

**State of California**  
**The Resources Agency**  
**Department of Fish and Game**  
**Wildlife Conservation Board**

**FORMAT FOR PREPARATION AND REVIEW PROCEDURES**

**LAND ACQUISITION PROPOSALS**

*Including guidance for  
Land Acquisition Evaluations and Conceptual Area Protection Plans*

*For lands to be acquired and/or managed by  
California Department of Fish and Game  
as well as grants to others*

**Revised August 2015 (Version 2)**

## **Background and Purpose**

The Wildlife Conservation Board (WCB) was created by legislation in 1947 to administer a capital outlay program for wildlife conservation and related public recreation. Originally created within the California Department of Natural Resources, and later placed with the Department of Fish and Game, the WCB is a separate and independent Board with authority and funding to carry out an acquisition and development program for wildlife conservation. The Wildlife Conservation Board's three main functions are land acquisition, habitat restoration and development of wildlife oriented public access facilities.

This document outlines the process and proposal format for WCB's land acquisition function. WCB acquires real property or rights in real property on behalf of the Department of Fish and Game (DFG) and can also grant funds to other governmental entities or nonprofit organizations to acquire real property or rights in real property. All acquisitions are made on a "willing seller" basis pursuant to a fair market value appraisal as approved by the Department of General Services. The acquisition activities are carried out in conjunction with DFG, with DFG recommending priorities for proposed acquisitions. Following DFG site evaluations, recommendations are submitted to WCB for consideration for funding.

## **Overview**

Land acquisition proposals may be developed by DFG personnel and/or other proponents. Proposals may outline the establishment or expansion of Department-managed lands (i.e. Wildlife Areas or Ecological Reserves), and/or the acquisition of lands or easements to be owned and managed by others for fish and wildlife conservation purposes. Land Acquisition Proposals typically fall into one of two categories:

1. Land Acquisition Evaluation (LAE) – An LAE typically focuses on a single or limited number of parcels and/or owners. The development of an LAE is often prompted by some information that the (or one of the key) land owner(s) might be interested in selling their land (or an interest in their land) for conservation purposes.
2. Conceptual Area Protection Plan (CAPP) – CAPPs encompass larger geographic areas than an LAE and serve as planning tools for a region to protect large blocks of habitat. CAPPs typically cover an area with multiple owners, many of which may have no interest in selling at the present time. CAPPs include a prioritization of parcels where purchase or easement offers are first focused. CAPPs may be further classified into two

sub-types

- a. CAPPs are frequently developed in partnership between DFG, other agencies, and conservation organizations. These multi-partner CAPPs often recommend that different partners acquire and manage different areas within the CAPP, either separately or jointly, and generally provide a broad description of land management actions.
- b. Sometimes a large and/or multi-owner area may be proposed by DFG for the establishment or expansion of a DFG Wildlife Area or Ecological Reserve. These DFG CAPPs identify upfront the needed area for optimum management by the Department and provide greater detail relative to land management actions.

All land acquisition proposals use the same general format regardless of size, complexity, or ultimate ownership. The appropriate level of detail of various sections of the proposal may vary considerably depending on these factors. This document explains the Land Acquisition Proposal format through 3 parts:

Part 1 - Land Acquisition Proposal outline – The detailed table of contents is intended to help ensure that all important factors needing consideration when proposing to buy conservation lands with public funds are included in Land Acquisition Proposals.

Part 2 - Land Acquisition Proposal Guidance and Template – This part includes the Land Acquisition Proposal coversheet, instructional guidance for many sections of a proposal, and an approvals page. This part may also be used as a template for writing proposals. By copying this section into a new word processing document, all needed section titles, numbering, and formatting are set. Simply replace section guidance and/or “placeholder” text with actual proposal language.

Part 3 - Sample proposal – For illustrative purposes, a Land Acquisition Evaluation for an Expansion of the DFG owned Eel River Wildlife Area (February 2007) has been reformatted for use as an example and general guidance for preparation of future proposals.

### **Preparation of Land Acquisition Proposals by non-DFG personnel or entities**

Anyone may take the lead in preparing Land Acquisition Proposals for Wildlife Conservation Board consideration. Since all proposals must be supported by the Department of Fish and Game, close coordination with DFG personnel during proposal development is essential.

Proponents of any land acquisition effort that will seek funding from the WCB should start by contacting the appropriate DFG Regional lands contact for the geographic areas listed below:

Northern Region

Mr. Eric Haney  
601 Locust Street  
Redding, CA 96001  
(530) 225-2052  
[Eric.Haney@wildlife.ca.gov](mailto:Eric.Haney@wildlife.ca.gov)

South Coast Region

Dr. Amber Pairis  
3883 Ruffin Rd.  
San Diego, CA 92123  
(916) 205-9478  
[Amber.Pairis@wildlife.ca.gov](mailto:Amber.Pairis@wildlife.ca.gov)

North Central Region

Mr. Josh Bush  
1701 Nimbus Road  
Rancho Cordova, CA 95670  
916-374-9137  
[Joshua.Bush@wildlife.ca.gov](mailto:Joshua.Bush@wildlife.ca.gov)

Inland Deserts Region

Mr. Eddy Konno  
78078 Country Club Drive, Ste 109  
Bermuda Dunes, CA 92203  
(760) 200-9158  
[Eddy.Konno@wildlife.ca.gov](mailto:Eddy.Konno@wildlife.ca.gov)

Bay Delta Region

Mr. Brian Shelton  
7329 Silverado Trail  
Napa, CA 94558  
(707) 944-5538  
[Brian.Shelton@wildlife.ca.gov](mailto:Brian.Shelton@wildlife.ca.gov)

Central Region

Ms. Terry Palmisano  
20 Lower Ragsdale Drive,  
Suite 100  
Monterey, CA 93940  
(831) 649-2890  
[Terry.Palmisano@wildlife.ca.gov](mailto:Terry.Palmisano@wildlife.ca.gov)

**Land Acquisition Proposal Cover Sheet  
California Department of Fish and Wildlife  
Wildlife Conservation Board**

Date: \_\_\_\_\_

Project Name (proposed or existing): \_\_\_\_\_

**How to Name Projects:** For expansions of existing named conservation units, use the existing unit's name. For entirely new areas, the proposed name should reflect a significant geographical feature or location (e.g., Green Valley CAPP, Blue Lake LAE).

CDFW Region \_\_\_\_\_ County(s) \_\_\_\_\_

Proposal type:

If Conceptual Area Acquisition Plan (CAPP), please select which type (X):

\_\_\_\_\_ New CAPP      \_\_\_\_\_ CAPP Addendum      \_\_\_\_\_ CAPP Amendment

- Addendums are relatively small and do not change the purpose(s) stated in the original CAPP.
- Amendments involve one or more of the following: significant addition in terms of acreage, a new significant habitat type, listed species, geophysical or hydrologic features, potential for an additional public use, or otherwise add to or change the purposes discussed in the original CAPP.

\_\_\_\_\_ Land Acquisition Evaluation (LAE)

Proposed ownership/management: *More than one category may be selected.*

\_\_\_\_\_ CDFW – Wildlife Area ( \_\_\_\_\_ New \_\_\_\_\_ Expansion)  
\_\_\_\_\_ CDFW – Ecological Reserve ( \_\_\_\_\_ New \_\_\_\_\_ Expansion)  
\_\_\_\_\_ CDFW – Conservation Easement/Other ( \_\_\_\_\_ New \_\_\_\_\_ Expansion)  
\_\_\_\_\_ Grant request by: \_\_\_\_\_ ( \_\_\_\_\_ New \_\_\_\_\_ Expansion)

Acquisition type: *More than one type may be selected.* It is OK to estimate acreage between Fee title, Easement and Lease if the distribution is not certain, as long as their total equals the total acreage in the CAPP/LAE.

\_\_\_\_\_ Fee title purchase \_\_\_\_\_ Acres      \_\_\_\_\_/\_\_\_\_\_ # of parcels/# current landowners  
\_\_\_\_\_ Easement \_\_\_\_\_ Acres      \_\_\_\_\_/\_\_\_\_\_ # of parcels/# current landowners  
\_\_\_\_\_ Lease \_\_\_\_\_ Acres

Acquisition cost estimate: \$ \_\_\_\_\_ *Estimate the total cost of acquisition.*

Basis for estimate:

- *If property is currently listed for sale, use the listing price*
- *If a comparable sale exists, share this information*
- *If nothing else, list the county assessment for tax purpose*

Primary Author(s) Name and Contact Information:

CDFW Regional Contact(s):

**Land Acquisition Proposal**  
*Insert Proposal Title Including Site Name Here*

1. Proposal overview

*One or two paragraphs that tell the reader what is being proposed, where, and why in the broadest of terms. Specifically state the purpose of acquisition. Do not exceed ½ page.*

2. Ecological values

2.1. Physiographic features

*Include as applicable and useful: landforms, drainages, major geological and geographical features, elevations.*

2.2. Historic and current land use

*Insert text here. See sample proposal.*

2.3. Wildlife and habitat values

2.3.1. Fish, wildlife and habitat presence, use, and diversity

*Insert text here. See sample proposal.*

2.3.2. Endangered, threatened, rare, and/or declining species or habitats

*Insert text here. See sample proposal.*

2.3.3. Presence of non-native and/or invasive species

*Insert text here. See sample proposal.*

2.3.4. Site and Resource Viability

*Address the long-term ability to retain or enhance resources of interest considering units size and long-term outlook for adjacent and upstream lands.*

## 2.4. Landscape values

### 2.4.1. Juxtaposition and relationship to other conservation lands

*Insert text here. See sample proposal.*

### 2.4.2. Contribution to wildland connectivity and corridors

*Insert text here. See sample proposal.*

### 2.4.3. Relationship of area to existing or planned conservation planning efforts

*Insert text here. See sample proposal.*

### 2.4.4. WCB-funded acquisition and restoration funding in area

*WCB-funded acquisition and restoration history in area – Use DFG’s IMAPS BIOS viewer (<http://imaps.dfg.ca.gov/viewers/biospublic/app.asp>) to find, map, and quantify WCB acquisitions, approved land acquisition plans, and WCB funded restoration projects in the project area.*

## 2.5. Water - Sources, availability, reliability, quality, rights

*Sources – Identify any historic, existing, or proposed groundwater/surface water sources.*

*Availability – Is the water available for use? Identify when and under what circumstances water may be available.*

*Reliability – How often is the water present? Is it there in all years? Limited by dry years? By other factors?*

*Quality – Is the water quality known? Any previous or existing use?*

*Rights – Identify any water rights such as riparian, pre-1914, post-1914 appropriative, Stockwatering Certificate, or Small Domestic Registration (refer to the State Water Resources Control Board Division of Water Rights at <http://www.waterrights.ca.gov/> for further information). Include any documents or agreements which accompany these rights or condition their use.*

## 2.6. Climate change

2.6.1. Potential of area to help facilitate adaptation of species, habitats and communities to climate change

*Examples of how lands might facilitate adaptation to climate change include the establishment or improvement of corridors, reliable water sources, and topography that allows upward migration of plants and animals.*

2.6.2. Potential of climate changes to diminish key wildlife and habitat values

*Climate change threats to current resource values include likely drying of wetlands, changes of habitat type, and loss of coastal marshes to the sea.*

3. Other attributes

3.1. Cultural resources

*Insert text here. See sample proposal.*

3.2. Physical modifications and improvements

*List types, sizes, and condition of buildings, roads, levees, etc. To the extent possible, note whether they are a positive or negative attribute considering likely management and maintenance needs, and public use opportunities.*

3.3. Contaminants

*Insert text here. See sample proposal.*

3.4. Threats

*Threats include things like suburbanization, conversion to agriculture (or more intensive agriculture or change in crop types, i.e. pasture to vineyards), loss of water, etc.*

3.5. Other issues, encumbrances, and/or rights

*Capture anything else important, positive or negative, not captured elsewhere. For example, if the acquisition proposed solves problems with management or restoration of nearby areas, say so here. This would also be the place to describe encumbrances or title*



*restrictions that affect management of the property.*

#### 4. Management objectives and needs

*Management and public use planning is often a separate, detailed, and public process conducted after lands are acquired. This section is included in a Land Acquisition Proposal to provide a broad overview of likely management challenges and opportunities. Of particular focus should be issues of such magnitude that they may influence the very decision to purchase the land for conservation purposes. The specificity of this entire section should vary, depending upon who is proposed to be the land owner/manager/responsible party. For DFG owned and managed lands, considerable detail, including cost estimates and staffing needs, should be provided, as DFG approval of the proposal also represents an long-term commitment of operational funding. If others will own or manage the properties, all items should be addressed with lesser but sufficient detail to demonstrate the manager's understanding of the basic management requirements of the lands and their capacity to successfully manage them.*

##### 4.1. Habitat and wildlife management

###### 4.1.1. Critical inventory and monitoring needs

*Insert text here. See sample proposal.*

###### 4.1.2. Ongoing habitat and wildlife management requirements

*Insert text here. See sample proposal.*

###### 4.1.3. Major habitat restoration needs and programs

*Insert text here. See sample proposal.*

##### 4.2. Public Use

###### 4.2.1. Historic and current public uses

*Insert text here. See sample proposal.*

###### 4.2.2. Opportunities and objectives for wildlife dependent public use

*Insert text here. See sample proposal.*

#### 4.2.3. Public access and infrastructure – existing and needed

*Insert text here. See sample proposal.*

#### 4.3. Law enforcement

*Identify known issues or problems and how they might be addressed.*

#### 4.4. Management implementation

##### 4.4.1. Proposed responsible party, management partners, cooperative management agreements, endowments

*Insert text here. See sample proposal.*

##### 4.4.2. Start-up costs (requested from WCB)

*WCB will consider funding essential start-up costs, including boundary surveys, fencing, gates, and signage. Be specific.*

##### 4.4.3. Management capacity of responsible party

*The described management objectives and needs typically take people and money to implement. Describe the managing entities' organizational capacity and expertise to accomplish the work. For DFG acquisitions, address whether the properties can be managed with existing resources. Please provide information on additional staff and/or funding required to manage the properties. If the properties have the potential to generate income to offset these costs, please indicate that as well.*

#### 5. Community outreach

##### 5.1. Acquisition partnership opportunities

*Describe any alternative and/or potential supplemental funding sources to acquire the proposed area for conservation purposes.*

## 5.2. Known opposition or support

*Insert text here. See sample proposal.*

CDFW APPROVALS FOR: \_\_\_\_\_  
CAPP or LAE Title, CDFW Region #

---

Lands Program Review:

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

Submitted by Regional Manager:

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Deputy Director for Wildlife and Fisheries Division Review and Approval:

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Chief Deputy Director Review and Approval:

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Director Review and Approval:

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Transmitted to the Wildlife Conservation Board: Date: \_\_\_\_\_

## Appendices

- A-1. Maps
- A-2. Photos
- A-3. Prioritization of lands to be acquired (*CAPPs only*)
- A-4. Ownership and financial data
- A-5. Critical Stipulations for Conservation Easements/Grant Agreements