



**Office of Grants and Local Services
Habitat Conservation Fund Program Procedural Guide Proposed Regulations
Administrative Procedures Act
Technical Assistance Workshops Comments
May 2010**

Category/ Heading	Page/ Heading	Suggestion	Modify Yes/No Additional comments
HCF Category Chart	Project examples	Remove “hire staff” from chart.	Yes – staff costs are an eligible cost and are already identified in Eligible Costs Charts.
Ineligible Projects	Item 2	Clarify language regarding whether HCF funds can be used for mitigation.	Yes – see “Ineligible Projects” section in Application Guides.
Application Process	1st bulleted information item	Eliminate “each site shall be considered a project” – the statement is confusing and conflicts with next bulleted information item.	Yes – see “Application Process” section in Application Guides.
Application Process	7 th bullet	Clarify language requesting explanation of items that are not applicable.	Yes – language added to request an explanation if the application checklist item is identified as “not applicable”.
Application Instructions and form	All Application Guides but Wildlife Area Act.	Clarify that the description needs to indicate the approximate number of acres.	Yes – see revised language in Application Instructions.
Application form	Section for grant request, match and total project cost	Add line for “additional funding sources”.	No – OGALS does not provide oversight for such funding. Applicants may address this item in “Project Summary” section.
Application form	Section that clarifies project contacts	Add line for “application contact person”.	Yes – see Application Forms.
Resolution	Numeric section after “Whereas” section	Modify Resolution language to include the MOUGA requirement.	No – the MOUGA requirement is already covered in resolution item no. 6.



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Grant scope/ cost est. form	Item 2 Bullet 2	Add language clarifying whether HCF funds can be used for a contingency.	Yes – see the second bullet in Item 2, “Providing a concept-level cost estimate...”
Grant scope/ cost est. form	Item 2 Bullet 4	Discourage applicant from noting additional funds on form.	Yes – see new text as bullet 4.
Grant scope/ cost est. form	Pre-acquis./ Pre-construct. Costs	Remove pre-acquisition costs from form.	Yes – see revised form.
Topographic Map	Instructions	Identify the website where applicants can access free topographic maps.	Yes – see “Topographic Map” instructions.
Acquisition schedule	Form	Item “b” does not match the language in the chart; need to either add a new item or clarify the form’s language.	Yes – added new item “b” to address appraisals requirement per Government Code S 7267.1.
Conservation Corps form	Section addressing Conservation Corp contacts	Eliminate phone numbers and leave agency, contact title, and email addresses.	Yes – see section addressing Conservation Corps contacts.
Conservation Plan/Trail Plan	Criterion 9	Add “the plan(s) must be adopted”.	Yes – this language provides the applicants with further information.
Criterion 10 (Conservation Corp criterion in Wetlands, Anadromous, Riparian & Trails Guides)	Italicized language	Revise language to reference using the form for both the C.C.C. and the Certified Conservation Corps.	Yes – see italicized and scoring rubric language.



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Anadromous Application Guide	5 th Criterion – Species Presence page 35	Reword the scoring rubric from “and” to “or” in the scoring rubric.	Partially modified – changed the text to read “and/or” Applicants which address both Anadromous Salmonids and Trout will receive the most points in the criterion.
Deer/Mountain Lion & RETP Application Guides	5 th Criterion	Reword to elicit a description, not request “documentation.”	Yes – see edited text under the heading.
Deer/Mountain Lion & RETP Application Guides	7 th Criterion – Threat – item a) page 31	Refine or delete the parenthetical item to remove language “other than annual migratory areas...”	Yes – deleted the language.
Riparian Application Guide	6 th Criterion – Invasive Plant Species Item c) page 36	Clarify the meaning of the item and use same term as in the Wetlands Application Guide.	Yes – insert the words “discussion of” in place of “evaluation”.
Riparian Application Guide	7 th Criterion - Site elements page 37	Clarify the term “naturally functioning hydrology”, and whether this can include human-made mechanisms.	Yes – changed the term to “necessary hydrological processes” and defined the term – new term allows inclusion of human-made mechanisms.
Trails Application Guide	Application Instructions and Form page 11	Clarify that the description needs to indicate the approximate number of linear feet of trail.	Yes – see revised language on form.
Trails Application Guide	1 st Criterion – Threat or Need page 31	Remove the language “and other programs” from the description.	Yes – see revised criterion language.



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Wetlands Application Guide	6 th Criterion – Invasive Plant Species Item c) page 36	Clarify the meaning of the item.	Yes – insert the words “discussion of” in place of “evaluation”.
Wildlife Area Activities Application Guide	1 st Criterion – Need page 24	Revise description to include words “for funding”, 2 nd paragraph, 2 nd sentence.	Yes – see revised criterion language.
Wildlife Area Activities Application Guide	Criterion 6 page 29	Under 6 a), add (s) to indicate the option of referring to one location or more than one location.	Yes – see revised language.
Wildlife Area Activities Application Guide	Criterion 6 page 29	Under 6 a), item a), change numbers of locations to name(s).	Yes – OGALS staff can count the names. The applicant should provide the names to demonstrate project readiness.
Eligible Costs	Acquisition Costs	Revise the chart to separate pre-acquisition costs (appraisals and surveys) from acquisition costs.	No – all of the costs involved in an acquisition are considered “acquisition costs” there are no “pre-acquisition” costs.
Eligible Costs	Acquisition Costs	Remove last bullet addressing plans and specifications.	Yes – see revised Eligible Costs chart.
Ineligible Costs	Second bullet	Add language “documents prepared prior to application due date”.	Yes – see revised Ineligible Costs chart.