

FINAL DRAFT, JULY 26, 2007



**SIERRA NEVADA
CONSERVANCY**

**SIERRA NEVADA CONSERVANCY PROPOSITION 84
GRANTS PROGRAM**

FUNDED BY

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

PROPOSITION 84

GRANTS APPLICATION PACKET

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.

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TABLE OF CONTENTS

I. Introduction	4
A. Which Grant Should I Apply For?	5
B. Block Grants	5
C. Anticipated Project Completion Time Limits	6
SNC Grants Program Structure	7
II. Competitive Grants and Category 1 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process	8
A. Competitive Grants and the Application Process	8
B. Strategic Opportunity Grants (Category 1) and the Application Process	9
C. Application Checklist	9
1. Application Form	11
2. Authorization to Apply or Resolution	13
3. Project Proposal	18
Proposal Evaluation Criteria	18
4. Project Summary	23
TG – TRIED TO DELETE THIS BREAK, AND IT GOOFED UP FORMAT5. Project Location Map	23
5. Project Location Map	23
6. Site Plan (For Site Improvement/Restoration Projects)	23
7. Topographic Map	23
8. Photos of the Project Site	24
9. Cost Estimate	25
10. Real Estate Appraisal (For Acquisition Projects)	28
11. Acquisition Schedule, Parcel Map, and Willing Seller Letter (For Acquisition Projects)	28
12. Land Tenure (For Site Improvement/Restoration Projects)	28
13. California Environmental Quality Act (CEQA) Compliance	29
14. Leases or Agreements	29
15. Regulatory Requirements	30
D. Selection Process for Competitive and Category 1 Strategic Opportunity Grants	30
III. Category 2 and 3 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process	31
A. SOGs and the Application Process	31
B. Application Checklist	32
1. Application Form	33
2. Authorization to Apply or Resolution	35
3. Project Proposal	40
Proposal Evaluation Criteria	40
4. Project Summary and Budget	41
5. Long-Term Plan	41
6. California Environmental Quality Act (CEQA) Compliance	41
C. SOG Selection Process	41
IV. Grants Contracts Process	43
A. Sample Grants Contracts	43
V. Glossary of Terms	44

I. Introduction

The Sierra Nevada Conservancy (SNC) was established as a new State agency in 2004 to initiate, encourage, and support efforts that improve the environmental, economic and social well-being of the Sierra Nevada Region, its communities, and the citizens of California (Public Resources Code Sections 33300 et. seq.). The SNC reflects a broad mission to be accomplished through a variety of activities in collaboration and cooperation with a wide array of partners. One of these activities is administering grant funds allocated to the SNC through successful bond acts and other sources.

On November 7, 2006, California voters passed Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006. Proposition 84 includes \$54 million for the SNC to distribute to eligible organizations for the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. This allocation from Proposition 84 comprises the first major source of project funding for distribution by the SNC. The allocation of these funds as proposed in the Governor's budget for Fiscal Year 2007-08 is \$17.5 million, subject to legislative approval.

In addition to its Program Guidelines, which provide overall direction for implementation of the SNC's seven program areas, the SNC has created specific Proposition 84 Grants Guidelines governing eligibility and distribution of the \$54 million made available through Proposition 84. Both of those documents are available on the SNC website at (www.sierranevada.ca.gov) and in hard copy or on CD by request at the headquarters office: 11521 Blocker Dr., Suite 205, Auburn, CA 95603, 530-823-4670.

This Proposition 84 Grants Application Packet is a companion piece designed to pull together in one place all the pertinent parts of the Grants Guidelines document, as well as all forms and other information necessary for successful application to the SNC Proposition 84 Grants Program. Additional such guidelines and requirements will be developed for future funding sources as they become available.

This packet is divided into five sections. The first section is this Introduction. Sections II and III address the application process and include forms necessary for the different types of Competitive and Strategic Opportunity Grants being administered by SNC under this funding source. Section IV includes a brief discussion of the grant contract process required if a grant is authorized. Section V includes a Glossary of Terms.

For ease of reference, material in this Proposition 84 Grants Application Packet has been copied directly from the SNC Program and Grants Guidelines wherever possible, so applicants may notice substantial overlap between the documents. However, applicants are strongly encouraged to thoroughly review the Program and Grants Guidelines documents for important information on related topics – such as applicant and project eligibility – that do not appear in this Application Packet.

Applicants may consult with SNC staff regarding any questions and/or to determine the most appropriate type of grant opportunity for potential projects. Applicants are also encouraged to regularly consult the SNC Web site at www.sierranevada.ca.gov for the most current information involving Proposition 84 and other future funding sources. Sample grants contracts for each of the Proposition 84 project types are included in a separate document (known as **Sample Grants Contracts**) for applicants who want more information about the administrative requirements once a grant is authorized.

A. Which Grant Should I Apply For?

The Sierra Nevada Conservancy offers Proposition 84 grants in two categories: (1) Competitive Grants and (2) Strategic Opportunity Grants (SOGs).

Competitive Grants are authorized for acquisition or site improvement/restoration projects of between \$100,000 and \$1,000,000. Applications for Competitive Grants are solicited, reviewed, and authorized on an annual cycle and must be authorized by the SNC Board of Directors.

SOGs are available on an ongoing basis, subject to available funding. SOGs are divided into three categories (see SNC Grants Program Structure chart) based on project type and size of grant being requested. Category 1 and Category 3 SOGs must be authorized by the SNC Board at a noticed Board Meeting; Category 2 SOGs can be authorized by either the Executive Officer or the Board, depending on timing needs.

When deciding which category of grant to apply for, there are three primary considerations:

1. Type of project (acquisition or site improvement/restoration vs. other types)
2. Size of grant request
3. Timing factors or other special needs.

NOTE: The application requirements and forms are the same for all acquisition and site improvement/restoration projects, regardless of whether an applicant is applying for a Competitive Grant in the annual grant cycle or for a SOG Category 1 grant of less than \$100,000 on a rolling cycle.

B. Block Grants

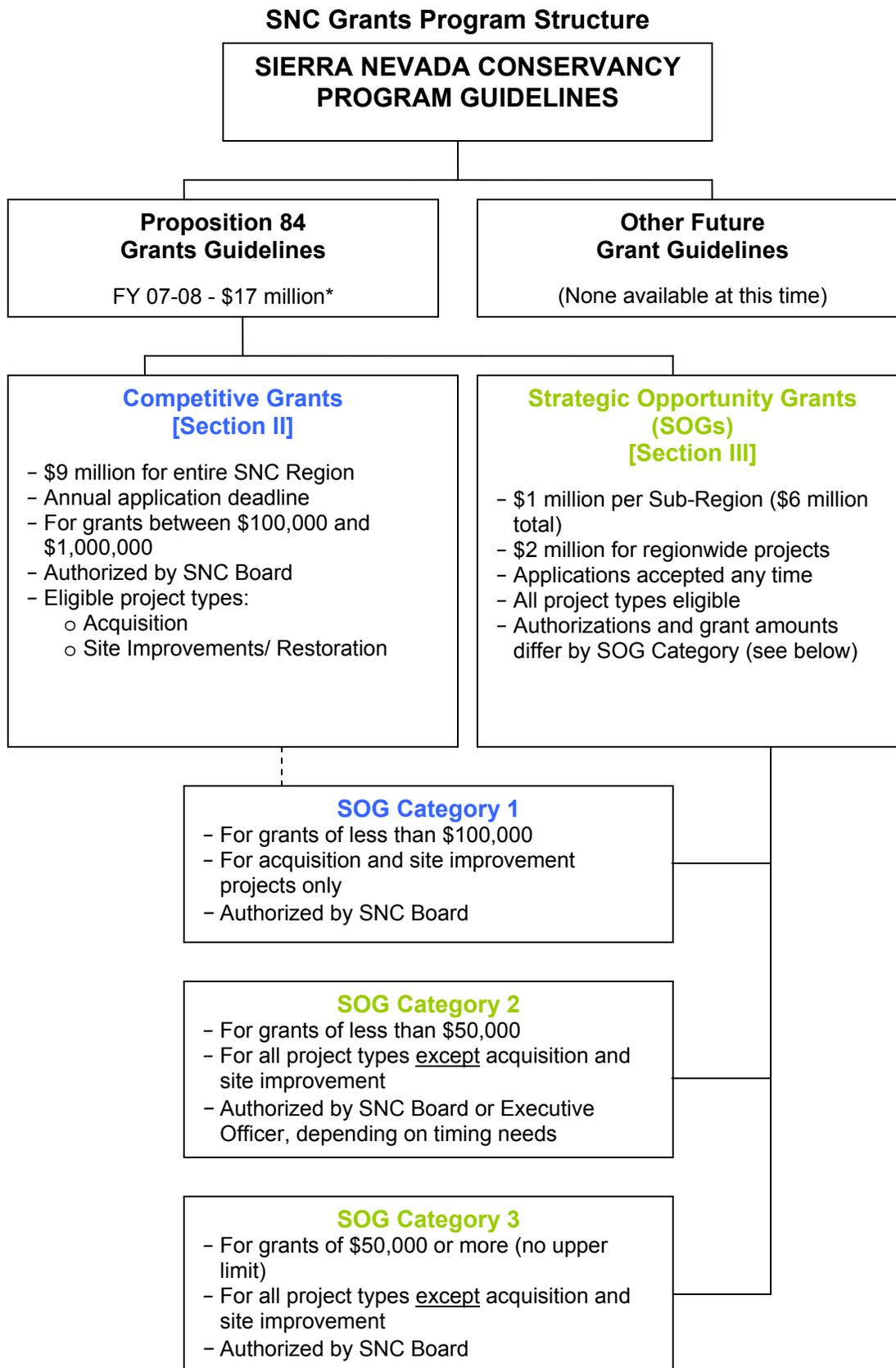
For SOGs only, an applicant may submit grant applications for a number of like projects, with the intent that they all be administered by the applicant. This approach is intended to minimize administrative effort for both the SNC and project proponents. Project “blocks” could include a wide variety of activities including, but not limited to, fire safe projects, habitat protection/enhancement efforts, mapping or other information technology projects, invasive species eradication, or educational efforts.

Each project, in addition to being similar in nature, would need to meet Guideline

requirements, and be within grant category funding limits for the individual project. A summary sheet listing all of the projects, the rationale for clustering them, and the proposed administering agency, must be provided along with the individual applications. Each individual project application will still be subject to review, and the SNC will reserve the right to fund a portion of the overall package.

C. Anticipated Project Completion Time Limits

The SNC anticipates that grantees will have a maximum of three years to complete work on an approved project, dating from the time that a grant is authorized. However, this limit is subject to final control language in the State's budget, and will therefore not be determined for a given fiscal year (July 1 – June 30) until the approval of the State budget for that year.



* Subject to legislative approval

II. Competitive Grants and Category 1 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process

The SNC offers grants for acquisition and/or site improvement/restoration projects under two programs, the Competitive Grant program and the Strategic Opportunity Grant (SOG) program, Category 1. This section outlines the process and requirements for applying for acquisition or site improvement/restoration funding under these two programs. For information on the process and requirements for other types of projects, please see Section III on SOGs, Categories 2 and 3.

A. Competitive Grants and the Application Process

Project applications will be solicited, reviewed, and authorized on an annual cycle. The most current schedule will be provided on the SNC Web site. Competitive Grants of between \$100,000 and \$1,000,000 will be given in two primary categories:

- 1) Acquisition projects, including less than fee title (conservation easements, purchase of development rights, etc.) and fee title, as well as water rights (in all cases only with willing sellers). Grants for acquisition of real property may include funds to pay down or retire real property debt previously incurred by an eligible applicant in connection with the applicant's acquisition of a real property interest that satisfies grant requirements. **NEED MORE INFORMATION ON WATER RIGHTS – NO DETAIL**
- 2) Site improvement/restoration projects.

For Competitive Grants, applicants will be required to submit a complete application packet to the SNC by the posted deadline. All application materials and forms will be available from the SNC Web site or SNC offices by request. Some application items may be submitted electronically. Please consult with SNC staff to coordinate submittal and ensure receipt. Hard copies of all signature pages must be sent to the SNC and postmarked by the posted due date. If an application is submitted as a hard copy, it should be an unbound original with all appropriate signatures, and delivered to the SNC at: 11521 Blocker Drive, Suite 205, Auburn, CA 95603. Hard copy submittals delivered by mail must be postmarked by the due date. All of the above requirements apply to Category 1 SOGs as well, but there will be no fixed deadline.

Each application must include a Table of Contents with the remaining documents in the order listed on the enclosed checklist. All pages shall be numbered (handwritten numbers are acceptable).

NOTE: An applicant may submit applications for more than one project; however, each project must have its own application.

Letters of support are not required; however, they may be submitted any time prior to the Board's consideration of proposals. Letters of support should be directed to the

applicant and submitted only to SNC headquarters in Auburn. To maintain fairness for all competitors, SNC staff will be able to provide information and assistance in developing Competitive Grant applications only to the point of submission.

B. Strategic Opportunity Grants (Category 1) and the Application Process

SOG grants in general are intended to provide the SNC flexibility to address various needs and time-sensitive opportunities for all project types in all program areas consistent with Proposition 84. SOGs in Category 1 are specific to acquisition and site improvement projects of less than \$100,000. These applications may be submitted at any time, and must be authorized by the Board at a noticed Board Meeting.

To apply for a grant in this category, applicants should consult with SNC staff to determine specific information needed prior to a grant application. This may include a pre-project description no more than one page long. Applicants should submit a grant application following consultation with SNC staff. The grant application will be evaluated by SNC staff for completeness and compliance with program requirements.

C. Application Checklist

For both the Competitive Grants and the Category 1 SOGs, the project application shall consist of one copy of each of the items listed on the checklist below, in the order in which they appear on the checklist. Each item is explained in more detail on the following pages, with examples given where appropriate.

1. Application Form
2. Authorization to Apply or Resolution
3. Project Proposal
4. Project Summary
5. Project Location Map
6. Site Plan (For site improvement/restoration projects)
7. Topographic Map
8. Photos of the Project Site
9. Cost Estimate
10. Real Estate Appraisal (For acquisition projects)
11. Acquisition Schedule, Parcel Map, and Willing Seller Letter
(For acquisition projects)
12. Land Tenure (For site improvement/restoration projects)
13. California Environmental Quality Act (CEQA) Compliance

- 14. Leases or Agreements
- 15. Regulatory Requirements

1. **Application Form**

The following application form must be completed and signed by the applicant's authorized representative.

2. Authorization to Apply or Resolution

Provide a copy of documentation authorizing applicant to submit application. Sample resolutions are provided on the following pages. In the event that a resolution is not feasible, a letter signed by a board officer indicating the board's support of the project, and authorizing submittal of the project grant application, would be acceptable.

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

SAMPLE RESOLUTION

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]	Resol. No: _____ Date: _____
--	-------------------------------------

Section II

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:

1. Approves the submittal of an application for the _____ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. 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
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. 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__.

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

SAMPLE RESOLUTION

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]

Resol. No: _____

Ord. No: _____

First Reading: _____

Section II

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:

1. Approves the submittal of an application for the _____ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. 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
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. 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).

3. **Project Proposal**

Provide a written proposal which answers each question or responds to each statement in the Proposal Evaluation criteria as it pertains to the project.

Limit the project proposal to no more than 10 pages, 8 ½” x 11” paper, single-sided, double-spaced, with 12-point font. Attachments do not count as part of the 10 pages. Any pages beyond the 10-page limit will neither be reviewed nor counted in the scoring of the application.

Proposal Evaluation Criteria

The information provided in the project proposal will allow the SNC to evaluate the competing grant applications based on the criteria described below.

In order to be eligible for Proposition 84 funding, a project must:: a) contribute to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources, AND b) address one or more of the SNC program goals.

Projects will be evaluated on a variety of criteria in order to determine which projects will provide the greatest contribution to achieving the SNC’s mission, consistent with the requirements of Proposition 84.

Project proposals must provide information addressing each of the following criteria:

(The total number of points possible for each application is 100).

NOTE: In evaluating proposals for Category 1 SOG funding, the SNC will consider the criteria used to evaluate competitive grant applications; however, a point system will not be utilized. SOG recommendations will be made at the discretion of SNC staff and the Executive Officer, consistent with the Strategic Plan and Proposition 84 Grants Guidelines.

A. Land and Water Benefits (Maximum of 25 points)

Describe how the project contributes to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Include how the project provides direct and indirect benefits, avoids adverse impacts, and addresses existing or potential threats to water and watersheds and other natural resources. Include a description of what is occurring on surrounding lands and the effect it may have on the project’s sustainability. Describe how the investment of public funds will lead to long-term benefits.

Points will be awarded based on the degree to which the project benefits the identified resources.

B. SNC Program Goals (Maximum of 25 points)

Describe how the project addresses one or more of the SNC program goals listed below. Provide information for each of the program goals that the project addresses.

1. Provide increased opportunities for tourism and recreation.
2. Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
3. Aid in the preservation of working landscapes.
4. Reduce the risk of natural disasters, such as wildfires.
5. Protect and improve water and air quality.
6. Assist the regional economy through the operation of the SNC's program.
7. Undertake efforts to enhance public use and enjoyment of lands owned by the public.

Points will be awarded based on the degree to which the project provides multiple benefits.

C. Implementability (Maximum of 15 points)**Acquisition Projects**

Address each of the following, as appropriate:

1. Workplan and schedule
In the workplan, describe the project's tasks, deliverables, and schedule. Address the factors affecting the acquisition's timeline and completion, and how these factors will be addressed. Describe how the project will be implemented in a timely manner.
2. Budget
This section refers to the Cost Estimate. Please reference this document (Checklist Item 9) to support your narrative answers.
 - a) Describe any monetary and/or in-kind support that is a part of the project.
Note: Other contributions to the project are not required to receive a grant; however, projects that include other sources of funds will be more competitive.
 - b) Identify the source and amount of funds already committed to the purchase and maintenance of the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
 - c) Explain how the project will be completed using grant funds and other sources of funds, and explain the timing of availability of all funding.
 - d) If a project depends on other funding sources, describe how the portion of the project to be funded by the SNC can be implemented by itself.
3. Status of technical documents and agreements
Applications that have completed all applicable planning, such as appraisals, completed and adopted environmental documentation, necessary resolutions, letters of intent, and all other items included in the application checklist will be

scored higher.

- a) Agreements and commitments from project partners (type of documentation flexible)
- b) CEQA compliance
- c) Appraisal
- d) Preliminary title report
- e) Property restrictions and/or encumbrances, easements, mineral rights
- f) Negotiations of terms of sale, option to purchase, or easement with a willing seller
- g) Phase I or Phase II Environmental Assessment (Toxics Report)

Site Improvement/Restoration Projects

1. Workplan and Schedule
 - a) In the workplan, describe the project's tasks, deliverables, and schedule.
 - b) Address the factors affecting the project's timeline and completion, and how these factors will be addressed. Describe how the project will be implemented in a timely manner.
2. Budget

This section refers to the Cost Estimate. Please reference this document (Checklist Item 9) to support your narrative answer.

 - a) Describe any monetary and/or in-kind support that is a part of the project. Note: Other contributions to the project are not required to receive a grant; however, projects that include other sources of funds will be more competitive.
 - b) Identify the source and amount of funds already committed to the implementation and maintenance of the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
 - c) Explain how the project will be completed using grant funds and other sources of funds, and explain the timing of availability of all funding.
 - d) If a project depends on other funding sources, describe how the portion of the project to be funded by the SNC can be implemented by itself.
3. Indication of the land tenure held (See Item 12 on this checklist for more information)
4. Status of technical documents and agreements

Applications that have completed all applicable planning, such as issuance of all necessary permits, completed and adopted environmental documentation, necessary resolutions, and all other items included in the application checklist will be scored higher.

 - a) Commitments from project partners (type of documentation flexible)
 - b) CEQA compliance
 - c) Permitting
 - d) Property restrictions and/or encumbrances, easements, mineral rights
 - e) Availability of labor and materials

Points will be awarded based on the degree to which the project is implementable on a timely basis.

D. Cooperation and Community Support (Maximum of 10 points)

1. Describe demonstrated community support and project partners.
2. Describe the efforts to include various stakeholders in planning and/or implementation of the project. Provide information on the following:
 - a. Consultation and cooperation with local, State, and federal agencies, including methods used to solicit participation.
 - b. The use of stakeholders in designing and/or implementing the project, including methods used to solicit participation.
3. Any project opposition, explanation of the nature of the concerns, and how they have been addressed.
4. Explain how the project will provide educational opportunities about the Sierra Nevada, the SNC, and the project area for children, schools, and communities.
5. Describe the potential affect the project may have upon various plans, including general plans, recreation plans, urban water management plans, and groundwater management plans, as well as the potential impact these plans may have on the long term sustainability of the project.
6. Explain how the benefits of the completed project would be communicated to local and regional media; elected and agency officials from within the region; elected and agency officials from outside the region; non-governmental and business partners; and others.

Points will be awarded based on the degree to which the project exhibits cooperation and community support. (For projects that have confidentiality requirements, applicants should consult with SNC staff prior to submission).

E. Project Management and Adequacy of Design (Maximum of 10 points)

Describe the capability of applicant agency and/or partners to provide for all relevant aspects of an integrated management process that includes project planning, acquisition, restoration, monitoring, operation, and maintenance. The applicant should demonstrate that staff or partners involved in the project will utilize all the applicable basic elements of a project management process. Provide information on the following:

- Fiscal partners and their roles in the project as related to the workplan
- Applicant's or partners' demonstrated ability or type of training received to implement the proposed project.
- All elements of a management process including:
 - The appropriate up-front planning that demonstrates the project need;

- The expertise needed to complete the project within the applicant’s organization or its partners’;
- Utilizing appropriate design to obtain maximum sustainability of the proposed project;
- A demonstrated ability to design the project to minimize impact to the natural and cultural resources;
- Construction techniques that utilize aesthetic design and compatible or renewable material resources (for site improvement/restoration projects); and
- A monitoring and maintenance process that keeps the proposed project at intended standards.

Points will be awarded based on the degree to which the project demonstrates management capacity and adequacy of design.

F. Sustainability, Long-Term Management and Maintenance (Maximum of 10 points)

1. Describe how the project is sustainable (involves an activity that can be repeated over a long period of time without causing damage to the environment and community). Describe the sustainability of the project in the context of the surrounding land uses including the potential impacts to surrounding lands and the potential impact that future activities on surrounding lands may have on the project area.

2. Site improvements and properties acquired with grant funds, including less than fee title acquisitions, must be maintained to protect the value of the resource. Long-Term Management Plans for site improvement/restoration projects shall be for a minimum of 10 years or for a period determined to be necessary for successful project implementation. Long-Term Management Plans for property or easement acquisitions shall be in perpetuity. Requirements for the Long-Term Management Plan are as follows:
 - a. Describe the long-term management plan (e.g., weed control, mosquito abatement, fencing, etc.) of the resource, including:
 - i. What is planned for the long-term management?
 - ii. Who will perform the long-term management? Describe the individual’s or organization’s experience in managing this type of resource.
 - iii. How will the ongoing management be funded?

 - b. What, if any, future modifications/improvements may be considered for the resource (e.g., habitat improvement/restoration, recreation, public access, etc.)? How would the property continue to meet the program requirements with these improvements?

- c. For conservation easements, describe your plan for stewardship, and address ongoing funding to support the terms and conditions of the stewardship plan.

Points will be awarded based on the degree to which the project demonstrates sustainability and provides for long-term management.

G. Model Project Values (Maximum 5 points)

Describe how the project is useful as a model in the program area or in other sub-regions, if appropriate (i.e. innovative partnerships, approaches, problem-solving or research).

Points will be awarded based on the degree to which the project represents a potential model or utilizes innovative approaches.

4. Project Summary

Provide a summary (one-page maximum) that explains the project. The summary will not be scored.

5. Project Location Map

Provide a city or county map with enough detail to allow a person unfamiliar with the area to locate the project, and to understand the basic land uses surrounding the project.

6. Site Plan (For Site Improvement/Restoration Projects)

For projects involving restoration, 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 if appropriate.

7. Topographic Map

(For site improvement/restoration projects)

Submit a topographic map (applicant to specify scale) that is detailed enough to identify the project elements as described in the grant scope, and include all parcels (owned or leased) that are part of the project site. As applicable, depict the project in relation to surrounding resources, including the affected watershed and where the project is located within the watershed. Also, include information on vegetated areas, creeks, wetlands and other features, including archaeological sites and existing roads and trails. Describe and locate any existing buildings on the project

site.

OR

(For acquisition projects)

Submit a topographic map (applicant to specify scale) showing parcels to be acquired. As applicable, depict the project in relation to surrounding resources, including the affected watershed and where the project is located within the watershed. Also, include information on vegetated areas, creeks, wetlands, and other features such as archaeological sites and existing roads and trails. Describe and locate any existing buildings on the project site.

8. **Photos of the Project Site**

Submit no more than 10 photos to show the area(s) to be restored, protected, or acquired.

9. Cost Estimate

Provide details on project costs; sample cost estimates for acquisition and site improvement/restoration projects follow. List grant funds and the amount of other sources of funds to be used on the project. Contingency funds are included as a line item to cover unforeseen expenses or unanticipated increases in costs.

Sample Cost Estimate

FORM FOR LAND ACQUISITIONS

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

Project Title: Sample				
Assessor's Parcel Number(s)	Acreage	Indicate fee or Easement	Willing Seller Name and Address	
Acquisition Cost Estimate				
	Total Costs	SNC Grant	Other Sources of Funds (specify by name)	
1. Estimated Fair Market Value of property				
2. Relocation Costs				
3. Preliminary Title Reports				
4. Escrow Fees, Title Insurance, Closing Costs				
5. Surveying (limited boundary line adjustment)				
6. Direct Administrative Staff and Consultant Costs (limited to 15% of grant)				
7. Costs for State Approval of Appraisal, Transaction Review etc. (use \$10,000 per escrow)				
8. Contingency (Not to exceed 10%)				
9. Grand Total				

Section II

SAMPLE PROJECT BUDGET
Site Improvement/Restoration Projects

Project Name:

Funds Received	Amount
Source 1	\$
Source 2	\$
Source 3	\$
	\$
Total Funding	\$

Project Expenses (by category)	Amount
Expense 1	\$
Expense 2	\$
Expense 3	\$
Directly Related Administrative Expenses (not to exceed 15% of grant)	
Contingency (not to exceed 10% of grant)	\$
Total Cost	\$

Section II

10. Real Estate Appraisal (For Acquisition Projects)

Submit a copy of a real estate appraisal conducted by a California licensed real estate appraiser. Applicants may provide an estimated value at the time of application, but must provide a completed appraisal, for state review as soon as possible. All appraisals will require state review and approval prior to the noticed SNC Board Meeting at which the grant application would be considered for authorization.

11. Acquisition Schedule, Parcel Map, and Willing Seller Letter (For Acquisition Projects)

Provide an acquisition schedule outlining the acreage and parcel number(s) to be acquired, estimated acquisition date, and appraised value of each parcel to be acquired. If applicable, include the estimated cost of any relocation resulting from displacement of any eligible person or business. Land or interests in land acquired with grant funds shall be acquired from a willing seller. Provide a letter from the seller(s), which indicates a willingness to sell or other documentation that the property is for sale. All acquisitions, including less than fee title (easements) shall be in perpetuity. In addition, for easements, submit a copy of the proposed easement language. Easement agreements must guarantee the authority, in perpetuity, to use the property for the purposes specified in the application.

Please consult with SNC staff for examples of conservation easement types.

12. Land Tenure (For Site Improvement/Restoration Projects)

Applicants must certify to the SNC that they have adequate tenure to, and site control of, properties to be improved.

Adequate tenure includes, but is not limited to:

- Fee title ownership.
- An easement necessary for completion of the project consistent with the terms and conditions of the grant contract.
- Agreements where the applicant has adequate site control* for the purposes of the project.

* Adequate site control is the power or authority to: Conduct activities that are necessary for completion of the project consistent with the terms and conditions of the grant contract.

If property is owned in fee title, applicants can include the recordation number(s) on the application form or on a separate sheet attached to the application form. Recordation numbers are found on the deed or may be obtained through the applicable county recorder's office. If property is not owned in fee title, provide documentation (lease, easement, agreement, etc.) verifying that the land tenure

requirement has been met.

Land Tenure Requirements – Alternate Process

When an applicant does not have tenure at the time of application, but intends to establish tenure via an agreement that will be signed upon grant authorization, the applicant may choose to follow the alternate land tenure process by:

- Submitting a copy of the proposed agreement, as well as letters from the applicant and the prospective landlord in which each commits to sign the proposed agreement should the application be successful.

Once a project has been authorized for funding, the applicant must submit a fully-executed agreement which meets the land tenure requirements within 30 days of Board authorization to execute the grant contract.

13. **California Environmental Quality Act (CEQA) Compliance**

The applicant is required to comply with CEQA for all projects. Applicants should consult with SNC staff as soon as possible regarding the appropriate process and documents required. Applicants are also encouraged to refer to <http://ceres.ca.gov/ceqa/> for additional information about CEQA review.

State or local agency applicants must complete the CEQA process by filing a Notice of Exemption or a Notice of Determination with the State Clearinghouse no later than two weeks prior to the noticed SNC Board Meeting at which the Board would consider project applications.

The SNC will generally serve as a responsible agency for purposes of CEQA compliance for Proposition 84 SNC grants. However, in extenuating circumstances, the SNC may serve as a lead agency.

14. **Leases or Agreements**

Provide a list of all other leases, agreements, memoranda of understanding, etc., affecting project lands or the future operation and maintenance thereof (if applicable), excluding those relevant to land tenure, which should be included under item 12 (page 29). If not applicable, state that it is not applicable, and provide the reason(s) why.

15. Regulatory Requirements

Provide a list of existing and additional required permits, whether an application has been filed, contact information for the permitting agency staff, information on the status of each application, and an indication of when permit approval is expected. If not applicable, state that it is not applicable, and provide the reason(s) why. Examples of potential permitting agencies include:

- California State Lands Commission
- California Department of Fish and Game
- US Fish and Wildlife Service
- US Army Corps of Engineers
- Regional Water Board
- State Historic Preservation Office
- California Native American Heritage Commission
- Local government agencies

D. Selection Process for Competitive and Category 1 Strategic Opportunity Grants

- Applicants submit a complete grant application to the SNC by the deadline. (Fixed deadline applies only to Competitive Grants.)
- Application reviewed by staff for completeness and eligibility.
- Complete, eligible applications evaluated by the SNC staff. In evaluating projects, SNC staff may involve other parties as necessary and appropriate.
- In evaluating applications, SNC may consider authorizing partial funding with concurrence from grant applicant and with agreement that meaningful progress toward the goal can be made.
- Site visits will be scheduled as necessary and appropriate; scores may be adjusted as a result of the site visit.
- The SNC staff recommends projects for funding to the Board.
- The Board determines the final authorizations.

III. Category 2 and 3 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process

SOG grants will be available on an on-going basis contingent upon availability of funds. SOG Category 2 and 3 grants are intended to provide the SNC flexibility to address various needs and time-sensitive opportunities for all project types except acquisition and site improvement/restoration grants in all program areas consistent with Proposition 84. Acquisition and site improvement/restoration projects are covered under Competitive Grants and Category 1 SOGs.

Category 2 and 3 SOGs may be used for activities including, but not limited to:

- Initial project planning & development
- Environmental review
- Appraisal services
- Capacity-building
- Educational efforts
- Research
- Publications
- Events
- Procurement of equipment to ensure protection of water resources and related landscapes
- Monitoring and assessments

In addition, Category 2 SOGs **only** may be used for funding for staff, provided that the staff activity results in tangible outcomes consistent with Proposition 84 and that the funding is one-time in nature.

SOG Category 2 grants are for projects less than \$50,000, and SOG Category 3 grants are for projects \$50,000 or more. There is no upper limit on Category 3 SOG authorization size, subject to fund availability.

A. SOGs and the Application Process

Applicants should first consult with SNC staff to determine the specific information needed prior to a grant application. This may include a pre-project description not more than one page long. Applicants will then submit a grant application, which will be evaluated by the SNC staff for completeness and compliance with program requirements.

All application materials and forms will be available from the SNC Web site or SNC offices by request. Some application items may be submitted electronically. Please consult with SNC staff to coordinate submittal and ensure receipt. Hard copies of all signature pages must be sent to the SNC and postmarked by the posted due date. If submitted as a hard copy, the application should be an unbound original with all appropriate signatures, and delivered to the SNC at: 11521 Blocker Drive, Suite 205,

Auburn, CA 95603.

B. Application Checklist

The project application shall consist of one copy of each of the items listed on the checklist (below), in the order in which they appear on the checklist. Each item is described in more detail on the following pages, with examples where appropriate.

1. Application Form
2. Authorization to Apply or Resolution
3. Project Proposal
4. Project Summary and Budget
5. Long-Term Plan
6. California Environmental Quality Act (CEQA) Compliance

1. **Application Form**

The application form must be completed and signed by the applicant's authorized representative.

**SIERRA NEVADA CONSERVANCY
PROPOSITION 84 PROGRAM APPLICATION**

(Each site shall be considered a project; each project will have its own application.)

1. PROJECT NAME	2. PROJECT TYPE <i>(Check 1 box only)</i> Strategic Opportunity Grants Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/>
3. TYPE OF ACTIVITY	
<input type="checkbox"/> Initial project planning & development	<input type="checkbox"/> Educational efforts
<input type="checkbox"/> Environmental review	<input type="checkbox"/> Research
<input type="checkbox"/> Appraisal services	<input type="checkbox"/> Publications
<input type="checkbox"/> Capacity-building	<input type="checkbox"/> Events
<input type="checkbox"/> Procurement of equipment to ensure protection of water resources & related landscapes	
<input type="checkbox"/> Other <i>(please specify)</i> _____	
4. APPLICANT <i>(Agency name, address, and zip code)</i>	
5. APPLICANT'S AUTHORIZED REPRESENTATIVE	
<i>Name and title – typed or printed</i>	<i>Email Address</i>
	<i>Phone</i>
6. PERSON WITH DAY-TO-DAY RESPONSIBILITY FOR ADMINISTRATION OF THE GRANT <i>(If different from Authorized Representative)</i>	
<i>Name and title – typed or printed</i>	<i>Email Address</i>
	<i>Phone</i>
7. Grant Request Amount	\$ _____
Other Sources of Funds Amount	\$ _____
TOTAL PROJECT COST	\$ _____
8. PROJECT ADDRESS <i>(Include zip code)</i>	
9. COUNTY	NEAREST INCORPORATED CITY (Is project within city limits?)
10. SUMMARY OF WORK TO BE COMPLETED <i>(Items of work to be completed with SNC Proposition 84 Funds. Do not include Project merits.)</i>	

Section III

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

Signed *(Authorized Representative)*

Date

Name and Title *(print or typed)*

2. Authorization to Apply or Resolution

Provide a copy of documentation authorizing applicant to submit application. Sample authorizing resolutions follow. In the event that a resolution is not feasible, a letter signed by a board officer indicating the board's support of the project, and authorizing submittal of the project grant application, would be acceptable.

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

SAMPLE RESOLUTION

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]	Resol. 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

Section III

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:

1. Approves the submittal of an application for the _____ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. 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
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. 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__.

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

SAMPLE RESOLUTION

Before the Board of Supervisors

County of _____, State of California

In the matter of: A RESOLUTION
APPROVING THE APPLICATION FOR
GRANT FUNDS FOR THE

Resol. No: _____

GRANT PROGRAM UNDER THE
_____ ACT
OF _____ [DATE]

Ord. 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: _____

Abstentions: _____

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

Section III

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:

1. Approves the submittal of an application for the _____ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. 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
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. 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).

3. **Project Proposal**

Provide a written proposal, which answers each question or responds to each statement in the SOG project proposal and evaluation criteria as it pertains to the project.

Limit the project proposal to no more than 10 pages, 8 ½" x 11" paper, single-sided, double-spaced, with 12-point font. Attachments do not count as part of the 10 pages.

Proposal Evaluation Criteria

In evaluating proposals for Category 2 and 3 SOG funding, the SNC will use the criteria listed below. However, a point system will not be utilized due to the ongoing nature of the grant application process. SOG recommendations will be made at the discretion of the SNC staff and the Executive Officer, consistent with the Strategic Plan and Proposition 84 Grants Guidelines.

A. Land and Water Benefits

Describe how the project contributes to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Include how the project provides direct and indirect benefits, avoids adverse impacts, and addresses existing or potential threats to water and watersheds and other natural resources. Describe how the investment of public funds will lead to long-term benefits.

B. SNC Program Goals

Describe how the project addresses one or more of the SNC program goals listed below. Projects that provide multiple benefits will be given priority.

1. Provide increased opportunities for tourism and recreation.
2. Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
3. Aid in the preservation of working landscapes.
4. Reduce the risk of natural disasters, such as wildfires.
5. Protect and improve water and air quality.
6. Assist the regional economy through the operation of the SNC's program.
7. Undertake efforts to enhance public use and enjoyment of lands owned by the public.

C. Cooperation, Community Support, and Leveraging

1. Describe demonstrated community support and project partners.
2. Describe the efforts to include various stakeholders in planning and/or implementation of the project. Provide information on the following:

- a. Consultation and cooperation with local, State, and federal agencies, including methods used to solicit participation.
- b. The involvement of stakeholders in designing and/or implementing the project, including methods used to solicit participation.
3. Describe any monetary and/or in-kind support that is a part of the project.
Note: Other contributions to the project are not required to receive a grant; however, projects that include other sources of funds will be more competitive.
4. Identify the source and amount of funds already committed to the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
5. Explain how the project will be completed using grant funds and other sources of funds, and explain the timing of availability of all funding.

4. Project Summary and Budget

Provide a summary (one-page maximum) that describes key elements of the project, including a proposed budget.

5. Long-Term Plan

If appropriate, please describe how this project contributes to a larger long-term goal. Describe what the next steps for the project would be, and how your agency or organization would support these.

6. California Environmental Quality Act (CEQA) Compliance

Applicants should consult with SNC staff as soon as possible regarding the appropriate process and documents required. Applicants are also encouraged to refer to <http://ceres.ca.gov/ceqa/> for additional information about CEQA review.

The SNC will generally serve as a responsible agency for purposes of CEQA compliance for Proposition 84 SNC grants. However, in extenuating circumstances, the SNC may serve as a lead agency.

C. SOG Selection Process

- SNC assesses grant applications for completeness and eligibility.
- In evaluating applications, SNC staff may involve other parties as necessary and appropriate.
- SNC may consider authorizing partial funding with concurrence from grant applicant and with agreement that meaningful progress toward the project goal can be made.
- Site visits may be scheduled, as necessary and appropriate.
- The SNC staff recommends projects for funding to the Board (or Executive Officer as appropriate).
- The Board (or Executive Officer under delegated authority) authorizes funding for

successful applications. Grants of \$50,000 or more must be authorized by the Board, which may be done at any noticed Board Meeting.

IV. Grants Contracts Process

Once a grant is authorized, a contract for the grant amount will be entered into between the SNC and the grantee. The grant contract will include a detailed description of the property to be acquired, and/or the scope of work to be accomplished. It will also contain certain standard State contract language and a Payee Data Record (Std. 204).

SNC will prepare the contract, which will then be signed by the grantee and returned to SNC for approval.

A. Sample Grants Contracts

Sample grants contracts for each project type are available separately (and called **Sample Grants Contracts**) for those who desire as much information about requirements as possible in the event that their grants are authorized. The sample contracts are provided to highlight particular contract provisions, and are not intended to substitute for a project-specific contract. Each contract will have unique characteristics pertinent to the individual contract. The contract provisions cover topics such as advances, payments, and accounting and audit requirements.

V. Glossary of Terms

Unless otherwise stated, the terms used in this Application Packet shall have the following meanings:

Acquisition – To obtain fee title interest or any other interest in real property including Easements, leases and development rights. All rights obtained, whether purchased, donated, or otherwise conveyed are to be permanent. Rentals do not constitute Acquisition.

Applicant – Eligible entities as defined by the SNC program.

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

Authorized Representative – The designated position authorized in the Resolution to sign all required Grant documents including, but not limited to the Grant Contract, the Application form, payment requests, and Grant Completion Packet forms. The Authorized Representative may designate an alternate by informing Snc in writing.

Board – The governing body of the Sierra Nevada Conservancy as authorized by PRC Section 33321.

Bond or Bond Act - Proposition 84, Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006

Capital Improvement Projects that utilize Grant funds for Acquisition of land or Site Improvements.

CEQA – the California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 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/>.

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 Easement 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)

Competitive – A process whereby Projects are ranked and selected based upon program specific criteria.

Conservancy – Sierra Nevada Conservancy as defined in PRC Section 33302 (b).

Contract – An agreement between the Conservancy and the Grantee specifying the payment of funds by the Conservancy for the performance of the Project Scope within the Contract Performance Period by the Grantee.

Contract Performance Period – The period of time during which the grant scope eligible costs may be incurred, and the work described in the grant scope must be completed. Eligible costs incurred during this period may be funded from the grant.

Contract Term – The period of time that includes the Contract 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 contract.

Easement - An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists.

Executive Officer - The person appointed the manager of the SNC.

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 designated authority.

Eligible Costs – Expenses incurred by the Grantee during the Contract Performance Period of an approved Contract, which may be reimbursed by the Conservancy. (See page 3)

Grant – Funds made available to a Grantee for Eligible Costs during a Contract Performance Period.

Grantee – An entity that has a Contract 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.

Historical Resource – Includes, but is not limited to, any building, structure, site, area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

In-Kind – Donations that are utilized on the project, including materials and services. These donations shall be eligible only as Other Sources of Funds.

Nonprofit Organization - a private, nonprofit organization qualified to do business in California and qualified exempt status under Section 501(c)(3) of Title 26 of the United States Code.

Other Sources of Funds - Cash or In-Kind contributions that are necessary or used to complete the acquisition or site improvement/restoration project beyond the Grant Funds provided by this program.

Preservation - Rehabilitation, stabilization, Restoration, development, and reconstruction, or any combination of those activities.

Project– The work to be accomplished with Grant funds.

Project Manager– An employee of the SNC, who acts as a liaison with the Applicants or Grantees and administers grant funds, ensures compliance with guidelines and the Grant Contract.

Proposition 84 - See Bond.

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.

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

Region - Sierra Nevada Region as defined in PRC Section 33302 (f).

Regional Significance – providing benefits that affect all or a substantial portion of the SNC region.

Restoration - The improvement of physical structures or facilities and, in the case of natural systems and landscape features includes, but is not limited to, Projects for the control of erosion, the control and elimination of invasive species, prescribed burning, fuel hazard reduction, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement to increase the natural system value of the property.

Site Improvements - Project activities constituting restoration or protection or both.

SNC – Sierra Nevada Conservancy.

Stewardship Plan - Means a plan to provide ongoing implementation and management associated with the Acquisition of a Conservation Easement or Site improvement/restoration Project.

Total Project Cost – The amount of the Other Sources Of Funds combined with the Grant request amount that is designated and necessary for the completion of a Project.

Trail – A thoroughfare or track for pedestrian (including assistive mobility devices), skating or skateboarding, equestrian, skiing, canoeing, kayaking, bicycling or off highway vehicle activities.

Tribal Organization - 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 52829 to 52835, inclusive, of Number 250 of Volume 53 (December 29, 1988) 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 (most commonly farms, ranches, and forests). For many communities, these lands are an important part of the local economy, culture, and social fabric.