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| California Department of Fish & Wildlife |
| Application for |
| Governmental Entity, Special District, or Nonprofit Organization |
| Requesting to Hold and Manage Mitigation Land |
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This application will aid the California Department of Fish and Wildlife to exercise due diligence in reviewing the qualifications of an applicant to manage and steward land, water, or natural resources.

Dear Applicant,

On September 28, 2012, the Governor signed SB 1094 into law amending Government Code sections 65966-65968, which among other things expanded authorization for holding mitigation lands and modified the requirements for mitigation endowments.

When the California Department of Fish and Wildlife (CDFW) issues permits for a project, the project applicant may be required to transfer interest in real property to CDFW to mitigate the impact that the project will have on fish and wildlife resources. CDFW may authorize non-profit organizations, governmental entities, and special districts to hold title and manage the mitigation lands (Gov. Code, § 65967).

CDFW is required to conduct due diligence when approving non-profit organizations, governmental entities, and special districts to hold and manage mitigation lands. Specifically, Government Code section 65967 states, “[a] state or local agency shall exercise due diligence in reviewing the qualifications of a governmental entity, special district, or nonprofit organization to effectively manage and steward land, water, or natural resources.”

Completion and submittal of this application will assist CDFW in completing its due diligence to determine whether an applicant is qualified to hold fee title or a conservation easement for mitigation lands under Government Code sections 65965-65968.

You are encouraged, but not required, to streamline the application review by organizing your application materials in the following manner.

* Assemble your application in a three ring binder.
* Label the binder cover and spine with the applicant name, project name (if applicable), and date of submission.
* Organize the binder content as follows: 1- Checklist, 2- Application, and 3- Attachments. Include tabs that are labeled to correspond with the checklist and to separate attachments.
* Reference any documents that apply to more than one question with a single sheet that notes the document previously included (e.g., for attachment H.44. please see B.11.).
* Enclose electronic files (i.e., CD, DVD, USB) with your binder. You are encouraged to organize and label the electronic files as they appear on the checklist (e.g., A.1.115\_StatusLetter).

We recommend you begin by answering the questions in the application. Please review your application for completeness. A complete list of all possible attachments to the application is provided on page iii in the Attachment Checklist. The attachments will vary among Applicants; some Applicants may be required to submit all or only a subset of the attachments listed on page iii. The application questions provide guidance on the attachments appropriate for your organization. Any blanks or missing documentation may delay CDFW review or prevent the Applicant from qualifying. CDFW may request additional information during the review process. If you have any questions about filling out this application, please contact your nearest CDFW regional office. After completion, submit both electronic and hard copies to your CDFW regional contact. Regional contact information is provided on the next page.

Within 60 days, CDFW will respond in writing indicating approval or disapproval of your application. If approved, your approval will expire five years from the date of approval letter issuance. Application renewal and amendment instructions will be included in the approval letter.



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| **B. Property Details** |
| **Attached?** | **Label** | **Question** | **Document Name** |
| **[ ]**  | B.2. | 2 | Map of mitigation property to be held |
| **[ ]**  | B.2. | 2 | Parcel number, deed description, title, etc.  |
| **D. California Council of Land Trusts** |
| [ ]  | D.5. | 5 | CCLT membership acknowledgement letter |
| [ ]  | D.5. | 5 | Copy of CCLT membership application package |
| **E. Land Trust Accreditation Commission** |
| [ ]  | E.6. | 6 | Copy of LTAC accreditation letter and certificate |
| [ ]  | E.6. | 6 | Copy of LTAC pre-application questionnaire, and its attachments  |
| **F. Tax Status** |
| [ ]  | F.7. | 7 | Letter evidencing Section 115 and 170(c)(1) status |
| [ ]  | F.9. | 9 | Copies of the last 3 submitted Form 990, 990-EZ, 990-N, 990-PF |
| [ ]  | F.10. | 10 | Recent IRS Favorable Determination Letter number 1050, 1045, or 947 |
| [ ]  | F.13. | 13 | Letter evidencing Registry of Charitable Trusts registration |
| [ ]  | F.16. | 16 | Documentation of investigation(s) and actions to resolve violations |
| **G. Purpose** |
| [ ]  | G.17. | 17 | Mission Statement |
| [ ]  | G.17. | 17 | Articles of Incorporation |
| [ ]  | G.17. | 17 | Bylaws |
| [ ]  | G.17. | 17 | Vision Statement |
| [ ]  | G.17. | 17 | Enabling legislation |
| [ ]  | G.17. | 17 | Stewardship Policy |
| **H. Public Information** |
| [ ]  | H.19. | 19 | Organizational brochure, recent annual report, or recent newsletter |
| [ ]  | H.19. | 19 | Screen shot of web site showing information about board members |
| **I. Board Information, Procedures, and Protocols** |
| [ ]  | I.20. | 20 | List of board members with officers identified |
| [ ]  | I.20. | 20 | Biographical statement for each board member, major employments, and key affiliations |
| [ ]  | I.20. | 20 | Identification of and title of any persons directly or indirectly compensated in last 3 years |
| [ ]  | I.20. | 20 | The nature and amount of compensation for individuals compensated by Applicant |
| [ ]  | I.21. | 21 | Board member job description |
| [ ]  | I.21. | 21 | List of committees |
| [ ]  | I.21. | 21 | Last three years of roll call and board meeting minutes |
| [ ]  | I.22. | 22 | Applicant’s policies and guidelines for decisions concerning investments |
| [ ]  | I.22. | 22 | Budget committee reports to the Board from the last three years |
| [ ]  | I.25. | 25 | Conflict of Interest Policy |
| [ ]  | I.25. | 25 | Conflict of Interest Policy acknowledgement form |
| [ ]  | I.26. | 26 | List of staff members and their CVs, volunteers, interns, consultants, etc. |
| [ ]  | I.26. | 26 | Annual work plans, annual evaluations, strategic plan evaluations, etc. |
| [ ]  | I.26. | 26 | Policy for evaluating personnel performance or description of how Applicant evaluates its programs |
| **J. Financial Status** |
| [ ]  | J.27. | 27 | Financial statements and audits from last three years |
| [ ]  | J.28. | 28 | Financial reviews from last three years,Management letters and related correspondence that accompanied the most recent audit/review/compilation of Applicant's financial records |
| [ ]  | J.28. | 28 | Minutes from the board meeting when the results of the audit/review/compilation of Applicant's financial records were presented |
| [ ]  | J.30. | 30 | Investment policy  |
| [ ]  | J.30. | 30 | Investment guidelines |
| [ ]  | J.31. |  31 | Most recent annual fiscal report(s) for endowments held for mitigation lands  |
| [ ]  | J.32. | 32 | Spending policy or spending rules |
| [ ]  | J.33. | 33 | Income projections, budget planning documents, business plan for next 3 years |
| [ ]  | J.35. | 35 | Last three years of bond or credit rating |
| **K. Land Management** |
| [ ]  | K.37. | 37 | List of current properties |
| [ ]  | K.39. | 39 | Sample annual monitoring report |
| [ ]  | K.40. | 40 | Enforcement policy or procedures |
| [ ]  | K.42. | 42 | Conservation Easement Amendment policy |

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| A. Contact Information |

Applicant:

Contact Person and Title:

Telephone Number:

Website and E-Mail Address:

Mailing Address:

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| B. Mitigation Land Details |

1. This application is to hold land on behalf of CDFW in the following region(s):

[ ]  R1- Northern Region

[ ]  R2 North Central Region

[ ]  R3 Bay Delta Region

[ ]  R4 Central Region

[ ]  R5 South Coast Region

[ ]  R6 Inland Deserts Region

[ ]  R7 Marine Region

1. What is the geographic area of the Applicant’s activities?

[ ]  Counties where the Applicant currently holds or manages lands:

[ ]  Please list the additional counties where Applicant requests to hold or manage lands:

Property Location (Nearest City/County):

Parcel Number, Deed Description, and GPS Coordinates:

[ ]  Please provide GIS parcel data from County.

[ ]  Please provide map of mitigation property to be held.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() B.2. Document(s) to submit: (1) parcel number, deed description, title, and (2) map of mitigation property to be held.**

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| C. Proposed Conservation Activities |

1. Is there a specific property that Applicant is requesting approval to hold?

[ ]  Yes.

[ ]  No. Please explain

Proposed Protected Species:

1. What type of mitigation lands are you seeking approval to hold?

[ ]  Specifically defined geographic area (i.e., along a creek corridor, vernal pool region, etc.).

[ ]  Specifically defined habitat type(s):

[ ]  List species and/or permits:

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| D. California Council of Land Trusts |

1. Is the Applicant a member of the California Council of Land Trusts (CCLT)?

[ ]  Yes. Please attach a copy of the membership acknowledgment letter and a copy of the membership application package. **Proceed to section K, question 36.**

[ ]  No.

[ ]  Was membership denied, suspended, or revoked? Please indicate when and why.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() D.5. Document(s) to submit: (1) CCLT membership acknowledgement letter, (2) copy of CCLT membership application package.** **If the Applicant does not submit the CCLT application package, Applicant must complete questions 7 through 35.**

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| E. Land Trust Alliance |

1. Is the Applicant currently accredited through the Land Trust Accreditation Commission?

[ ]  Yes. Please attach a copy of the accreditation letter and certificate, and pre-application questionnaire and its attachments. Please provide date of issuance and expiration date. **Proceed to section K, question 36.**

[ ]  No.

[ ]  Has application for accreditation been submitted? Please list date of submission and if the application was deemed complete.

[ ]  Has accreditation been denied or application been withdrawn? Please explain when and why the application was denied or withdrawn.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() E.6. Document(s) to submit: (1) LTA Commission accreditation letter, (2) copy of the completed LTA pre-application questionnaire, and its attachments. If the Applicant does not submit the LTA application package, Applicant must complete questions 7 through 35.**

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| F. Tax Status |

**Governmental entities will complete questions 7, 8, and 16; non-profits will complete questions 9 – 16.**

1. Is the Applicant recognized by the Internal Revenue Service (IRS) as a governmental entity under Internal Revenue Code sections 115 and 170(c)(1)? Please provide a copy of the official determination of its status as a political subdivision, instrumentality of government, or whether its revenue is exempt under Internal Revenue Code sections 115 and 170(c)(1).

[ ]  Yes. Indicate classification below, attach letter explaining how the applicant fits under this definition.

[ ]  State Agency

[ ]  County

[ ]  City

[ ]  Joint Powers Authority

[ ]  A special district formed pursuant to Article 3 (commencing with Section 5500) of Chapter 3 of Division 5 or Division 26 (commencing with Section 35100) of the Public Resources Code.

[ ]  Resource conservation district organized pursuant to Division 9 (commencing with Section 9001) of the Public Resources Code.

[ ]  District organized or formed pursuant to the Metropolitan Water District Act (Chapter 209 of the Statutes of 1969).

[ ]  County water district organized under Division 12 (commencing with Section 30000) of the Water Code, that has more than 5,000 acres of mitigation lands.

[ ]  Special district formed pursuant to Chapter 2 (commencing with Section 11561) of Division 6 of the Public Utilities Code that provides water and wastewater treatment services.

[ ]  District organized or formed pursuant to the County Water Authority Act (Chapter 545 of the Statutes of 1943).

[ ]  Local flood control district formed pursuant to any law.

[ ]  Other

[ ]  No. Proceed to next question.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() F.7. Document(s) to submit: Letter evidencing Section 115 and 170(c)(1)status.**

1. Is the Applicant current in reporting annual financial reports to the California State Controller’s Office?

[ ]  Yes.

[ ]  No. Please explain:

1. Is the Applicant exempt from income tax under Internal Revenue Code section 501(a), described in section 501(c)(3), and is other than an organization described in sections 509(a)(1) through (4)?

[ ]  Yes. Attach appropriate IRS form and then, proceed to the next question.

[ ]  No. Applicant does not meet the qualifications.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() F.9. Document(s) to submit: Copies of the last 3 submitted Form 990, 990-EZ, 990-N, 990-PF.**

1. Is the Applicant recognized by the IRS as a 501(c)(3) qualified to do business in California?

[ ]  Yes. Attach a copy of a recent IRS Favorable Determination Letter.

[ ]  No. Applicant does not meet the qualifications.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() F.10. Document(s) to submit: Recent IRS Favorable Determination Letter No. 1050, 1045, or 947.**

1. Has the 501(c)(3) status ever been suspended or revoked?

[ ]  Yes. Explain why and identify the remedial actions that were taken.

[ ]  No. Proceed to the next question.

1. Is the Applicant a “qualified organization” as defined in Internal Revenue Code, section 170, subdivision (h), paragraph (3)?

[ ]  Yes. Attach a copy of a recent IRS Favorable Determination Letter and explain how the applicant fits under this definition.

[ ]  No. Applicant does not meet the qualifications.

1. Is the Applicant registered with the California Registry of Charitable Trusts maintained by the Attorney General pursuant to Government Code section 12585?

[ ]  Yes. Attach document evidencing registration.

[ ]  No. Applicant does not meet the qualifications.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() F.13. Document(s) to submit: Letter evidencing Registry of Charitable Trusts registration.**

1. Is the Applicant registered and current in reporting annual financial reports to the Attorney General’s Office?

[ ]  Yes.

[ ]  No. Please explain:

1. Is the Applicant registered and current in its filing to do business in California through the Secretary of State?

[ ]  Yes.

[ ]  No. Applicant does not meet the qualifications.

1. Has the Applicant ever been reviewed or investigated by the Internal Revenue Service, Office of the Attorney General of CA, CA Board of Equalization, CA Employment Development Department, or CA Franchise Tax Board (except for the routine application for nonprofit incorporations or tax-exempt status)? Applicant shall sign a release authorizing the CDFW to contact the above agencies for verification.

[ ]  Yes. Attach an explanation, including whether the matter was resolved and the manner in which it was resolved.

[ ]  No.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() F.16. Document(s) to submit: Documentation of investigation(s) and actions to resolve violations.**

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| G. Purpose |

1. Is the Applicant’s principal purpose the direct protection and stewardship of natural lands or resources, including, but not limited to agricultural lands, wildlife habitat, wetlands, endangered species habitat, and open-space areas?

[ ]  Yes. Describe the Applicant’s principal purpose and how it relates to the proposed conservation activities seeking approval under this application:

[ ]  Mission Statement

[ ]  Articles of Incorporation

[ ]  Bylaws

[ ]  Vision Statement

[ ]  Enabling legislation, if applicable

[ ]  Stewardship Policy

[ ]  No. Please explain:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() G.17. Document(s) to submit: (1) Mission Statement, (2) Articles of Incorporation, (3) Bylaws, (4) Vision Statement, (5) Enabling legislation, (6) Stewardship Policy.**

1. Is the Applicant authorized to acquire and hold conservation easements pursuant to Civil Code section 815.3?

[ ]  Yes.

[ ]  No.

[ ]  Not applying to hold conservation easement(s).

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| H. Public Information  |

1. Does the Applicant provide information annually to the public about its activities to conserve land and/or water resources? Is information about board members accessible to the public?

[ ]  Yes. Please check all that apply and attach examples:

[ ]  Annual report

[ ]  Newsletters/ brochure

[ ]  Web site/Twitter/Facebook/My Space/Podcasts/Blogs

[ ]  Other. Please explain.

[ ]  No. Please explain.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() H.19. Document(s) to submit: (1) organizational brochure, recent annual report, or recent newsletter; and (2) indication of where board member names are readily-accessible and sample of document(s)/URLs/screenshots.**

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| I. Board Information, Procedures, and Protocols |

1. Is the Board of Directors an independent decision-making body guiding the affairs of the Applicant’s organization? Pursuant to Corporations Code, section 5227, not more than 49 percent of persons serving on the Board may be directly or indirectly compensated by the Applicant.

[ ]  Yes. Attach supporting documentation.

[ ]  No. Explain or clarify and then skip to 24:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() I.20. Document(s) to submit: (1) list of board members with officers identified; (2) biographical statement for each board member that includes major employment(s) and key affiliations for each; (3) identification and title of any persons (i.e., board president, treasurer, secretary, executive director, etc.) that the Applicant has either directly or indirectly compensated in the last three years; and (4) the nature and amount of compensation for individuals identified in (3).**

1. Please explain how the Board of Directors is activelyengaged in governance activities, overseeing financial management, policy, and programs of the Applicant, and if a majority of members regularly participate in board and committee meetings (if so, minimum needed for participation, how often)?

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() I.21. Document(s) to submit: (1) board member job description, (2) list of committees, and (3) last three years meeting minutes including roll call showing the presence and absence of board members.**

1. Does the Board review, approve, and document the following?

[ ]  Applicant’s budget

[ ]  Periodic review of investments

[ ]  Financial status of the Applicant

[ ]  None of the above

Please explain how the review and approval is completed.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() I.22. Document(s) to submit: (1)** **the Applicant’s policies and guidelines for decisions concerning investments; (2) budget committee reports to the Board from last three years (if applicable).**

1. What is the process for periodic evaluation of the General Manager/Chief Executive Officer/Executive Director?

1. How involved is the Board in approving the acquisition of real property interests? Please explain the process.

1. Has the Board adopted a conflict of interest policy? Does the Board implement the policy? Does the Board review and reaffirm the policy annually?

[ ]  Yes. Attach supporting documentation.

[ ]  No. Explain or clarify:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() I.25. Document(s) to submit: (1) conflict of interest policy; and (2) form that board members sign and acknowledge the policy.**

1. Volunteers, staff, and/or consultants with appropriate knowledge, skills, and abilities to carry out Applicants programs.
	1. Number of full-time staff?
	2. Number of part-time staff?
	3. Number of volunteers (excluding board members) and approximate volunteer hours each year?
	4. Please describe Applicant’s use of consultants.

* 1. Does Applicant include funds in their budget to support staff training through workshops, conferences, seminars, webinars, etc.?

[ ]  Yes. Explain and attach supporting documentation.

[ ]  No. Please explain:

* 1. Does the Applicant regularly evaluate its programs, activities, and long-term responsibilities to determine sufficient capacity (i.e., staff, volunteers, consultants) to carry out operations?

[ ]  Yes. Explain and attach supporting documentation.

[ ]  No. Please explain:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() I.26. Document(s) to submit: (1) list of staff members and their curricula vitae, volunteers, interns, consultants, etc.; (2) annual work plans, annual evaluations, strategic plan evaluations, etc.; (3) policy for evaluating personnel performance or description of how Applicant evaluates its programs.**

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| J. Financial Status |

1. Financial Records – Does the Applicant prepare complete annual financial statements in compliance with Generally Accepted Accounting Principles (GAAP) and federal and state reporting requirements including the Uniform Supervision of Trustees for Charitable Purposes Act (Gov. Code, §§ 12580-12599.8)?

[ ]  Yes. Attach the financial statements and audits from last three years.

[ ]  No. Please explain or clarify:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() J.27. Document(s) to submit: Financial statements and audits from last three years.**

1. Financial Review or Audit

The Applicant meets federal and state filing requirements, such as filing IRS Form 990, and has an annual financial review or audit, by a qualified financial advisor, in a manner appropriate for the scale of the organization and consistent the Uniform Supervision of Trustees for Charitable Purposes Act (see *Id.*).

Indicate how Applicant completes an annual financial review or audit:

[ ]  Fiscal year gross revenue of $2,000,000 or more, prepares annual financial statements using GAAP, that are audited by an independent CPA as required by Gov. Code section 12586, subdivision (e)?

[ ]  Governmental entity with a fiscal year gross revenue of $2,000,000 or more, that are audited by an independent CPA to the Governmental Accounting Standards.

[ ]  Fiscal year gross revenue less than $1,000,000, prepares financial review or audit of year-end financial condition?

[ ]  Financial review completed by CPA.

[ ]  Financial compilation completed by CPA or qualified individual.

[ ]  None. Please explain or clarify:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() J.28. Document(s) to submit: (1) Financial reviews or audits from last three years, (2) Management letters and related correspondence that accompanied the most recent audit/review/compilation of Applicant's financial records, (3) Minutes from the board meeting when the results of the audit/review/compilation of Applicant's financial records were presented.**

1. Investment and Management of Funds – Does the Applicant comply with the Uniform Prudent Investor Act and Uniform Prudent Management of Institutional Funds Act (Probate Code, §§ 16045-16054, 18501-18510)?

[ ]  Yes

[ ]  No. Please explain or clarify:

1. Investment Guidelines – Does the Applicant meet the standards established by the California Debt and Investment Advisory Commission’s “Local Agency Investment Guidelines” or California Prudent Investor?

[ ]  Yes.

[ ]  No. Please explain or clarify:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() J.30. Document(s) to submit: (1) copy of the investment policy; and (2) any investment guidelines.**

1. Endowments – Does Applicant hold endowments conveyed for mitigation lands in accordance with Government Code sections 65965 – 65968?

[ ]  Yes. Provide annual fiscal report(s) (Gov. Code, § 65966, subd. (e)(1)(A)-(H))

[ ]  No. Please explain or clarify:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() J.31. Document(s) to submit: most recent annual fiscal report(s) for endowments held for mitigation lands.**

1. Spending – Please provide an explanation on how the Applicant has adopted and implemented a spending policy or spending rules.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() J.32. Document(s) to submit: (1) copy of the spending policy or spending rules.**

1. Long-Term Funding – Please explain how the Applicant accumulates sufficient funds to meet the long-term funding needs of its commitments, such as land management and easement protection/defense, and please describe how the Applicant is actively working to accumulate these funds.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() J.33. Document(s) to submit: (1) income projections, (2) budget planning documents, (3) business plan for next 3 years.**

1. Transfer and Assignment – Has the Applicant made provisions for another public agency and/or non-profit to assume trustee responsibilities of the endowment funds in the event the Applicant is unable to continue operations?

1. Bonding and/or Credit Rating – Please provide documentation for the last three years of the Applicant’s bond rating or credit rating.

*[ ]* No. Please explain or clarify:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() J.35. Document(s) to submit: (1) copy of Applicant’s last years of bond or credit rating.**

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| K. Land Management |

1. Identify Applicant’s land management activities:

[ ]  Acquiring land/easement (either purchase, donation or mitigation)

[ ]  Land management

[ ]  Easement stewardship

[ ]  Restoration, enhancement

[ ]  Land use or policy advocacy

[ ]  Education and community programs

[ ]  Administration (including fundraising)

[ ]  Other:

1. Provide an overview of land management activities:

[ ]  Number of conservation easements now held:      as of       (mm/dd/yy)

[ ]  Number of acres protected with conservation easements held by Applicant:

       acres

[ ]  Number of fee properties now held:      as of       (mm/dd/yy)

[ ]  Number of acres owned in fee by Applicant:       acres

[ ]  Number of conservation easements and/or fee properties once held by Applicant and transferred to another organization or agency:       as of       (mm/dd/yy)

[ ]  Number of acres of conservation easements and/or fee properties once held by your organization and transferred to another organization or agency:       acres

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() K.37. Document(s) to submit: List of current properties.**

1. Provide a list of specific habitat types and/or species currently managed by the Applicant:

1. Monitoring – Please describe the Applicant’s property monitoring and land management experience. Explain how the Applicant plans to monitor the mitigation property’s resource values on an annual basis:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() K.39. Document(s) to submit: Sample annual monitoring report.**

1. Enforcement – Explain how the Applicant will respond to a potential violation of an easement or fee title. Include the role of all parties involved such as, Board members, volunteers, staff, and partners in any enforcement action.

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() K.40. Document(s) to submit: Enforcement policy or procedures unless completely addressed in stewardship policy.**

1. Succession – Has the Applicant made provisions for another non-profit, conservation organization, or public agency to assume ownership and responsibility for its conservation lands and waters in the event the organization is unable to continue operations?

[ ]  Yes. Please provide a brief description

[ ]  No.

1. Conservation Easement Amendments – Explain how the Applicant handles a request to amend an easement. Does the Applicant have a written policy?

[ ]  Yes. Attach a copy of the Applicant’s amendment policy.

[ ]  No. Please explain:

**![C:\Users\RMathis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M4TXRP3J\MC900023646[1].wmf]() K.42. Document(s) to submit: Amendment policy unless completely addressed in stewardship policy.**

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| --- |
| **CERTIFICATION** |
| I the undersigned certify that the information provided is correct and true to the best of my knowledge. I understand that any false statement herein may subject the Applicant to suspension or revocation of its eligibility to hold mitigation endowment funds. Further, if qualified the Applicant agrees to promptly report any substantive changes in legal status, purpose, or activities to the CDFW. Signature (Print name) Date  |
| **RELEASE** |
| I the undersigned, certify (or declare), under penalty of perjury under the laws of California that the foregoing is true and correct, that I do hereby authorize CDFW to contact the IRS; CA: FTB, SCO, BOE, EDD, DOJ and Attorney General to verify that there is no active investigation of our organization at this time. Signature (Print name) Date |