APPLICATION GUIDE

HCF

Habitat Conservation Fund Program

WILDLIFE AREA ACTIVITES

January 1, 2012

~~REVISED DRAFT~~

~~March 31, 2010~~

State of California
The Natural Resources Agency
Department of Parks and Recreation

"Creating Community through People, Parks, and Programs"

California State Parks Mission

The mission of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

The Office of Grants and Local Services (OGALS) Mission Statement

The mission of the Office of Grants and Local Services is to address California's diverse recreational, cultural, and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships and providing leadership through quality customer service.

OGALS VISION GOALS

- Proactive in meeting California's park and recreation needs through innovative grant programs and customer service.
- Committed to providing quality customer service in every interaction and transaction as honest, knowledgeable, and experienced grant administrators.
- Sensitive to local concerns while mindful of prevailing laws, rules and regulations.
- Responsive to the needs of applicants, grantees, nonprofit organizations, local governments, and legislative members, who are our partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.

HABITAT CONSERVATION FUND (HCF) GRANT ADMINISTRATION

The HCF is a local assistance program of the State of California, Department of Parks and Recreation (DPR). Within DPR, OGALS is authorized to administer the program.

Send Applications and Correspondence to:

Street Address for Overnight Mail:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
1416 Ninth Street, Room 918
Sacramento, CA. 95814

Mailing Address:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
P.O. Box 942896
Sacramento, CA 94296-0001

Phone: (916) 653-7423
Website: www.parks.ca.gov/grants

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I. HCF CATEGORY CHART

UNIQUE FEATURES	DEER & LION HABITAT	RARE, ENDANGERED, THREATENED, OR FULLY PROTECTED HABITAT	ANADROMOUS SALMONIDS & TROUT HABITAT
Funding types	Land acquisition	Land acquisition	Land acquisition, enhancement, or restoration
Cost types	Capital outlay	Capital outlay	Capital outlay
Species impact	Any Deer & Mountain Lions	Any rare, endangered, threatened, or fully protected animal and/or plant	Anadromous Salmon Trout
Project Examples (in alpha. order)	Purchase land	Purchase land	Build access points Create spawning areas Remove barriers, invasives Re-plant areas Re-populate species

UNIQUE FEATURES	RIPARIAN HABITAT	WETLANDS	TRAILS	WILDLIFE AREA ACTIVITIES
Funding types	Land acquisition, enhancement, or restoration	Land acquisition, enhancement, or restoration	Land acquisition or trail development	Educational or interpretational activities
Cost types	Capital outlay	Capital outlay	Capital outlay	Non-Capital outlay
Species impact	Animals or plants growing close to or in a moving fresh water source (e.g., river, stream, creek)	Animals or plants growing in or near a relatively enclosed fresh water, salt water, or brackish water source	A path or track that brings people to a park and/or wildlife environment	No direct species impact
Project Examples (in alpha. order)	Build bridges Clear channels Replant under- and over-stories Re-populate species	Build access points Fence sensitive areas Remove invasives Revegetate surrounding lands	Create and/or install interpretive elements Create or install seating or lighting Develop new trails Rehabilitate existing trails	Conduct multi-day activities Pre and post-activity evaluations Rent/purchase equipment or transportation

II. HABITAT CONSERVATION FUND PROGRAM EXECUTIVE SUMMARY

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COMPETITIVE Program Intent

Protecting, restoring, and enhancing wildlife habitat and fisheries are vital to maintain California's quality of life. The impacts of the increase in the state's human population results in an urgent need to fund projects that protect rapidly disappearing wildlife habitats that support California's unique and varied wildlife resources.

In response to this need, the people of California voted to enact the California Wildlife Protection Act of 1990, Chapter 9, Fish and Game Code (FGC) § 2780 through 2799.6, which largely defines the Habitat Conservation Fund (HCF) Program. Other legislation that impacts the program includes Fish and Game Code § 2720 – 2729, Government Code § 7550 – 7550.6 and 13340, and Public Resources Code § 5900 through 5903, 5096.310, 21000, and 33216.

The underlying concepts for the program are derived, in part, from the applicable sections of Proposition 117 as enacted in the following Fish and Game Code (FGC) sections:

FGC § 2786 (a) through (f):
"...the money in the Habitat Conservation Fund, which is hereby created, shall be used for the following purposes:

(a) The acquisition of habitat, including native oak woodlands, necessary to protect deer and mountain lions.

(b) The acquisition of habitat to protect rare, endangered, threatened, or fully protected species.

(c) The acquisition of habitat to further implement the Habitat Conservation Program pursuant to Article 2 (commencing with Section 2721) excepting Section 2722 and subdivision (a) of Section 2723, and § 2724 and 2729

(d) The acquisition, enhancement, or restoration of wetlands.

(e) The acquisition, restoration, or enhancement of aquatic habitat for spawning and rearing of anadromous salmonids and trout resources.

(f) The acquisition, restoration, or enhancement of riparian habitat."

FGC Section 2787 (a)(3)
"Two million dollars for 50 percent matching grants to local agencies...for the acquisition of wildlife corridors and urban trails, nature interpretation program, and other programs which bring urban residents into park and wildlife areas..."

Annual Allocation
The HCF Program allocates approximately **$2 million** per year to the California Department of Parks and Recreation.

Application Filing Deadline
The application must be either delivered or postmarked by no later than 5:00 PM on the application due date, which will be announced annually on the OGALS website, www.parks.ca.gov/grants.

OGALS has the authority to award any excess funds via additional funding cycles, which would be announced as needed on the OGALS website, www.parks.ca.gov/grants.

Grant Performance Period
The grant performance period for each project is 5 years starting on July 1 of the fiscal year following the application due date, based on final enactment of the state budget. Grantees will have one year to encumber the contract and an additional four years to complete the project.

Maximum and Minimum Grant Request Amounts
OGALS recommends that grant requests generally do not exceed $200,000. However, there are no maximum or minimum grant amounts. OGALS will make an effort to provide equitable geographic distribution of funds, provided that sufficient well-qualified proposals exist.

Required Match
There is a required non-state dollar-for-dollar match. See page 16 for more information.

Project Categories
- There are seven eligible project categories: habitats for deer/mountain lions, rare, endangered, threatened, or fully protected species, wetlands, anadromous salmonids and trout, and riparian, trails, and wildlife area activities.
- All categories are eligible for funding in each annual funding cycle.
- There is a separate application guide for each category.

This is the "Wildlife Area Activities" Application Guide.

The meanings of words and terms shown in SMALL CAPS are in the Definitions Section, beginning on page 35.

III. HCF PROGRAM – WILDLIFE AREA ACTIVITIES INFORMATION

Eligible Applicants
Cities, counties, the City and County of San Francisco or DISTRICTS. The State may request documentation of eligibility for DISTRICTS (see page 35 for definitions).

Eligible Projects
WILDLIFE AREA ACTIVITIES PROJECT - an event, or series of events to be accomplished with GRANT funds, such as a nature interpretation, educational, or other enrichment PROJECT, (e.g., classes, trips, etc.), organized and/or conducted by the GRANTEE, and intended to bring urban residents into PARK and/or WILDLIFE AREAS.

Ineligible Projects
The following is a partial list of ineligible PROJECTS or costs in the HCF Program:

1. PROJECTS that do not include a PARK and/or WILDLIFE AREA.

2. PROJECTS combining WILDLIFE AREA ACTIVITIES PROJECTS with any other HCF category.

3. WILDLIFE AREA ACTIVITIES PROJECTS without public access to the PROJECT location(s).

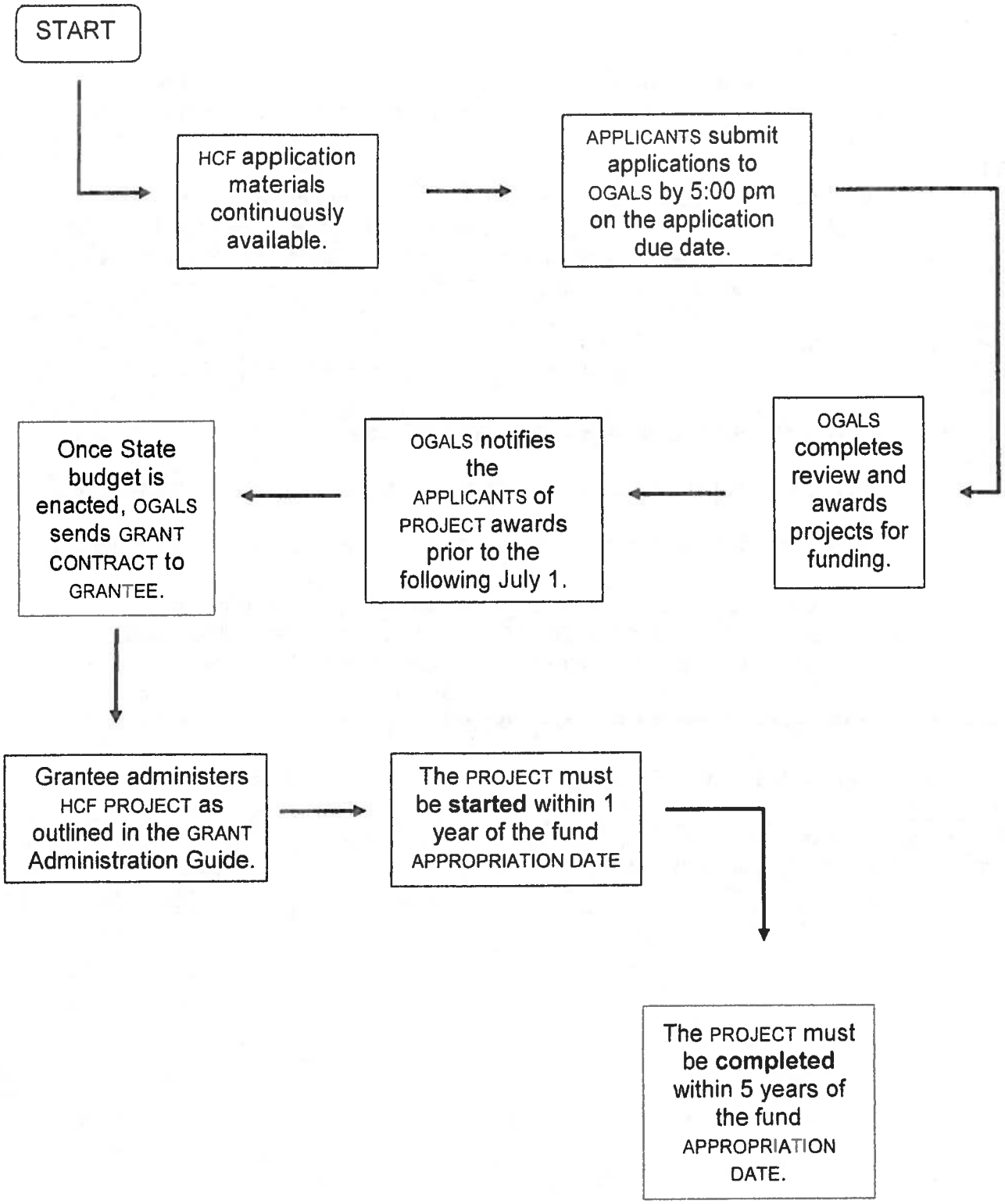
4. PROJECTS that do not comply with all applicable current laws and regulations affecting WILDLIFE AREA ACTIVITIES PROJECTS, including, but not limited to, health and safety codes, and laws and codes pertaining to individuals with disabilities.

5. PROJECTS outside the State of California's boundaries.

6. Projects that involve capital outlay expenses.

HCF Program Process
The complete HCF program process is on the following page.

The HABITAT CONSERVATION FUND Program Process



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IV. APPLICATION PROCESS

Instructions for submitting the APPLICATION PACKET

- Each PROJECT must have its own application.
- APPLICANTS may apply for more than one PROJECT.
- All APPLICANTS are required to submit **one, unbound, original** APPLICATION PACKET.
- Application items should be provided in the order shown in the checklist ~~below.~~ on the next page.
- Each application **must** include a Table of Contents based on the checklist.
- All pages must be numbered.
- **If an item is not applicable to the PROJECT, the APPLICANT shall respond with "N/A" (not applicable), with an explanation as to why.**
- Send only the items on the checklist. Power point presentations, videos, CDs, or letters of support should not be submitted.
- Directions and forms for each checklist item can be found on the following pages.

APPLICATION PACKET Checklist

1. ☐ Application Form ..... Page 11
2. ☐ ~~Authorizing~~ Resolution Form ..... Page 13
3. ☐ GRANT SCOPE/Cost Estimate Form, MATCH Instructions ..... Page 13
4. ☐ Activity Site Assurances ..... Page 19
5. ☐ California Environmental Quality Act (CEQA) ..... Page 20
6. ☐ PROJECT Completion Schedule ..... Page 22
7. ☐ PROJECT Location Map ..... Page 22
8. ☐ PROJECT Summary ..... Page 22
9. ☐ PROJECT Proposal ..... Page 22
10. ☐ Leases and Agreements ..... Page 22
11. ☐ Photos of the proposed PROJECT event site(s) ..... Page 2

Application Instructions and Form

The application form must be completed and signed by the APPLICANT'S AUTHORIZED REPRESENTATIVE.

In the WILDLIFE AREA ACTIVITIES PROJECT section, indicate the approximate amount of acreage of the PROJECT SITE, or the manner in which the APPLICANT will access the PROJECT site.

Any event or series of events should appear in the GRANT SCOPE/Cost Estimate form and should be encompassed by the CEQA document(s) or required letter (see page 20).

CALIFORNIA WILDLIFE PROTECTION ACT OF 1990
HABITAT CONSERVATION FUND GRANT PROGRAM
PROJECT APPLICATION FORM

WILDLIFE AREA ACTIVITIES CATEGORY

PROJECT NAME	Grant Request Amount $_____ **Plus** Required Match Amount $_____ **Equals** TOTAL PROJECT COST $_____
GRANT APPLICANT (agency and address, include zip code)	COUNTY
	PROJECT ADDRESS (OR NEAREST CITY)
	NEAREST CROSS STREET

APPLICATION CONTACT PERSON

_____

Name (typed or printed) and Title | Email Address | Phone | Fax

PERSON WITH DAY-TO-DAY RESPONSIBLITIES FOR PROJECT IF DIFFERENT FROM AUTHORIZED REPRESENTATIVE

_____

Name (typed or printed) and Title | Email Address | Phone | Fax

GRANT APPLICANT'S REPRESENTATIVE AUTHORIZED IN RESOLUTION

_____

Name (typed or printed) and Title | Email Address | Phone | Fax

WILDLIFE AREA ACTIVITIES PROJECT is:

_____ Acres owned in fee simple by applicant

_____ Recordation number(s) (attach additional sheet if necessary)

_____

_____ Utilized through a WILDLIFE AREA ACTIVITIES PROJECT agreement or other document

Explain: _____

_____

GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the event or series of events listed in the attached GRANT SCOPE/Cost Estimate Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.

SIGNED		DATE
	Grant Applicant's Authorized Representative as shown in Resolution	
NAME		

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Resolution Instructions and Form

OGALS requires a resolution to ensure that the APPLICANT has reviewed the GRANT application and GRANT CONTRACT and agrees to all language within both documents.

1. The APPLICANT may reformat the resolution as long as the text is unchanged. Additional language may be added to the resolution as long as it does not change the required language. Resolutions with content that differs from the required language will be sent to Departmental legal counsel for review, which may cause a delay in evaluating the application. The resolution may have to be returned to the APPLICANT for changes.

2. The resolution must identify position(s) as the AUTHORIZED REPRESENTATIVE(s). Do not put name(s) in the resolution.

3. The person holding the position named as the AUTHORIZED REPRESENTATIVE in the Resolution may delegate that authority by sending a letter to OGALS. A separate letter is required for each CONTRACT.

Resolution Form

Resolution No: _____

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors) OF (City, County, District Applicant) APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE HABITAT CONSERVATION FUND PROGRAM

WHEREAS, the people of the State of California have enacted the California Wildlife Protection Act of 1990, which provides funds to the State of California for grants to local agencies to acquire, enhance, restore or develop facilities for public recreation and fish and wildlife habitat protection purposes; and

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the HCF Program, setting up necessary procedures governing project application under the HCF Program; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the applicant to certify by resolution the approval of application(s) before submission of said application(s) to the State; and

WHEREAS, the applicant will enter into a contract with the State of California to complete the project(s);

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:

1. Approves the filing of an application for the Habitat Conservation Fund Program; and

2. Certifies that said applicant has or will have available, prior to commencement of any work on the project included in this application, the required match and sufficient funds to complete the project, and

3. Certifies that the applicant has or will have sufficient funds to operate and maintain the project(s), and

4. Certifies that the applicant has reviewed, understands, and agrees to the provisions contained in the contract shown in the grant administration guide; and

5. Delegates the authority to (designated position) to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the project.

6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and Adopted the _____day of _____, 20_____.

I, the undersigned, hereby certify that the foregoing resolution number_____was duly adopted by the (Grantee's Governing Body) following a roll call vote:

Ayes:
Noes:
Absent:
Clerk_____

GRANT SCOPE/Cost Estimate Form, MATCH Instructions

The GRANT SCOPE/Cost Estimate Form on page 18 has three uses:

1. Establishing the GRANT SCOPE
2. Providing a concept-level cost estimate
3. Providing required MATCH information

1. Establishing the GRANT SCOPE:

The APPLICANT will use the GRANT SCOPE/Cost Estimate Form to establish the expected GRANT deliverables for PROJECT COMPLETION. The APPLICANT must identify on the GRANT SCOPE/Cost Estimate Form the GRANT SCOPE deliverables that will be paid for with GRANT funds.

The APPLICANT will use the GRANT SCOPE/Cost Estimate Form to describe only the event or series of events to be accomplished with GRANT funds that will be completed before the end of the GRANT PERFORMANCE PERIOD. All of the events listed on the form must be completed before a final GRANT payment can be approved, or 20% of the grant will be retained in the CONTRACT\.

Directions for establishing the GRANT SCOPE

1. Use ~~one of~~ the following phrases ~~as~~ a formats to describe the type of work for each event or series of events that will be funded by the GRANT: Modify the language as appropriate:

   - Provide an educational or interpretive event or series of events ~~to (participants) at (locations)~~. including (identify specific activities) to (participants) at (locations).

2. Describe the event or series of events in the GRANT SCOPE/Cost Estimate Form regardless of its estimated cost at the time of application.

3. The applicant should not identify the "support" items, such as vehicles, project supplies, etc. that will assist the APPLICANT to complete PROJECT activities.

2. Providing a concept-level cost estimate on the GRANT SCOPE/Cost Estimate Form

- Use the form on page 18 to provide the concept-level cost estimate.

- Do not show contingency costs as a stand-alone item. Contingency costs should be included within the "PRE-ACTIVITY COSTS and activity costs" section of the form.

- The estimated TOTAL PROJECT COST on the GRANT SCOPE/Cost Estimate Form must equal the estimated TOTAL PROJECT COST listed on the application form.

- Although an APPLICANT may wish to utilize additional funding beyond HCF GRANT funds and required MATCH to complete the PROJECT, such additional funding should not be included on the GRANT SCOPE/cost estimate form. OGALS does not provide oversight for such funding.

- If the estimated costs change during the course of the PROJECT, a revised GRANT SCOPE/Cost Estimate Form is not required, **unless the proposed change involves either an event or series of events, or a PROJECT location**.

- The GRANTEE may only claim those costs directly related to the GRANT SCOPE.

- Refer to the ELIGIBLE COSTS Chart (see page 33) when formulating a cost estimate.

3. MATCH Requirement

- The HCF MATCH amount is based on the cost of the amount of HCF funds.

- The APPLICANT is responsible for providing a MATCH amount that is a **dollar-for-dollar** match of the amount of HCF funds.

- List required MATCH funds, sources, and the amount of HCF funds to be used on the GRANT PROJECT on the GRANT SCOPE/Cost Estimate Form.

- HCF GRANTS may be combined with other eligible grants to fund a project. To meet the HCF GRANT MATCH requirements, other eligible grant(s) must have adequate costs to be incurred that are the same as the HCF GRANT SCOPE.

- ~~If the other grant scope is broader and the funding exceeds the HCF GRANT, the other grant must have enough eligible costs under the HCF GRANT SCOPE to meet the HCF MATCH requirement~~.

- The MATCH funds **must** be committed at the time of application.

Eligible MATCH Sources

- Local funds, including local general funds and local bond funds.
- Private funds.
- Donated materials and services. (e.g., IN-KIND services, FORCE-ACCOUNT LABOR)
- Value of donated land.
- Federal funds.

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Ineligible MATCH Source ξ - moved to previous page

- State funds

Rules regarding MATCH

- MATCH can only be spent on ELIGIBLE COSTS.
- INDIRECT COSTS cannot be used as MATCH.
- The GRANT and the required MATCH amounts **combined** cannot pay for more than 25% of pre-activity costs (See ELIGIBLE COSTS chart on page 33) of the total HCF PROJECT.

Important Amounts to Know

GRANT Request Amount (Cannot exceed 50% of TOTAL PROJECT COST)		$ _____
	+	
Required MATCH Amount (Must be a minimum of 100% of GRANT amount)		$ _____
	=	
Total HCF PROJECT Cost (GRANT + Required MATCH = HCF PROJECT)		$ _____

How to calculate GRANT amount and MATCH amount based on the TOTAL PROJECT COST

Multiply the total cost of the PROJECT by .50 to obtain the maximum GRANT amount and minimum required MATCH amount

Example:
Cost of total PROJECT is $120,000
Multiply by .50 = $60,000. This is the maximum GRANT amount and minimum MATCH amount.

GRANT SCOPE/Cost Estimate Form

GRANT SCOPE:

GRANT SCOPE items – Pre-Activity and Activity costs	HCF Grant	Required Match	Total
	Subtotal: $	$	
TOTAL PROJECT COSTS			$

APPLICANT'S MATCH Sources (by name and date committed)	Total
Total of MATCH Sources	

Notes:

- This form will be used to establish the expected GRANT deliverables.
- All of the items listed on this form must be completed and available to the public before final grant payment is approved.
- Any vehicle(s) the GRANTEE proposes to rent or purchase to accomplish GRANT objectives must be listed as a separate item on the GRANT SCOPE/Cost Estimate Form.
- Match **must** be committed at the time of application.

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Activity Site Assurances
The APPLICANT must satisfy one of the following activity site assurances for the HCF Program at the time of application. Activity site assurances must be in effect for the length of the PROJECT PERFORMANCE PERIOD, or until all funds have been expended and the PROJECT is complete.

Fee-Simple Ownership
If the APPLICANT owns the proposed PROJECT site(s) in fee simple, the APPLICANT provides one of the following, indicating that the APPLICANT is the land owner:

- A copy of relevant ownership documents, (Grant Deed, Quitclaim Deed, etc.), indicating the APPLICANT has title to the property.

OR

- Deed recordation number(s) on the application form or on a separate sheet attached to the application form. The recordation numbers are found on ownership deeds, or may be obtained through the applicable county recorder's office.

Non-Ownership – proposed PROJECT sites located on *public lands*
If the APPLICANT does not own the proposed PROJECT site(s) in fee simple, and the proposed PROJECT sites where the APPLICANT intends to conduct WILDLIFE AREA ACTIVITIES are on public lands (or are open to the public), the APPLICANT must provide a letter, signed by the AUTHORIZED REPRESENTATIVE, that certifies the following:

- The proposed PROJECT site(s) by name at which the APPLICANT intends to conduct the WILDLIFE AREA ACTIVITIES PROJECT
- That the proposed site(s) are conducive to the proposed WILDLIFE AREA ACTIVITIES
- That the APPLICANT will acquire all necessary permits to accomplish the proposed WILDLIFE AREA ACTIVITIES PROJECT

Non-Ownership – proposed PROJECT sites on *private lands*
If the APPLICANT does not own the proposed PROJECT site(s) in fee simple, and the proposed PROJECT site(s) where the APPLICANT intends to conduct WILDLIFE AREA ACTIVITIES are on private lands (or on lands normally closed to the public), the APPLICANT must provide documentation that the APPLICANT has the land owner's permission to conduct the WILDLIFE AREA ACTIVITIES PROJECT activities.

Examples of assurances include the following:

- A WILDLIFE AREA ACTIVITIES PROJECT AGREEMENT, containing items a through f on page 20.
- Easement
- Permit

If the APPLICANT has an easement or a permit from the land owner authorizing land use for WILDLIFE AREA ACTIVITIES PROJECT activities, and if the easement or permit does not specify the conditions of the APPLICANT'S use of the PROJECT site(s), the APPLICANT must provide a letter discussing the specifics of the easement or permit, including any limitations.

WILDLIFE AREA ACTIVITIES PROJECT AGREEMENT

The WILDLIFE AREA ACTIVITIES PROJECT AGREEMENT is a document developed between an APPLICANT or GRANTEE and land owner, is signed by both parties, and at a minimum discusses the following:

a) The parties involved in the AGREEMENT
b) Proposed PROJECT site(s)
c) The specific WILDLIFE AREA ACTIVITIES to be conducted
d) Time frames when proposed PROJECT site(s) will be available for proposed activities
e) How the agreement might be terminated (must be by mutual agreement or for cause)
f) Any other relevant information

Alternate Requirements

If the WILDLIFE AREA ACTIVITIES PROJECT AGREEMENT is an unsigned **draft** at the time of application, the APPLICANT must provide the following:

- A copy of the draft WILDLIFE AREA ACTIVITIES PROJECT AGREEMENT
- A letter from the APPLICANT which confirms the APPLICANT'S intention to sign the proposed AGREEMENT should the GRANT be awarded.
- A corresponding letter from the landowner which confirms their intention to sign the proposed AGREEMENT should the GRANT be awarded.

- **NOTE: GRANTEE may, as an alternative, provide a letter that is signed by both the APPLICANT and the land owner, which confirms both entities' intentions to sign the proposed WILDLIFE AREA ACTIVITIES PROJECT AGREEMENT, should the GRANT be awarded.**

If the PROJECT is selected for funding, the APPLICANT must provide a signed WILDLIFE AREA ACTIVITIES PROJECT AGREEMENT to OGALS before the GRANT CONTRACT can be signed by OGALS.

CEQA Instructions and Form

The APPLICANT is required to address CEQA at the time of application. The APPLICANT may provide either a Notice of Exemption or Notice of Determination with a CEQA Certification Form, signed by the AUTHORIZED agency REPRESENTATIVE.

If neither of these forms is applicable, provide a CEQA Certification Form, signed by the AUTHORIZED agency REPRESENTATIVE and a letter, signed by the lead CEQA planning agency, explaining that the proposed activity(ies) does/do not constitute a project under CEQA.

California Environmental Quality Act (CEQA)
CEQA Compliance Certification Form
Habitat Conservation Fund – Wildlife Area Activities

Grantee: _____ **Project Name:** _____

Project Address: _____

_____

When was CEQA analysis completed for this Project? Date: _____

What document(s) were filed for this Project's CEQA compliance: (check all that apply)

☐Initial Study ☐Notice of Exemption ☐Negative Declaration ☐Mitigated Negative Declaration
☐Environmental Impact Report ☐Notice of Determination ☐Not a project under CEQA

Attach the <u>Notice of Exemption</u> or the <u>Notice of Determination</u> as appropriate. If neither of these forms is applicable, attach a letter, signed by the lead planning agency explaining that the proposed activity(ies) does/do not constitute a project under CEQA.

Lead Agency Contact Information:

Lead Agency Name:_____ Contact Person: _____

Mailing Address: _____

Phone: (____) _____Email: _____

Certification:
I hereby certify that the lead agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the Project identified above and that the Project is described in adequate and sufficient detail to allow the Project's construction or acquisition.

I represent and warrant that I have full authority to execute this CEQA Compliance Certification on behalf of the lead agency. I declare under penalty of perjury that the foregoing certification of CEQA Compliance for the above named project is true and correct.

_____

Authorized Agency Representative (Signature | Date | Authorized Agency Representative (Printed Name and Title)

PROJECT COMPLETION Schedule
Provide a PROJECT COMPLETION schedule that addresses the proposed PROJECT'S key milestones, including the following (as applicable):

- Other, non-site activity assurances agreements
- Partner agreements
- Finalizing any instructional materials, including flyers or brochures announcing the PROJECT, and pre-activity and post-activity knowledge evaluations
- PROJECT beginning date
- PROJECT end date

PROJECT Location Map
Provide a map (city or county) showing ~~the PROJECT site(s).~~ highway and/or street access to the PROJECT site, and with enough detail to allow a person unfamiliar with the area to locate the PROJECT site(s).

PROJECT Summary
Provide a synopsis (one-page maximum) in narrative format that explains the PROJECT. The summary will not be scored.

PROJECT Proposal
Provide a written proposal which answers each question or responds to each statement in the PROJECT proposal portion of the APPLICATION Guide as it pertains to the PROJECT (see page 23).

Leases and Agreements
Provide a list of all other leases, agreements, memoranda of understanding, etc., affecting PROJECT lands or the operation and maintenance thereof, **excluding** those relevant to activity site assurances (if applicable).

Photos of Project Site(s)
Submit up to four 8½" x 11" sheets filled with photos of the proposed PROJECT site(s) sufficient to show the area(s) where WILDLIFE AREA ACTIVITIES PROJECTS will be conducted, with a caption to describe and identify the photo.

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V. PROJECT SELECTION CRITERIA

PROJECT Proposal Instructions

The APPLICANT must:

- Respond to the criteria in the order listed in this APPLICATION Guide.
- Provide a written response to each question or statement as it pertains to the PROJECT. If a particular question or statement does not apply to the PROJECT, indicate as such with "N/A" (not applicable), and a brief explanation as to its inapplicability.
- Limit the PROJECT proposal to no more than 15 pages, 8 ½" x 11" paper, single-sided, double-spaced, with 12-point font. It is not necessary to include the questions in your responses. Attachments do not count as part of the 15 pages. Margins should be sufficient for OGALS to easily read the proposal.
- Cite studies, reports or other data that support the responses, where appropriate.

PROJECT Proposal

Introduction

The information provided in the PROJECT proposal will allow OGALS to evaluate the competing GRANT applications. In addition to striving for objectivity and uniformity in evaluating proposals, OGALS will make an effort to provide equitable geographic spread of funds, provided that sufficient well-qualified proposals exist.

All PROJECTS from all seven funding categories compete for the approximately $2 million dollars available annually.

There are a total of **100 points** possible for each PROJECT proposal.

Overview of Criteria and Point Values

1. Need (15 points)
2. Site Access (10 points)
3. Stakeholders (10 points)
4. APPLICANT Capacity (15 points)
5. PROJECT Description (10 points)
6. Site Location(s) and Activities (10 points)
7. PARTNERSHIP Opportunities (10 points)
8. Pre-Activity Knowledge Evaluation (10 points)
9. Post-Activity Knowledge Evaluation (10 points)

1. Need (15 points)

HCF legislation requires that, to the extent practicable, a WILDLIFE AREA ACTIVITIES PROJECT be considered for nature education or interpretation, bringing urban residents into PARK and/or WILDLIFE AREAS. If the location of the event or series of events does not include a PARK and/or WILDLIFE AREA, OGALS will consider the application ineligible (see page 7).

Describe the need for the WILDLIFE AREA ACTIVITIES PROJECT. Describe why the participants would not have the opportunity to experience the WILDLIFE AREA ACTIVITIES if the proposed PROJECT is not selected for funding.

The maximum number of points will be awarded to a PROJECT where a significant need for WILDLIFE AREA ACTIVITIES PROJECTS exists.

A **significant** need exists	15-11 points
A **moderate** need exists	10-6 points
A **minimum** need exists	5-1 points
The APPLICANT did not respond	0 points

2. Site Access (10 points)

Per the HCF Program legislation, the public should have access to the PROJECT site(s) except when that access may interfere with HABITAT protection. Access could be either direct or secondary. Secondary access could include private transportation, e.g., bus, van, carpool, etc.

Describe current access to the PROJECT site(s), providing details on the five items below.

a) Reasonable entrance, parking, membership, or activity fees, or no fees
b) Onsite or close-by parking
c) Easily available public or private transportation, bike lanes, or TRAILS
d) Flexible hours (hours that accommodate participants)
e) Solutions to any physical, financial, and/or cultural barriers/obstacles to PROJECT site(s)

The maximum number of points will be given to PROJECT site(s) that are accessible via all five of the items above.

The PROJECT site(s) is/are accessible via **all five** of the items above	10 points
The PROJECT site(s) is/are accessible via **four of the five** items above	8 points
The PROJECT site(s) is/are accessible via **three of the five** items above	6 points
The PROJECT site(s) is/are accessible via **two of the five** items above	4 points
The PROJECT site(s) is/are accessible via **one of the five** items above	2 points
The APPLICANT did not respond	0 points

3. Stakeholders (10 points)

The APPLICANT should focus the response to this criterion on efforts to solicit input, not on the number of interested parties solicited.

Describe the efforts to involve interested parties (community-based stakeholders, potential users, public agency partners, and/or community-based non-profit partners) in PROJECT planning and/or implementation. A concerted effort would include the following descriptions:

a) Methods used to notify interested parties of the input opportunity
b) Methods used to obtain the interested parties' ideas
c) How the interested parties' ideas were incorporated in PROJECT design and/or implementation

The maximum number of points will be awarded to APPLICANTS which, ***within the last two years prior to the application due date****, made a* ***concerted*** *effort to involve the broadest representation of interested parties in the PROJECT planning and implementation process.*

The APPLICANT made a **concerted** effort to involve interested parties	10-8 points
The APPLICANT made a **moderate** effort to involve interested parties	7-5 points
The APPLICANT made a **limited** effort to involve interested parties	3-1 points
The APPLICANT made **no** effort to involve interested parties, or the APPLICANT did not respond	0 points

4. APPLICANT Capacity (15 points)

review its own records and

In addition to the information provided in this criterion, OGALS will consider the APPLICANT'S performance history with OGALS as part of the PROJECT selection process. This includes, but is not limited to, a review of the APPLICANT'S ability to:

- Complete previous grant-funded PROJECTS within the GRANT PERFORMANCE PERIOD
- Meet all post-award requirements including timely submission of PROJECT STATUS REPORTS and payment requests
- Operate and maintain grant-funded site(s)

Describe the APPLICANT'S ability to complete the PROJECT, based on the APPLICANT'S ability to provide a comprehensive management process, utilizing the following:

a) Manage group interaction and use adaptive techniques to engage participants in learning
b) Assimilate program improvement ideas and incorporate those ideas into future program offerings

The maximum number of points will be awarded to APPLICANTS that demonstrate significant capacity to complete the PROJECT.

The APPLICANT demonstrates **significant** capacity	15-11 points
The APPLICANT demonstrates **moderate** capacity	10-6 points
The APPLICANT demonstrates **limited** capacity	5-1 points
The APPLICANT demonstrates **no** capacity, or the APPLICANT did not respond	0 points

5. PROJECT Description (10 points)

Describe the PROJECT, providing a clear, detailed explanation of the:

a) Goals and objectives
b) The PROJECT's long-term community impact
c) Targeted population groups to be included in the PROJECT activities (participants' ages, genders, ethnicities, community-based non-profit organizations, etc.)

The maximum number of points will be awarded to PROJECTS in which APPLICANTS provide a detailed explanation of all three of the above elements.

APPLICANT provides a detailed explanation of **all three** of the elements above...	10 points
APPLICANT provides a detailed explanation of **two of the three** elements above...	8 points
APPLICANT provides a detailed explanation of **one of the three** elements above...	6 points
APPLICANT does not provide a detailed explanation of any of the elements above, or the APPLICANT did not respond	0 points

6. Site Location(s) and Activity(ies) (10 points)

A. Site Location(s) (5 points)

Describe the proposed WILDLIFE AREA location(s) at which the proposed WILDLIFE AREA ACTIVITIES PROJECT will be conducted. Include the following:

a) The name(s) of location(s)
b) A description of the proposed PROJECT site location(s)
c) The reasons the proposed PROJECT site location(s) were selected

The maximum number of points will be awarded to PROJECTS in which APPLICANTS provide the name(s) of location(s), a description of the specific site location(s), and the reasons for the PROJECT site location(s) selections.

The APPLICANT addresses **all three** items above	5 points
The APPLICANT addresses **two of the three** items above	3 points
The APPLICANT addresses **one of the three** items above	1 point
The APPLICANT does not satisfactorily discuss any item, or the APPLICANT did not respond	0 points

B. Site Activity(ies) (5 points)

Describe the actual WILDLIFE AREA ACTIVITY(IES) the participants will experience. Include the following:

a) The number of activity(ies) for the same participants
b) A description of the specific PROJECT activity(ies) proposed
c) The reasons the proposed PROJECT activity(ies) were selected

The maximum number of points will be awarded to PROJECTS in which APPLICANTS identify the number of activity(ies) for the same participants, the description of the specific PROJECT activity(ies) proposed, and the reasons why the proposed PROJECT activity(ies) were selected.

d

The APPLICANT addresses **all three** items above	5 points
The APPLICANT addresses **two of the three** items above	3 points
The APPLICANT addresses **one of the three** items above	1 point
The APPLICANT does not satisfactorily discuss any item, or the APPLICANT did not respond	0 points

7. PARTNERSHIP Opportunities (10 points)

Describe how the APPLICANT will work with other agency(ies) (e.g., state, federal, or regional parks, community-based non-profit organizations, schools, senior groups, business groups, volunteer groups, etc.) to complete the PROJECT. The description should encompass each partner's:

a) Knowledge of WILDLIFE AREAS
b) Skills and abilities that will enable the partner(s) to assist the PROJECT participants
c) Capacity to provide IN-KIND services (e.g., equipment, supplies, labor, etc.)
d) Capacity to provide funding support
e) Potential to contribute to the PROJECT'S longevity

The maximum number of points will be awarded to APPLICANTS working with partner(s) which can provide assistance in all five of the above areas.

The APPLICANT'S partner(s) can provide assistance in all five of the above areas	10 points
The APPLICANT'S partner(s) can provide assistance in all four of the above areas	8 points
The APPLICANT'S partner(s) can provide assistance in three of the above areas	6 points
The APPLICANT'S partner(s) can provide assistance in two of the above areas	4 points
The APPLICANT'S partner(s) can provide assistance in one of the above areas	2 points
The APPLICANT'S partner(s) cannot provide assistance in any of the above areas, OR THE APPLICANT did not respond	0 points

personal preparedness and safety practices (e.g., appropriate equipment and clothing) for WILDLIFE AREAS and HABITAT protection

8. Pre-Activity Knowledge Evaluation (10 points)

Describe how the APPLICANT will evaluate and document the participants' level of knowledge of each of the following four items, **before** the WILDLIFE AREA ACTIVITIES occur:

a) The relationship of an urban ecosystem to a WILDLIFE AREA ecosystem
b) The need for WILDLIFE AREAS and HABITAT protection
c) Use of ~~equipment, clothing, and safe practices for the WILDLIFE AREA ACTIVITIES~~
d) The participants' current comfort level with proposed activities

The maximum number of points will be awarded to PROJECTS which provide a methodology to evaluate and document the participants' understanding of each of the four items (a – d) ***before*** *the WILDLIFE AREA ACTIVITIES event or series of events occurs.*

The participants' knowledge of **all four** objectives will be evaluated and documented	10 points
The participants' knowledge of **three of the four** objectives will be evaluated and documented	8 points
The participants' knowledge of **two of the four** objectives will be evaluated and documented	5 points
The participants' knowledge of **one of the four** objectives will be evaluated and documented	3 points
The participants' knowledge will not be evaluated and documented **before** the WILDLIFE AREA ACTIVITIES occur, or APPLICANT did not respond	0 points

9. Post-Activity Knowledge Evaluation (10 points)

The purpose of the post-activity evaluation is two-fold: to evaluate and document both the program activities' short-term effectiveness **and** relative long-term effectiveness.

Describe how the APPLICANT will evaluate and document the level of participants' understanding of items a-d below **immediately after** the last event or series of events occurs.

Also, describe how the APPLICANT will document the level of participants' activity knowledge retention **at least three months** after the last event or series of events occurs.

a) The relationship of an urban ecosystem to a WILDLIFE AREA ecosystem
b) The need for WILDLIFE AREAS and HABITAT protection
c) Use of ~~equipment, clothing, and safe practices for the WILDLIFE AREA ACTIVITIES~~ personal preparedness and safety practices (e.g., appropriate equipment and clothing) for the WILDLIFE AREA activities
d) The participants' comfort level with future participation in similar activities and/or visits to same PROJECT locations

The maximum number of points will be awarded to PROJECTS which provide a methodology to evaluate and document the participants' understanding of each of the four objectives (a – d) ***both immediately after, and at least three months after,*** *the last event or series of events occurs.*

The participants' knowledge of **all four** objectives will be evaluated and documented, both immediately and after three months	10 points
The participants' knowledge of **three of the four** objectives will be evaluated and documented, both immediately and after three months	8 points
The participants' knowledge of **two of the four** objectives will be evaluated and documented, both immediately and after three months	5 points
The participants' knowledge of **one of the four** objectives will be evaluated and documented, both immediately and after three months	3 points
The participants do not provide a methodology to evaluate or document any of the objectives, either immediately or three months after, or APPLICANT did not respond	0 points

VI. ELIGIBLE COSTS

This section provides rules and examples of non-capital outlay costs for WILDLIFE AREA ACTIVITIES PROJECTS. Only direct costs are eligible in the HCF Program.

COSTS	EXAMPLES
Costs incurred during the GRANT PERFORMANCE PERIOD	• **Meetings:** public meetings/focus groups, APPLICANT or GRANTEE planning sessions • **PROJECT management** (excluding grant writing) and accounting. • **Equipment (the cost of equipment or vehicle(s) currently owned by the GRANTEE)**: such equipment or vehicle(s) may be charged to the GRANT for each use. The APPLICANT or GRANTEE shall provide a log that describes the activities conducted and the time that the equipment or vehicle is used, as related to the GRANT SCOPE, as well as a license number or vehicle identification number. The APPLICANT or GRANTEE shall provide this log as part of the documentation for a reimbursement payment request. • APPLICANT or GRANTEE may also rent or purchase the equipment or vehicle(s), **whichever is the most economical use of GRANT funds.** • **Purchased equipment or vehicle(s)**: ~~the GRANT can pay for the equipment or vehicle's residual market value in proportion to the time the purchased equipment or vehicle is used on the GRANT SCOPE.~~ • If the equipment is purchased, **its residual market value can be credited to the PROJECT costs upon completion.** changed to non-bold • **Residual market value determination:** to determine residual market value, APPLICANT or GRANTEE may consult ~~with agencies offering comparable rental or depreciation rates (e.g., local rental companies, Cal TRANS, etc.)~~ recognized industry guides for used vehicles such as the "Kelly Blue Book" or a local used vehicle dealer in order to establish a resale price. • **Supplies and materials**: activity supplies (t-shirts, caps, beverage containers, etc), educational materials, evaluation tool supplies, etc. Such supplies and materials may be drawn from central stock, if claimed costs are no higher than those the GRANTEE would pay if purchased elsewhere. • **Miscellaneous costs**: other costs incurred, such as transporting materials or personnel. • ~~**Conservation Corps costs**~~

Ineligible costs

INELIGIBLE COSTS	EXAMPLES
Cannot be charged to the GRANT.	• **Outside the GRANT PERFORMANCE PERIOD** - costs incurred before or after the GRANT PERFORMANCE PERIOD • **Capital outlay expenditures** • **Costs associated with CEQA documents prepared prior to application due date** • **Costs associated with master plans** • **Indirect costs** – overhead business expenses of the GRANTEE'S fixed or ordinary operating costs (rent, mortgage payments, property taxes, utilities, supplies) • **Food and beverages** • **Fundraising** • **Grant writing** • **Site maintenance costs** • **Out-of-state travel**

VII. DEFINITIONS

Capitalized words and terms used in this APPLICATION Guide are defined below.

APPLICANT – an entity which does not yet have a fully-executed CONTRACT with OGALS, and is requesting GRANT funding through a COMPETITIVE process.

APPLICATION PACKET – the application form and its required attachments listed in the APPLICATION PACKET checklist.

APPROPRIATION DATE – when program funding is authorized by the legislature.

AUTHORIZED REPRESENTATIVE – the APPLICANT'S/GRANTEE'S designated position authorized in the Resolution to sign all required GRANT documents. The AUTHORIZED REPRESENTATIVE may designate an alternate by informing OGALS in writing.

~~**CALIFORNIA CONSERVATION CORPS (C.C.C.)** – a State workforce development program that employs 18-25 year-olds for environmental conservation or enhancement projects, fire protection, and emergency response. See the OGALS website at www.parks.ca.gov/grants, and follow the links to the HCF PROGRAM for the link to this program.~~

~~**CERTIFIED CONSERVATION CORPS (CERT. CORPS)** – nonprofit organizations that are certified by the CCC to provide community and conservation work, education, and job training. See the OGALS website at www.parks.ca.gov/grants, and follow the links to the HCF PROGRAM for the link to this program.~~

CEQA – the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. CEQA is a law establishing policies and procedures that require entities 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 the entities' proposed PROJECT. See the OGALS website at www.parks.ca.gov/grants, and follow the links to ~~the HCF PROGRAM for CEQA link.~~ "Annual Programs" in the shaded box on the right and then to the HCF Program link. Then click on "website links" for the link to the CEQA link.

COMPETITIVE – a process whereby PROJECTS are ranked and selected based upon program specific criteria.

CONTRACT – an agreement between OGALS and the GRANTEE specifying the performance of the GRANT SCOPE within the GRANT PERFORMANCE PERIOD, and other GRANT obligations between the OGALS and the GRANTEE.

DPR – the California Department of Parks and Recreation (also known as California State Parks).

~~**DIRECTOR** – the director of California State Parks.~~

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DISTRICT – any regional PARK or open-space district formed pursuant to Article 3 (commencing with Public Resources Code Section 5500) of Chapter 3 of Division 5 and any recreation and PARK district formed pursuant to Chapter 4 (commencing with Public Resources Code Section 5780) of Division 5. With respect to any community or unincorporated region (which is not included within a regional PARK or open-space district or a recreation and PARK district, and in which no city or county provides parks or recreational areas or facilities), "DISTRICT" also means any other district which is 1) authorized by statute to operate and manage parks or recreational areas or facilities, 2) employs a full-time PARK and recreation DIRECTOR, 3) offers year-round PARK and recreation services on lands and facilities owned by the district, and 4) allocates a substantial portion of its annual operating budget to parks or recreation areas or facilities.

ELIGIBLE COSTS – expenses incurred during the GRANT PERFORMANCE PERIOD to complete the GRANT SCOPE approved by OGALS through a fully executed CONTRACT.

FORCE-ACCOUNT LABOR – use of the GRANTEE'S employees working on the GRANT SCOPE.

FUND – the HABITAT CONSERVATION FUND created by Section 2786 of the Fish and Game Code.

GRANT – funds made available to a GRANTEE for completion of the GRANT SCOPE during the GRANT PERFORMANCE PERIOD.

GRANTEE – an entity having a fully executed CONTRACT with OGALS.

GRANT PERFORMANCE PERIOD – period of time that ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT, as specified in the fully executed CONTRACT.

GRANT SCOPE – the event or series of events listed in the GRANT SCOPE/Cost Estimate Form that must be completed prior to final GRANT payment.

HABITAT(S) – where a given plant or animal species meets its requirements for food, cover, and water in both space and time; may or may not coincide with a single vegetation type.

HCF – also known as Habitat Conservation Fund Program.

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.

INDIRECT COSTS – charges billed as a percentage of PROJECT costs. Such costs are not eligible as MATCH or for reimbursement.

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IN-KIND – Donations that are utilized on the PROJECT, which may include local or private funds, materials and/or services. These donations shall be eligible only as MATCH.

~~**LOCAL AGENCY** – a City, County, City and County, or a DISTRICT.~~

MATCH – contributions to the PROJECT which may be monetary from any source other than state funds, including funds from federal and non-state local assistance programs; gifts of real property, equipment, and consumable supplies; volunteer services; FORCE-ACCOUNT LABOR; free or reduced-cost use of land, or equipment; and bequests and income from wills, estates, and trusts. Required MATCH is subject to the same ELIGIBLE COSTS requirements as the GRANT unless otherwise specified. HCF GRANT funds cannot be considered as MATCH.

OGALS – DPR's Office of Grants and Local Services.

PARK – means a tract of land with outstanding scenic, natural, open-space, or recreational values, set apart to conserve natural, scenic, cultural, or ecological resources for present and future generations, and to be used by the public as a place for rest, recreation, education, exercise, inspiration, or enjoyment.

PARTNERSHIP – a relationship of two or more entities involving close cooperation and having specific joint goals and responsibilities aligned with the proposed PROJECT. For purposes of clarity in criterion 7, "PARTNERSHIP opportunities", neither the C.C.C. nor the CERT. CORPS is considered a partner.

PRE-ACTIVITY COSTS – costs incurred subject to the 25% cap on the GRANT during the planning or design of the PROJECT before activities can begin.

PROJECT – the event or series of events listed in the GRANT SCOPE/Cost Estimate Form. ~~The plural form of the word is "PROJECTS".~~

PROJECT COMPLETION – when the event or series of events listed in the GRANT SCOPE/Cost Estimate Form are complete.

~~**PROJECT OFFICER** – an OGALS employee who acts as a GRANT administration contact for APPLICANTS and GRANTEES.~~

REIMBURSEMENT – GRANT payment made to the GRANTEE after the GRANTEE incurred costs by making a payment to a contractor or vendor.

STATUS REPORTS – a document issued by OGALS that requires the GRANTEE to provide an update of GRANT SCOPE expenditures incurred and activities undertaken during the GRANT PERFORMANCE PERIOD.

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TOTAL PROJECT COST – the combined dollar amount of the HCF GRANT and required MATCH used to complete the event or series of events listed in the GRANT SCOPE/Cost Estimate Form.

WILDLIFE – animals and plants that are characteristic of a particular region or special environment.

WILDLIFE AREA – that particular region or special environment where animals and plants grow, live, or occur naturally.

WILDLIFE AREA ACTIVITIES PROJECT – an event, or series of events to be accomplished with GRANT funds, such as a nature interpretation, educational, or other enrichment project, (e.g., classes, trips, etc.), organized and/or conducted by the GRANTEE, and intended to bring urban residents into WILDLIFE AREAS.

WILDLIFE AREA ACTIVITIES PROJECT AGREEMENT – a document developed between an APPLICANT or GRANTEE and a land owner signed by both parties, wherein the APPLICANT or GRANTEE and land owner, at a minimum, describe the specific proposed PROJECT site locations(s), the timeframes the proposed PROJECT location(s) will be available for proposed activities, the specific WILDLIFE AREA ACTIVITIES PROJECT activities to be implemented, and any other relevant information.

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