permit Requirements in this GAP contains more examples of permitting agencies and the types of permits that may be required.

Category 2 applicants do not have to respond to this requirement.

d. Organizational Capacity Narrative - 5 points (See Grant Guidelines page 19)

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 - 5 points (See Grant Guidelines page 19)**

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 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 [Appendix B1](#) (Full Application Checklist, Section 6 C).

f. **Long-Term Management and Sustainability Narrative - 5 points (See Grant Guidelines page 19)**

1. Category One projects should provide a narrative describing plans and/or planning for the long-term management and sustainability of the project. 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.
2. Category Two projects should describe the plan to procure resources for future implementation of the project. Include information on the identification of funding source(s) for project implementation/completion.

g. **Performance Measures Narrative (See Grant Guidelines pages 16 and 30)**

The [Performance Measures](#) page on the SNC Web site 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 must propose project-specific performance measures at the time of full application submittal. Detailed information and recommended performance measures can be found in Appendix D of the Grant Guidelines (pages 27-32). Applicants may also propose alternative performance measures, which will be subject to the approval of SNC staff if the grant is authorized. In the event that the application is approved for funding, the proposed measure(s) will be finalized in consultation with SNC staff prior to grant agreement approval. Please refer to the Evaluation Criteria, Section IV, for further description of how performance measures will be considered as part of the application.

h. Budget Narrative (See Grant Guidelines page 18)

Examples of information that may be addressed in the Budget Narrative include:

- Description of how the project is cost effective.
- The status of pending expected funding.
- How revenues (if any) will be utilized to benefit the project.
- In-kind support expected to be received from the community, stakeholders and/or beneficiaries, including its dollar value.

This is not an exhaustive list and not all of these will apply to all projects.

6. Supplemental and Supporting Documents

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

a. California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Form and Supplemental Documentation (See Grant Guidelines page 14 and Grant Guidelines Appendix E: California Environmental Quality Act Compliance for more information)

The SNC must comply with The California Environmental Quality Act (CEQA) when it authorizes grants. The SNC will file a Notice of Exemption for projects determined to be exempt from CEQA. For projects requiring a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (EIR), the applicant must provide a document previously adopted by another state or local agency.

All applicants, including federal agencies, must complete and submit the CEQA/NEPA compliance form (Appendix B3: CEQA/NEPA Compliance Form). Please check the box that describes the CEQA status of the proposed project and complete the documentation component of the form. Applicants should also submit any permits, surveys, and/or reports that support the checked CEQA status.

If NEPA is applicable to the proposed project, the applicant must complete the NEPA section of the CEQA/NEPA compliance form (Appendix B3). Please check the box that describes the NEPA status of the project and complete the documentation component of the form. Applicants should also submit any permits, surveys, and/or reports that support the NEPA status.

Other requirements are as follows:

- Attach copies of adopted EIRs (Public Review Draft and Final versions), Negative Declarations or Mitigated Negative Declarations and Initial Studies, or Notices of Exemption, if a public agency has acted to provide CEQA compliance. If the EIR, Negative Declaration, or Mitigated Negative Declaration will be adopted by another public agency within 30 days of application submission, consult with SNC staff to determine if an extension can be granted. Note that under no

circumstance will the SNC accept one of the above CEQA compliance documents more than 30 days after the application deadline.

- If applicable, attach copies of all adopted and relevant NEPA environmental compliance documents, such as a Record of Decision/Draft and Final Environmental Impact Statement, Finding of No Significant Impact/Environmental Assessment, or a Decision Notice/Categorical Exclusion. Applicants should ensure that all environmental documents are current enough to describe the current environmental conditions.

The type, cost, timing, and amount of documentation needed to satisfy CEQA requirements can vary greatly depending on the type and scope of the proposed project and the type of applicant. [Appendix E](#) of the Grants Guidelines describes the requirements for CEQA compliance for this grant program. Applicants are **urged** to consult with SNC staff during the pre-application period as CEQA compliance can require a significant amount of time to complete and can therefore affect your ability to complete a full application.

b. Detailed Budget Form - 5 points (See Grant Guidelines page 18)

Using the Detailed Budget Form ([Appendix B4](#)), 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). All information needed to determine the cost effectiveness of the project should be provided in this form. 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. Applicants should also include financial contributions toward project completion provided by others as well as the cost of performance measure reporting as a cost category when developing the project budget on this form. Note that funding requests should not exceed limits noted in the Grant Guidelines, pages 11 and 13.

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. Direct costs are those that can be easily identified with a particular final cost objective. Examples of direct costs might include:
 - Acquisition of conservation easement
 - Construction or on-the-ground work
 - Services necessary to complete or manage 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 are expenses for ongoing operations, or repair or maintenance, regardless of whether the repair or maintenance may last more than one year. Indirect costs also include costs that have been incurred from common or joint objectives and cannot be readily identified with a particular final costs objective. 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. Administrative expenses may not exceed 15 percent of the total SNC grant request for direct and indirect costs combined. Examples of administrative expenses might include:
 - Personnel time spent creating invoices and compiling supporting documentation for submission to SNC for reimbursement.
 - Portions of rent, utilities, business insurance, communication expenses, office equipment and maintenance expenses
 - Payroll expenses, accounting and/or bookkeeping fees

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. For projects that receive funding from more than one organization or for grantees administering multiple grants, the distribution of administrative costs must be supported by a documented Cost Allocation Plan which includes a description of costs charged to administration as well as the method of allocating each type of cost to the various funding organizations and/or projects. Many organizations have defined cost allocation plans that they may employ. Others may not have used a cost allocation plan or may not be aware of what a cost allocation plan entails. [Appendix H](#) is a sample Cost Allocation Plan which may be helpful in this case.

- Applicants must also identify Other Project Contributions if receiving funding for the project from a source other than the SNC. List the amount expected and the funding entity in the Budget Form.

Budget estimate details such as the status of other funding contributions or explanations of revenues should be included in the Budget Narrative.

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

c. Restrictions, Technical Documents and Agreements (Category One projects only)

- **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.

d. 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.

e. 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.

f. 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.

g. 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 Appraisals. The appraisal must be reviewed by the State Department of General Services 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 **5:00 PM December 20, 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.

SNC procedure for Proposition 84 grants require that all appraisal review determinations from the Department of General Services be treated as final.

- **Conservation Easement Language**

Conservation easement acquisitions acquired with grant funds shall be in perpetuity. The full application must include a copy of the proposed easement language. (In the event of later changes to the easement language, the SNC must be notified in advance of the implementation of the changes.) The instrument creating the conservation easement must guarantee the easement holder's authority, in perpetuity, to enforce the restrictions on use of the property, and to conduct the activities, that are necessary to implement the purposes specified in the application.

SNC staff will review the final proposed conservation easement language for consistency with the assumptions used in the appraisal. Please consult with SNC staff for examples of conservation easement types.

- **Third Party Transfer Acknowledgement Letter**

If the project applicant intends to transfer the responsibility for the project to a third party in the future and that entity is known at the time of the application, the application package must include a letter from the third party “transferee” that indicates it is aware of the responsibility and willing to assume the long-term management of the project.

h. 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 (a grant agreement will not be executed without resolution of land tenure).

- **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.

D. Full Application Disqualifications

Applicants are required to address every item requested in this GAP. Prior to submission of full application materials, applicant should double check that all items identified in the full application checklist and project information form or described in these directions have been addressed. If ANY of the following items are missing the application may be deemed incomplete and the application may be disqualified or points deducted for non compliance:

1. Did you choose a project type? A single application may not combine Category One and Category Two project-types or work into a single application.
2. Have you included and addressed every item in the Full Application Checklist? All checklist items must be addressed and optional items which you deem not applicable to your project must be marked “N/A” and include a written explanation of why that determination was made in the appropriate location in the application materials.
3. Does your narrative submittal conform to the 10 page limit (Arial 12 point font, 1 inch margins, saved in MS Word format)?
4. Did you complete the Project Information form?
 - a. Did you verify that the amount requested matches your detailed budget?

5. Did you attach your authorization to apply or resolution?
6. Did you address every evaluation criteria in your narrative descriptions or if N/A, address the reason you believe the item is N/A in the narrative descriptions?
7. Did you complete your Detailed Budget form and include any additional narrative information that will demonstrate cost effectiveness?
8. Did you address the restrictions/ technical documents and agreements applicable to your project and attach the applicable documents?
9. Did you address the regulatory requirements and permits applicable to your project and attach the applicable documents?
10. Did you complete the CEQA/NEPA form and attach the necessary documents to the application materials?
11. Did you describe the long-term management plans and sustainability for your project and attach the long-term management plan?
12. If your project is a Conservation Easement, did you attach your acquisition schedule, willing seller letter and easement language to the application? Did you also include your appraisal or identify the date by which you will deliver that document to SNC?
13. Did you include land tenure documents with the pre-application? If not, did you include them with your full application materials?
14. Did you attach a site plan?
15. Did you create a CD that includes electronic version of all of the items submitted with your application?

Applicants are strongly encouraged to consult with SNC staff throughout the application process.

Instructions for use of this form:

1. Scroll down and check the box indicating completion of requested information in the appropriate format.

- You can move among the boxes by using your mouse or the "Tab" key.

2. When you have completed the form, print and sign at the bottom.

Please note: Adobe® Reader® does not allow you to save your work. It is very important that you print out your form immediately after completing it.

Appendix A

SIERRA NEVADA CONSERVANCY PROPOSITION 84 GRANT PRE-APPLICATION FORM

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 <i>(Limit name to 10 words or less)</i>			
APPLICANT <i>(Legal name, address, and zip code)</i>			
APPLICANT TYPE <i>(Choose One)</i>			
<input type="checkbox"/> Private-Nonprofit Organization		<input type="checkbox"/> Local Government/Agency	
<input type="checkbox"/> State Government		<input type="checkbox"/> Resource Conservation District (RCD)	
<input type="checkbox"/> Tribal Organization		<input type="checkbox"/> Federal Government	
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 <i>(Describe the Project Purpose, Scope, Proposed Activities and Outcomes)</i>			
The project description may not exceed 2 pages (Arial 12 font, 1 inch margins). Submit the project description as a MS Word document along with the Pre-Application form.			

POTENTIAL FOR TOXIC CONTAMINATION *(for conservation easement acquisition projects only)*

Does applicant have reason to believe the conservation easement site may have toxic contamination? Yes No

If yes, has a Phase I or Phase II Environmental Site Assessment been completed?

Yes No

If yes, which one Phase I ESA Phase II ESA

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 COMPLIANCE

All applicants are required to complete this portion of the Pre-Application.

All grants awarded by the SNC must comply with the California Environmental Quality Act. Under this grant program, the SNC is able to ensure CEQA compliance in the following ways:

- Upon SNC Board authorization, the SNC will act as a Responsible Agency, approving projects based on the appropriate completed and filed CEQA documents for which another local or State government agency has Lead Agency status;
- The SNC may file a Notice of Exemption for projects found to be exempt from CEQA and submitted by nonprofit organizations, federal agencies and tribal organizations;
- The SNC may conclude that a proposed activity is not a “project” under CEQA.

The SNC will not act as the Lead Agency for a Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report.

Please identify the CEQA Lead Agency: _____

(If you believe the project is exempt from CEQA, or if you believe the proposed activity is not a “project” under CEQA, please check the appropriate box below. Document Type:

- Not a project under CEQA.
Please describe why you believe the activity proposed is not a project under CEQA in the CEQA status document noted below.
- Notice of Exemption (NOE) has been/will be completed and filed by _____ (Public Agency) prior to full application deadline of 5:00 p.m. October 22, 2012.
Please indicate which exemption is being claimed. _____
- Notice of Exemption (NOE) *(for nonprofits, federal agencies and tribal organizations only)* SNC is being requested to complete the NOE for this project
Please indicate which exemption you believe is appropriate for your project.
_____ Indicate why your project is exempt in the CEQA status document noted below.

Note: At the time of full application, all applicants, including public agencies that provide a filed Notice of Exemption, will be required to provide a clear and comprehensive description of the physical attributes of the project site, including potential and known special-status species and habitat or cultural resources, in order for the SNC to make a determination that the project is exempt.

- Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report has been/will be completed and a Notice of Determination filed by the Lead Agency listed above prior to the full application deadline of 5:00 pm October 22, 2012. Please identify which document has been/is being prepared.

Note: Applicants must work with a qualified public agency, i.e., one that has discretionary authority over project funding, approval or permitting, to complete the CEQA process for this level of analysis. At the time of full application, the applicant will be required to submit the certified and filed, date-stamped copy of the Notice of Determination and all applicable back up materials, such as the Initial Study, Negative Declaration or Mitigated Negative Declaration, Draft Environmental Impact Report (DEIR), Final EIR, and any surveys, reports, or research materials that were used to support the certification.

Joint CEQA/NEPA Document(Negative Declaration/Finding of No Significant Impact or EIR/Environmental Impact Statement) has been/will be completed and a Notice of Determination filed by the Lead Agency listed above prior to the full application deadline of 5:00 pm October 22, 2012. Please identify which document has been/is being prepared.

DESCRIBE STATUS OF CEQA COMPLIANCE

Has the CEQA documentation referenced above been completed? If not, describe the plans and timeline to complete CEQA documentation before the application due date. The description of CEQA compliance may not exceed 1 page (Arial 12 font, 1 inch margins). Submit the description as a MS Word document along with the Pre-Application form.

I have provided copies of available and applicable permits, studies, surveys or reports with this Pre-application.

State Clearinghouse Number, if applicable _____

NEPA COMPLIANCE For federal applicants, applicants using federal funding, or projects on federal land, describe the plans and timeline for completion of the project’s NEPA documentation.

WHO WAS OR IS THE LEAD AGENCY FOR NEPA? _____

Document Type:

- Categorical Exclusion (NEPA)
- Environmental Assessment & Finding of No Significant Impact (NEPA)
- Environmental Impact Statement (NEPA)

DESCRIBE STATUS OF NEPA COMPLIANCE

What NEPA documentation has been prepared for the project? If none, describe the plans and timeline to complete NEPA documentation before the application due date.

The description of NEPA compliance may not exceed 1 page (Arial 12 font, 1 inch margins). Submit the description as a MS Word document along with the Pre-Application form.

I have provided copies of all available and applicable permits, studies, surveys or reports with this Pre-application.

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

Type

- Fee Title Ownership
- Leaseholder
- Memorandum(s) of Understanding
- 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)*

ATTACHMENTS CHECKLIST

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

- Project description
- Statement of CEQA compliance
- Statement of NEPA compliance, if applicable
- 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 need this statement signed.*

Instructions for use of this form:

1. Scroll down and check the box indicating completion of requested information in the appropriate format.

- You can move among the boxes by using your mouse or the “Tab” key.

2. When you have completed the form, print and sign at the bottom.

Please note: Adobe® Reader® does not allow you to save your work. It is very important that you print out your form immediately after completing it.

Appendix B1

Full Application Checklist

Project Name: _____ EGID#: _____

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

- Completed Application Checklist (EFN: Checklist.pdf)
- Table of Contents (EFN: TOC.doc or .docx)
- Full Application Project Information Form (EFN: fapi.doc or .docx)
- Authorization to Apply or Resolution (EFN: authorization.doc or .docx)
- Narrative Descriptions - Submit a single document (maximum 10 pages, Arial 12 pt font, 1 inch margins) that includes each of the following narrative descriptions (EFN: Narrative.doc or .docx)
 - Detailed Project Description
 - Project Description including Goals/Results, Scope of Work, Location, Purpose, etc.
 - Project Summary
 - Environmental Setting
 - Workplan and Schedule
 - Restrictions, Technical/Environmental Documents and Agreements – Category One projects only
 - Organizational Capacity
 - Cooperation and Community Support
 - Long Term Management and Sustainability
 - Performance Measures
- Supplemental and Supporting documents
 - CEQA/NEPA Compliance Form (EFN: CEQAform.doc or .docx)
 - California Environmental Quality Act (CEQA) documentation (EFN: CEQA.pdf)
 - National Environmental Policy Act (NEPA) documentation (EFN: NEPA.pdf)

Questions? Contact your SNC Program Contact – (530) 823-4670 or 1(877) 257-1212

- b. Detailed Budget Form (EFN: Budget.xls, .xlsx)
- c. Restrictions, Technical/Environmental Documents and Agreements, as applicable
 - Category One projects only
 - Restrictions / Agreements (EFN: RestAgree.pdf)
 - Regulatory Requirements / Permits (EFN: RegPermit.pdf)
- d. Cooperation and Community Support
 - Letters of Support (EFN: LOS.doc, .docx or .pdf)
- e. Long-Term Management and Sustainability
 - Long-Term Management Plan (EFN: LTMP.pdf)
- f. 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)
- g. 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)
 - Third Party Transfer Acknowledgment Letter (if applicable) (EFN: Transfer.pdf)
- h. 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)

Instructions for use of this form:

1. Scroll down and check the box indicating completion of requested information in the appropriate format.

- You can move among the boxes by using your mouse or the "Tab" key.

2. When you have completed the form, print and sign at the bottom.

Please note: Adobe® Reader® does not allow you to save your work. It is very important that you print out your form immediately after completing it.

Appendix B2

Project Information Form

PROJECT NAME (Limit name to 10 words or less)

EGID# _____

APPLICANT NAME (Legal name, address, and zip code)

PROJECT DESCRIPTION: Refer to Sec. IV, 5a in the GAP.

Has the project description been updated from the project description submitted with the Pre-Application form? (Choose One) SAME UPDATED

CONSISTENCY WITH LOCAL GENERAL PLAN

Is this project consistent with the appropriate jurisdiction's (city/county) general plan?

Yes No (If not, explain why not.)

WILLIAMSON ACT STATUS (for conservation easement acquisition projects only)

Is the project enrolled in a Williamson Act contract with the local county? Yes No

If yes, what is the expiration date of the contract? _____

FUNDING AND BUDGET INFORMATION

SNC Grant Request \$ _____

Check if SNC is the sole funder of this project

PERSON WITH FISCAL MANAGEMENT RESPONSIBILITY FOR GRANT CONTRACT/INVOICING

Name and title – type or print

Phone

Email Address

Mr.

Ms.

PERSON WITH DAY-TO-DAY RESPONSIBILITY FOR GRANT (Only include this information if different from pre-application submittal)

Name and title – type or print

Phone

Email Address

Mr.

Ms.

COUNTY ADMINISTRATOR OR PLANNING DIRECTOR CONTACT INFORMATION (*At least one entry with Email address is REQUIRED*)

Name: _____ Phone Number: _____

Email Address: _____

Name: _____ Phone Number: _____

Email Address: _____

NEAREST PUBLIC WATER AGENCY (OR AGENCIES) CONTACT INFORMATION (*At least one entry with Email address is REQUIRED*)

Name: _____ Phone Number: _____

Email Address: _____

Name: _____ Phone Number: _____

Email Address: _____

Please identify the appropriate project category below and provide the associated details
(Choose One – should be the same as the category identified in the pre-application)

- Category One Site Improvement Category Two Pre-Project Activities
 Category One Conservation Easement Acquisition

Site Improvement/Conservation Easement Acquisition

Project Area: _____

Total Acres: _____

SNC Portion (if different): _____

Total Miles (i.e. river or stream bank): _____

SNC Portion (if different): _____

For Conservation Easement Acquisitions Only

- Appraisal Included
 Will submit appraisal by _____

Select one primary Site Improvement/Conservation Easement Acquisition deliverable

- Stream Restoration/Protection
 Management Practices Changes
 Natural Resource Protection
 Infrastructure Development/Improvement
 Conservation Easement

Does the applicant intend to transfer the easement to a third party? Yes No

If yes, is the third party organization known? Yes No If yes, please attach a letter from this organization documenting their willingness to assume the long term management of the project.

Pre-Project Activities

Select one primary Pre-Project deliverable

- Permit Condition Assessment
 CEQA/NEPA Biological Survey
 Appraisal Environmental Site Assessment
 Plan

Appendix B3

CEQA/NEPA Compliance Form

(California Environmental Quality Act & National Environmental Policy Act)

Instructions: All applicants, including federal agencies, must complete the CEQA compliance section. Check the box that describes the CEQA status of the proposed project. You must also complete the documentation component and submit any surveys, and/or reports that support the checked CEQA status. NOTE: There is no page limit requirement on this form. You may use the space you need to fully describe the CEQA/NEPA status of this project.

If NEPA is applicable to your project, you must complete the NEPA section in addition to the CEQA section. Check the box that describes the NEPA status of the proposed project. Complete the documentation component and submit any surveys, and/or reports that support the NEPA status.

For both CEQA and NEPA, submittal of permits is only necessary if they contain conditions providing information regarding potential environmental impacts.

CEQA STATUS

(All applicants must complete this section)

Check the box that corresponds with the CEQA compliance for your project. The proposed action is either “Not a Project” under CEQA; is Categorical Exempt from CEQA; or requires a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report per CEQA.

“Not a Project” per CEQA

1. Describe how your project is “Not a Project” per CEQA:

[Click here to enter text.](#)

2. If appropriate, provide documentation to support the “Not a Project” per CEQA status.

[Click here to enter text.](#)

Categorical Exemption or Statutory Exemption

If a project is categorically exempt from CEQA, all applicants, including public agencies that provide a filed Notice of Exemption, are required to provide a clear and comprehensive description of the physical attributes of the project site, including potential and known special-status species and habitat, in order for the SNC to make a determination that the project is exempt. A particular project that ordinarily would fall under a specific category of exemption may require further CEQA review due to individual circumstances, i.e., it is within a sensitive location, has a cumulative impact, has a significant effect on the environment, is within a scenic highway, impacts an historical resource, or is on a hazardous waste site. Potential cultural/archaeological resources must be noted, but do not need to be specifically listed or mapped at the time of application submittal. Backup data informing the exemption decision, such as biological surveys, Cultural Information Center requests, research papers, etc. should

accompany the full application. Applicants anticipating the SNC to file an exemption are encouraged to conduct the appropriate surveys and submit an information request to an office of the California Historical Resources Information System (CHRIS).

1. Describe how your project complies with the requirements for claiming a Categorical or Statutory Exemption per CEQA:
[Click here to enter text.](#)
2. If your organization is a state or local governmental agency, submit a signed, approved Notice of Exemption (NOE) documenting the use of the Categorical Exemption or Statutory Exemption, along with any permits, surveys, and/or reports that have been completed to support this CEQA status. The Notice of Exemption must bear a date stamp to show that it has been filed with the State Clearinghouse and/or County Clerk, as required by CEQA.
[Click here to enter text.](#)
3. If your organization is a nonprofit or federal agency, there is no other California public agency having discretionary authority over your project, and you would like the SNC to prepare a NOE for your project, let us know that and provide any permits, surveys, and/or reports that have been completed to support the CEQA status.
[Click here to enter text.](#)

-
- Negative Declaration OR**
 Mitigated Negative Declaration

If a project requires a Negative Declaration or Mitigated Negative Declaration, then applicants must work with a qualified public agency, i.e., one that has discretionary authority over project approval or permitting, to complete the CEQA process.

1. Describe how your project complies with the requirements for the use of a Negative Declaration or a Mitigated Negative Declaration per CEQA:
[Click here to enter text.](#)
2. Submit the approved Initial Study and Negative Declaration/Mitigated Negative Declaration along with any Mitigation Monitoring or Reporting Plans, permits, surveys, and/or reports that have been completed to support this CEQA status. The IS/ND/MND must be accompanied by a signed, approved Notice of Determination, which must bear a date stamp to show that it has been filed with the State Clearinghouse and/or County Clerk, as required by CEQA.
[Click here to enter text.](#)

Environmental Impact Report

If a project requires an Environmental Impact Report, then applicants must work with a qualified public agency, i.e., one that has discretionary authority over project approval or permitting, to complete the CEQA process.

1. Describe how your project complies with the requirements for the use of an Environmental Impact Report per CEQA:
Click here to enter text.
 2. Submit the Draft and Final Environmental Impact Report along with any Mitigation Monitoring or Reporting Plans, permits, surveys, and/or reports that have been completed to support this CEQA status. The EIR documentation must be accompanied by a signed, approved Notice of Determination, which must bear a date stamp to show that it has been filed with the State Clearinghouse and/or County Clerk, as required by CEQA.
Click here to enter text.
-

NEPA STATUS

(Applicable to federal applicants, some tribal organizations, and applicants receiving federal funding or conducting activities on federal lands)

Check the box that corresponds with the NEPA compliance for your project.

Categorical Exclusion

1. Describe how your project complies with the requirements for claiming a Categorical Exclusion per NEPA:
Click here to enter text.
 2. Submit the signed, approved Decision Memo and Categorical Exclusion, as well as documentation to support the Categorical Exclusion, including any permits, surveys, and/or reports that have been completed to support this NEPA status:
Click here to enter text.
-

Environmental Assessment & Finding of No Significant Impact

1. Describe how your project complies with the requirements for the use of an Environmental Assessment and Finding of No Significant Impact per NEPA:
Click here to enter text.
 2. Submit the signed, approved Environmental Assessment and Finding of No Significant Impact along with any permits, surveys, and/or reports that have been completed to support this NEPA status.
Click here to enter text.
-

Environmental Impact Statement

1. Describe how your project complies with the requirements for the use of an Environmental Impact Statement per NEPA:
Click here to enter text.
2. Submit the Draft and approved, Final Environmental Impact Statement, along with the Record of Decision and any permits, surveys, and/or reports that have been completed to support this NEPA status.
Click here to enter text.

Appendix B4

SIERRA NEVADA CONSERVANCY PROPOSITION 84 - DETAILED BUDGET FORM

Project Name: _____

Applicant: _____

SECTION ONE				Project Cost Breakdown				
DIRECT COSTS	Units	Unit Cost	Total Cost	Year One (2013)	Year Two (2014)	Year Three (2015)	Year Four (2016)	Total
<i>Description of Cost, Examples:</i>	500	35	17,500.00					\$0.00
<i>Project Management Costs</i>			0.00					\$0.00
<i>Project Consultants</i>			0.00					\$0.00
<i>Project Equipment, Building, Land purchases</i>			0.00					\$0.00
			0.00					\$0.00
			0.00					\$0.00
			0.00					\$0.00
DIRECT COSTS SUBTOTAL:	500	\$35.00	\$17,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECTION TWO				Project Cost Breakdown				
INDIRECT COSTS	Units	Unit Cost	Total Cost	Year One (2013)	Year Two (2014)	Year Three (2015)	Year Four (2016)	Total
<i>Monitoring</i>			0.00					\$0.00
<i>Project materials & supplies purchased</i>			0.00					\$0.00
<i>Publications, Printing, Public Relations</i>			0.00					\$0.00
			0.00					\$0.00
INDIRECT COSTS SUBTOTAL:	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROJECT TOTAL:	500	\$35.00	\$17,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECTION THREE				Project Cost Breakdown				
Administrative Costs (Costs may not to exceed 15% of total Project Cost) :	Units	Unit Cost	Total Cost	Year One (2013)	Year Two (2014)	Year Three (2015)	Year Four (2016)	Total
<i>*Organization operating/overhead costs</i>			0.00					\$0.00
			0.00					\$0.00
			0.00					\$0.00
			0.00					\$0.00
			0.00					\$0.00
ADMINISTRATIVE TOTAL:	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SNC TOTAL GRANT REQUEST:	500	\$35.00	\$17,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECTION FOUR				Years Fund Received				
OTHER PROJECT CONTRIBUTIONS				Year One (2013)	Year Two (2014)	Year Three (2015)	Year Four (2016)	Total
<i>List other funding or in-kind contributors to project (i.e. Sierra Business Council, Department of Water Resources, etc.)</i>								
			0.00					\$0.00
			0.00					\$0.00
			0.00					\$0.00
			0.00					\$0.00
			0.00					\$0.00
			0.00					\$0.00
Total Other Contributions:	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

* Operating Costs should be allocated to the percentage that is applicable to the grant based on your cost allocation methodology and cannot exceed 15% of your total project costs.

Appendix B5
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

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

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 a 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 at (www.sierranevada.ca.gov/other-assistance/sncgrants). 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.

Appendix D

Sierra Nevada Conservancy Contact Information

SNC Offices are located at the following addresses:

Auburn	Mariposa	Bishop	Susanville
(530) 823-4670 11521 Blocker Drive, Suite 205 Auburn, CA 95603	(209) 742-0480 5039 Fairgrounds Rd Mariposa, CA 95338	(760) 872-1120 351 Pacu Lane, Suite 200 Bishop, CA 93514	(530) 257-2500 2950 Riverside Drive Susanville, CA 96130

SNC Grant Program Contacts are:

County	Name	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 Calaveras Tuolumne	Brandon Sanders	(530) 823-4673	bsanders@sierranevada.ca.gov	South Central
Mariposa Madera	Mandy Vance	(209) 742-0482	mvance@sierranevada.ca.gov	South Central
Madera Fresno Tulare Kern	Bobby Kamansky	(559) 287-3311	bkamansky@sierranevada.ca.gov	South East
Alpine Mono Inyo	Danna Stroud	(760) 872-1120	dstroud@sierranevada.ca.gov	East

Questions? Contact your SNC Program Contact – (530) 823-4670 or 1(877) 257-1212

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

Appraisals

REGULATIONS FOR THE SUBMITTAL OF APPRAISAL REPORTS TO THE STATE OF CALIFORNIA FOR THE ACQUISITION OF CONSERVATION LANDS (UPDATED AS OF 2/22/12):

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.

- (a) Appraisal reports shall be prepared and signed 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, Title 10, Section 3701).
- (b) 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.
- (c) 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:
 - (1) Verifiable data on the development potential of the land (e.g., Certificates of Compliance, Tentative Map, Parcel Map, Final Map).
 - (2) A description of what would be required for a development project to proceed (e.g., legal entitlements, infrastructure).
 - (3) Presentation of evidence that sufficient demand exists, or is likely to exist in the future, to provide market support for the development.
- (d) 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).
- (e) Appraisal reports shall include a discussion of implied dedication, prescriptive rights or other unrecorded rights (see Civil Code Sections 801-813, 1006-1009) that may affect value, indicating the extent of investigation, knowledge, 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.)

Questions? Contact your SNC Program Contact – (530) 823-4670 or 1(877) 257-1212

(f) 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.

Note: Authority cited: Section 5096.517, Public Resources Code. Reference: Sections 5096.501 and 5096.517, Public Resources Code.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES (DGS) APPRAISAL SPECIFICATIONS

All appraisals must be completed and signed by a State of California Certified Real Estate Appraiser who certifies that the appraisal is in compliance with the [Uniform Standards of Professional Appraisal Practice](#) as currently adopted by the Appraisal Standards Board of the Appraisal Foundation.

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.).

California Public Agency – Any state agency, board, or commission, any county, city and county, city, regional agency, public district, redevelopment agency or other political subdivision.

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 Lead Agency-The lead agency is the public agency which has the principal responsibility for carrying out or approving a project which may have a significant effect upon the environment. Under CEQA a public agency is any state agency, board, or commission, any county, city and county, city, regional agency, public district, redevelopment agency, or other political subdivision.

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)

Cost Allocation Plan – A plan for equitable distribution of administrative costs for a project that has multiple funding organizations or a grantee that is administering multiple grants. The plan should follow generally acceptable accounting standards. The Cost Allocation Plan to be used for these projects should be retained in accounting files as required in the grant agreement.

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.

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>

NEPA Lead Agency-The federal agency having responsibility for providing compliance with NEPA for a proposed project on federal lands.

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.

Preservation of Ranches and Agricultural Lands – Activities occurring on ranches and farms that result in sustainable economic, ecological, and social benefits to communities, people, and their environments.

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 California public agency, public university, or federal agency.

Public Benefit – Benefits accruing to the general public, clarified in this document with regard to publicly-funded work on private lands. These types of projects must demonstrate benefits (protection, restoration, or improvement of natural resources) beyond the private property in question, in order to be accepted as eligible for potential grant awards.

Ranches and Agricultural Lands – Lands managed to produce goods and commodities from the natural environment (most commonly actively-managed farms and ranches). For purposes of this grant program, production of wood products does not apply. These lands often provide important contributions to habitat, biodiversity, water quality, air quality and open space that benefit everyone.

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

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

Resilience – The ability of an ecosystem to regain structural and functional attributes

that have suffered harm from stress or disturbance.

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.

Revenue – Revenues generated from a project as the direct result of the provision of public funds, excluding funds provided to reimburse expenses.

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.

Appendix H

Sample Cost Allocation Plan

[Grantee Name]

Cost Allocation Plan

Nonprofit organizations may use the following model Cost Allocation Plan (CAP) as guidance. The CAP should be tailored to fit the specific policies of each organization. If your organization's policies are different in any of the categories, please specifically identify the methodology used. Although there are different methodologies available for allocating costs, the methodology used should result in a reasonable and equitable distribution of administrative costs to all bond funding organizations and/or across all grants the organization is administering. Recipients must have a system in place to equitably distribute costs. Considerations in determining an appropriate base for allocating costs include the relative benefits received, the materiality of the cost, and the amount of time and cost to perform the allocation.

[Grantee Name]
COST ALLOCATION PLAN

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that this organization will use to allocate administrative costs to various programs, grants, contracts and agreements.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by *[Grantee Name]*.

The general approach of *[Grantee Name]* in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, activity, etc.
- B. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- C. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

ALLOCATION OF COSTS

The following information summarizes the procedures that will be used by *[Grantee Name]* beginning *[Month/Day/Year]*:

- A. Compensation for Personal Services – Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program’s salaries to the total of such salaries (see Example 1). Costs that benefit all programs will be allocated based on the ratio of each program’s salaries to total salaries (see example 2).
 - 1. Fringe benefits (FICA, UC, and Worker’s Compensation) are allocated in the same manner as salaries and wages. Health insurance, dental insurance, life & disability and other fringe benefits are also allocated in the same manner as salaries and wages.
 - 2. Vacation, holiday, and sick pay are allocated in the same manner as

salaries and wages.

- B. Travel Costs – Allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit more than one program will be allocated to those programs based on the ratio of each program's salaries to the total of such salaries (see Example 1). Travel costs that benefit all programs will be allocated based on the ratio of each program's salaries to total salaries (see Example 2).
- C. Professional Services Costs (such as consultants, accounting and auditing services) - Allocated to the program benefiting from the service. All professional service costs are charged directly to the program for which the service was incurred. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses (see Example 3). Costs that benefit all programs will be allocated based on the ratio of each program's expenses to total expenses (see Example 4).
- D. Office Expense and Supplies (including office supplies and postage) – Allocated based on usage. Expenses used for a specific program will be charged directly to that program. Postage expenses are charged directly to programs to the extent possible. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses (see Example 3). Costs that benefit all programs will be allocated based on the ratio of each program's expenses to total expenses (see Example 4).
- E. Equipment – [Grantee Name] depreciates equipment when the initial acquisition cost exceeds \$x,xxx. Items below \$x,xxx are reflected in the supplies category and expensed in the current year. Unless allowed by the awarding agency, equipment purchases are recovered through depreciation. Depreciation costs for allowable equipment used solely by one program are charged directly to the program using the equipment. If more than one program uses the equipment, then an allocation of the depreciation costs will be based on the ratio of each program's expenses to the total of such expenses (see example 3). Costs that benefit all programs will be allocated based on the ratio of each program's expenses to total expenses (see example 4).
- F. Printing (including supplies, maintenance and repair) – Expenses are charged directly to programs that benefit from the service. Expenses that benefit more than one program are allocated based the ratio of the costs to total expenses. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses (see example 3). Costs that benefit all programs will be allocated based on the ratio of each program's expenses to total expenses (see example 4).

- G. Insurance – Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated based on the ratio of each program's expenses to total expenses (see example 4).
- H. Telephone/Communications – Long distance and local calls are charged to programs if readily identifiable. Other telephone or communications expenses that benefit more than one program will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses (see example 3). Costs that benefit all programs will be allocated based on the ratio of each program's expenses to total expenses (see example 4).
- I. Facilities Expenses – Allocated based upon usable square footage. The ratio of total square footage used by all personnel to total square footage is calculated. Facilities costs related to general and administrative activities are allocated to program based on the ratio of program square footage to total square footage (see example 5).
- J. Training/Conferences/Seminars – Allocated to the program benefiting from the training, conferences or seminars. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's salaries to the total of such salaries (see Example 1). Costs that benefit all programs will be allocated based on the ratio of each program's salaries to total salaries (see Example 2).
- K. Other Costs (including dues, licenses, fees, etc.) – Other joint costs will be allocated on a basis determined to be appropriate to the particular costs. (Grantee should describe methodology for applicable costs).

Example 1

Expense Amount = \$5,000

Costs that benefit two or more specific programs, but not all programs, are allocated to those programs based on the ratio of each program's personnel costs (salaries & applicable benefits) to the total of such personnel costs, as follows:

Grant	Personnel Costs	Percent	Amount Allocated
A	\$ 20,000	20%	\$1,000
C	\$ 30,000	30%	\$1,500
E	\$ 50,000	50%	\$2,500
Total	\$100,000	100%	\$5,000

Example 2

Expense Amount = \$10,000

Costs that benefit **all** programs are allocated based on a ratio of each program's personnel costs (salaries & applicable benefits) to total personnel costs as follows:

Grant	Personnel Costs	Percent	Amount Allocated
A	\$ 20,000	13%	\$1,300
B	\$ 10,000	7%	\$ 700
C	\$ 30,000	20%	\$2,000
D	\$ 40,000	27%	\$2,700
E	\$ 50,000	33%	\$3,300
Total	\$150,000	100%	\$10,000

Example 3

Expense Amount = \$4,000

Costs that benefit two or more specific programs, but not all programs, are allocated to those programs based on the ratio of each program's expenses (direct costs other than salaries & benefits) to the total of such expenses, as follows:

Grant	Program Expenses	Percent	Amount Allocated
A	\$120,000	30%	\$1,200
C	\$130,000	33%	\$1,320
E	\$150,000	37%	\$1,480
Total	\$400,000	100%	\$4,000

Example 4

Expense Amount = \$8,000

Costs that benefit **all** programs will be allocated based on a ratio of each program's salaries to total salaries as follows:

Grant	Program Expenses	Percent	Amount Allocated
A	\$ 120,000	18%	\$1,440
B	\$ 110,000	17%	\$1,360
C	\$ 130,000	20%	\$1,600
D	\$ 140,000	22%	\$1,760
E	\$ 150,000	23%	\$1,840
Total	\$650,000	100%	\$8,000

Example 5

Facilities Expense Amount = \$10,000

Facilities costs are allocated based on square footage. Square footage for each program and general and administrative activity is considered in the analysis. General and administrative facilities costs are **further** allocated to each program based on the square footage of each grant program to the total square footage of all grant programs. The calculation is as follows:

Grant	Square Footage	Percent	Amount Allocated	G&A Allocated	Total Amount Allocated
A	300	30%	\$ 3,000	\$ 340	\$ 3,340
B	100	10%	\$ 1,000	\$ 110	\$ 1,110
C	200	20%	\$ 2,000	\$ 220	\$ 2,220
D	200	20%	\$ 2,000	\$ 220	\$ 2,220
E	100	10%	\$ 1,000	\$ 110	\$ 1,110
G&A	100	10%	\$ 1,000	0	0
Total	1,000	100%	\$10,000	\$1,000	\$10,000