

**LOCAL JURISDICTION
ASSISTANCE GRANT
PROGRAM (LJAGP)
DIRECT GRANT
APPLICATION
GUIDANCE MANUAL**

DRAFT FOR DISCUSSION ONLY

COUNTY OF MENDOCINO CANNABIS
DEPARTMENT
V. 01/17/2023

Table of Contents

LOCAL JURISDICTION ASSISTANCE GRANT PROGRAM (LJAGP) DIRECT GRANT APPLICATION GUIDANCE MANUAL.....	0
Local Jurisdiction Assistance Grant Program (LJAGP) Overview	2
Timeline	2
Definitions	3
Eligible Applicants and Maximum Direct Grant Funding Amounts	3
LJAGP Direct Grant Funding Expenditures.....	4
Eligible and Ineligible Uses for Direct Grant Funding	5
Eligible Uses and Costs	5
1.0 LOCAL CEQA DOCUMENT PREPARATION	5
2.0 IMPROVING AIR QUALITY AND REDUCING GREENHOUSE GAS EMISSIONS	5
3.0 REMEDIATION AND RELOCATION TO AN ENVIRONMENTALLY SUPERIOR LOCATION	6
4.0 HYDROLOGY AND IMPROVED WATER QUALITY.....	6
Ineligible Uses and Expenses.....	7
GENERAL INELIGIBLE USES	7
1.0 LOCAL CEQA DOCUMENT PREPARATION.....	7
2.0 IMPROVING AIR QUALITY AND REDUCING GREENHOUSE GAS EMISSIONS	7
3.0 REMEDIATION AND RELOCATION TO AN ENVIRONMENTALLY SUPERIOR LOCATION	8
4.0 HYDROLOGY AND IMPROVED WATER QUALITY.....	8
Question and Answer Process.....	8
Application Requirements.....	8
LJAGP Direct Grant Applications	8
GENERAL INFORMATION FORM.....	9
SCOPE OF PROJECT (SOP) FORMS	14
SOP FORM 1.0 LOCAL CEQA DOCUMENT PREPARATION	14
SOP FORM 2.0 IMPROVING AIR QUALITY AND REDUCING GREENHOUSE GAS EMISSIONS.....	16
SOP FORM 3.0 REMEDIATION AND RELOCATION TO AN ENVIRONMENTALLY SUPERIOR LOCATION	19
SOP FORM 4.0 HYDROLOGY AND IMPROVED WATER QUALITY.....	22
SUPPLEMENTAL MATERIALS.....	24
MASTER BUDGET.....	25
MASTER BUDGET tab INSTRUCTIONS.....	25
MASTER BUDGET tab COMBINED BUDGET	25
MASTER BUDGET tab 1.0	25
MASTER BUDGET tab 2.0	25
MASTER BUDGET tab 3.0	25
MASTER BUDGET tab 4.0	25
Application Submission Process.....	25

Local Jurisdiction Assistance Grant Program (LJAGP) Overview

In October 2021, the Department of Cannabis Control (DCC) announced the availability of \$100 million in funding for the Local Jurisdiction Assistance Grants Program (LJAGP). The LJAGP dedicates funding to local jurisdictions with the greatest needs to transition provisional licensees to annual licenses. The LJAGP is authorized by the Budget Act of 2021, Item 1115-101-0001 – For local assistance, found in Senate Bill 129 (2021).

Local jurisdictions eligible to receive grant funding represent those with significant numbers of provisional licenses who are legacy and equity applicants, and provisional licensees that are more likely to have arduous environmental compliance requirements associated with CEQA. The LJAGP allocated \$100 million on a one-time basis to aid local jurisdictions and their provisional licensees in completing CEQA compliance requirements necessary to achieve annual licensure. LJAGP funds may also be used to aid local jurisdictions in more expeditiously reviewing provisional licensee local requirements. Allowable uses are intended to encourage local jurisdictions to administer grant funds in ways that allow the DCC to transition provisional licenses to annual licenses more expeditiously without sacrificing California’s environmental commitments.

Additional funding was allocated to those local jurisdictions that have received grant funding from the state to support an already established local equity program. Grant Program funds are available for encumbrance prior to disbursement at any time during the grant period, but funds shall be expended no later than March 31, 2025.

The County of Mendocino was one of the 21 local jurisdictions deemed eligible for LJAGP funding and in January 2022, the county was awarded over \$17.5 million in assistance, a portion of which was set aside by county staff for the purpose of offering direct grants and fee waivers to qualified provisional license holders located within the unincorporated areas of Mendocino County.

Timeline

Events (Events may be added to this table as determined necessary by the MCD)	Dates (Dates are tentative and may be modified)
Notice of Funding Availability Release with Draft Direct Grant Application and Application Guidelines	January 20, 2023
Application Guidelines and Application Forms Published	February 3, 2023
Application Submission Period Opens	February 17, 2023
Questions and Answers Period Due Date	February 17, 2023
Questions and Answers Posted	February 24, 2023
Last Day to Submit Applications	March 10, 2023
Grant Award Notification	April 2023
Last Day for Grant Funding Expenditures	2-year agreements? This would certainly help equity applicants who are first time provisional license holders

	and my not get their provisional until June 2023.
Final Progress Report Due	End of LJAGP Agreement with the State or the beginning of the last reporting period.

Definitions

The following terms used in this document are defined below, unless the context clearly indicates otherwise:

- a) "Annual license" means a non-provisional license issued by the Department of Cannabis Control pursuant to Section 26050 of the Business and Professions Code.
- b) "Applicant" means a person or business entity with an active County of Mendocino application to conduct commercial cannabis activities within the unincorporated area of the County.
- c) "Direct grant applicant" or "LJAGP direct grant applicant" refers to the applicant applying for funding under the County of Mendocino's Local Jurisdiction Assistance Grant Program (LJAGP) Direct Grant Program.
- d) "Grantee" means a person or business entity that is the recipient of funds pursuant to the direct grant program.
- e) "LEEP direct grant awardee" or "LEEP awardee" means the individual or business entity that has received direct grant funds from the Local Equity Entrepreneur Program. LEEP direct awardee or LEEP awardee does not include an individual or business entity that has only received technical assistance and/or one or more LEEP waivers.
- f) "Maximum Characters" means the maximum number of characters that may be used to respond to a question including spaces. If the direct grant applicant exceeds the maximum number of characters when responding to any of the sections that have a maximum number of characters assigned to it, MCD staff will only consider the number of characters allowed. Any additional characters will not be considered during the review.
- g) "Permit holder" or "permittee" means a person or business entity with an active County of Mendocino permit to conduct commercial cannabis activities within the unincorporated area of the County.
- h) "Provisional license" means a provisional license issued by the Department of Cannabis Control pursuant to Section 26050.2 of the Business and Professions Code, to engage in cultivation, nursery, processing, manufacturing, distribution, testing, or retail activities.

Eligible Applicants and Maximum Direct Grant Funding Amounts

The County of Mendocino permits all aspects of the commercial cannabis supply chain. The permitting of commercial cannabis businesses is regulated by two separate ordinances. The Mendocino Commercial Cannabis Regulations (MCCR) is implemented by the Mendocino Cannabis Department (MCD) and the Facilities Ordinance implemented by the Mendocino Planning and Building Services (PBS). The MCCR established a permitting pathway for cultivation and nursery operations. The Facilities

Ordinance established a permitting pathway for all non-cultivation aspects of the supply chain.

Individuals and business entities with an active commercial cannabis application and/or a valid commercial cannabis permit issued pursuant the MCCR or the Facilities Ordinance who also hold the appropriate provisional state license from the DCC, may qualify for assistance from the LJAGP Direct Grant & Fee Waiver program for the purposes of achieving compliance with the California Environmental Quality Act (CEQA) and achieving state annual licensure. In addition to an active commercial cannabis application or valid commercial cannabis permit, and the appropriate state provisional license, individuals and business entities must not be delinquent on any County of Mendocino commercial cannabis business tax.

LJAGP direct grant applicants may use one direct grant application packet to apply for multiple projects that benefit multiple local applicants and/or permit holders so long as all of the following are true:

- The LJAGP direct grant applicant is also the local applicant and/or permit holder of the commercial cannabis businesses that will benefit from the projects proposed in the direct grant application, and
- Parcels, or APNs, associated with the local applications and/or permits included in the LJAGP direct grant application packet are contiguous, and
- The parcels or APNs associated with the local applications and/or permits included in the LJAGP direct grant application packet are under the same ownership.

Local applicants and permit holders that have more than one commercial cannabis business that are located on non-contiguous parcels, or on contiguous parcels under different ownership, must complete a separate direct grant application for each of the businesses located on non-contiguous parcels or on contiguous parcel that are under different ownership.

Under no circumstances, may a direct grant applicant apply for LJAGP direct grant funding for projects that would benefit a local applicant or permit holder that is different from the direct grant applicant.

LJAGP Direct Grant Funding Expenditures

Eligible provisional license holders may be awarded up to \$100,000 in LJAGP funding from the LJAGP Direct Grant & Fee Waiver Program. Some fee waivers may be applied for and awarded without applying for a direct grant, however, if the direct grant application packet includes proposed projects that require local or state permitting to complete, the direct grant applicant must identify the required local or state permit type, the permit fee amount, and apply for the applicable fee in the direct grant application or include the applicable fee in the IN-KIND/MATCHING FUNDS EXPLANATION.

LJAGP direct grants may be awarded after the approval of a complete LJAGP direct grant application packet submitted to the MCD on forms, and in the format, prescribed by the MCD.

The County will issue LJAGP direct grant funds to an awardee in increments. The first increment of funds issued shall not exceed 50 percent of the LJAGP direct grant agreement's total amount. The second increment of funds, and any additional issuance

of funds, shall not exceed 25 percent of the LJAGP direct grant agreement's total and shall only be awarded after the MCD has approved receipts provided by the awardee showing that the awardee has appropriately spent down at least 80 percent of the issued funds.

Eligible and Ineligible Uses for Direct Grant Funding

Eligible Uses and Costs

1.0 LOCAL CEQA DOCUMENT PREPARATION

LJAGP direct grant funds may be used for the purpose of completing the development of CEQA documentation required to qualify for an annual state license. LJAGP grant funds awarded in this category may be used for the purpose of hiring consultants and other professionals necessary to prepare or complete any required CEQA document and to complete any required CEQA related studies.

Examples of CEQA documents that might be required include:

- A site-specific initial study to qualify for a local discretionary permit or an annual state license,
- An addendum to make minor technical changes or additions to an adopted negative declaration or a certified environmental impact report, or
- A checklist, such as an Appendix G Checklist, as required to achieve an annual state license.

Fee waivers will be made available separately from the LJAGP direct grant for fees associated with CEQA document filing and/or CEQA document review conducted by the MCD or PBS.

2.0 IMPROVING AIR QUALITY AND REDUCING GREENHOUSE GAS EMISSIONS

Direct grant funds may be used for the purposes of improving air quality and reducing greenhouse gas emissions by eliminating the commercial cannabis business's use of combustion engines. Examples of equipment with combustion engines eligible for transition to renewal resources include:

- a) Gasoline, diesel, and propane generators used to power the commercial cannabis business's activities,
- b) Gasoline water pumps used for the purposes of accessing the commercial cannabis business's irrigation and/or potable water needs, and
- c) Other equipment as approved by the MCD.

Examples of projects that may improve air quality and reduce greenhouse gas emissions include:

- The installation of a solar system(s) resulting in the elimination of one or more combustion engine generators as the commercial cannabis business's primary power source,
- The installation of a solar water pump to replace the use of one or more combustion engine water pumps used to supply irrigation or potable water to the commercial cannabis business,
- Connection to a public utility service provider resulting in the elimination of reliance on a combustion engine generator as a primary power source, and
- Other projects as approved by the MCD.

3.0 REMEDIATION AND RELOCATION TO AN ENVIRONMENTALLY SUPERIOR LOCATION

Direct grant funds may be used for the purposes of removing and/or relocating any portion of a commercial cannabis cultivation business to an environmentally superior location and remediating the original location. Remediation and relocation proposals may include but are not limited to the following types of projects:

- a) The removal or relocation and remediation of any portion of a commercial cannabis cultivation site located within a streamside management area, a wetland, and/or floodplain,
- b) The removal or relocation and remediation of any portion of a commercial cannabis cultivation site that is determined to have potential impacts to sensitive species,
- c) Related local and state permitting fees required to complete the proposed project as approved by the MCD, and
- d) Other removal or remediation and relocation projects as approved by the MCD.

Examples of projects that remove or relocate and remediate a portion of a commercial cannabis cultivation business to an environmentally superior location may include:

- The relocation of an agricultural chemical shed located in a flood plain, to a location on the parcel outside the flood plain,
- The removal of a drying shed located within a streamside management and remediation of the streamside management area,
- The removal and/or relocation of a portion of a cultivation area, immature plant area, or nursery area from within a streamside management area to a previously disturbed hay field located on the same parcel, or
- Other projects as approved by the MCD.

4.0 HYDROLOGY AND IMPROVED WATER QUALITY

Direct grant funds may be used for the purposes of:

- a) Reducing the commercial cannabis business's dependence on surface and/or ground water resources,
- b) Conducting hydrological studies, and
- c) Improving water quality.

Example projects that may reduce dependence on surface water include:

- The installation of irrigation and/or potable water storage vessels that assist the commercial cannabis business with meeting a cannabis related forbearance requirement identified in the associated California Department of Fish and Wildlife (CDFW) Lake or Streambed Alteration Agreement (LSAA) and State Water Resource Control Board (SWRCB) Division of Water Rights (DWR) and/or Division of Water Quality (DWQ) filings,
- The installation of a rainwater catchment system that eliminates the commercial cannabis business's reliance on one or more surface water diversion(s) as identified in the business's LSAA and/or DWR and/or DWQ filing(s),
- Related local and state permitting fees required to complete the proposed project as approved by the MCD, and
- Other projects as determined by the MCD.

Example projects that may reduce dependence on ground water include:

- The installation of a rainwater catchment system that eliminates the commercial cannabis business’s reliance on one or more source of ground water as identified in the local application and/or permit application materials,
- Related local and state permitting fees required to complete the proposed project as approved by the MCD, and
- Other projects as determined by the MCD.

Example projects related to conducting hydrological studies might include:

- The hiring of consultants, scientists, hydrologists, engineers, or other contracted parties to conduct a water availability analysis or hydrological connectivity analysis required a local or state cannabis permitting or licensing agency, and
- Other projects as determined by the MCD.

Example projects that may improve water quality include:

- The hiring of consultants, scientists, hydrologists, engineers, or other contractors necessary to ensuring compliance with and/or the completion of projects required to maintain compliance with local and state cannabis permitting and licensing regulations, and
- Other projects as determined by the MCD.

Ineligible Uses and Expenses

The following projects, or expenses are considered ineligible uses under the LJAGP direct grant program and will not be allowed.

GENERAL INELIGIBLE USES

- a) Costs and fees related to litigation,
- b) Payment of fines or other penalties incurred for violations of environmental laws and regulations,
- c) State or local commercial cannabis license or application fees excluding fees related to CEQA compliance and review,
- d) Costs incurred outside the Grant Funding Expenditure period,
- e) Costs of membership in business, technical, and professional organizations,
- f) Funding for the purposes of correcting a compliance issue, violation, or other reason cited by the County of Mendocino as a reason(s) for denial of a commercial cannabis application or the revocation of a commercial cannabis permit, and
- g) Other prohibited uses as determined by the MCD

1.0 LOCAL CEQA DOCUMENT PREPARATION

- a) Funding for the purposes of hiring consultants, biologists, engineers, or other contracted parties to assist with the correction and/or remediation of any penalty or violation of environmental laws and regulations,
- b) Funding for the purposes of paying contracted parties for work that occurred outside the Grant Funding Expenditure period, and
- c) Other prohibited uses as determined by the MCD.

2.0 IMPROVING AIR QUALITY AND REDUCING GREENHOUSE GAS EMISSIONS

- a) Funding for projects that do not result in the elimination of reliance on a piece of equipment with a combustion engine,
- b) Funding for expenses incurred by a proposed project outside of the Grant Funding Expenditure period, and

- c) Other prohibited uses as determined by the MCD.

3.0 REMEDIATION AND RELOCATION TO AN ENVIRONMENTALLY SUPERIOR LOCATION

- a) Funding for the removal or relocation of any portion of a commercial cannabis cultivation operation that does not include a remediation plan that has been approved by the MCD,
- b) Funding for the relocation of any portion of a commercial cannabis cultivation operation to a parcel that is not contiguous to and/or not under the same ownership as the parcel where the cultivation application or permit is located according to MCD records,
- c) Funding for expenses related to the removal, relocation, and/or remediation of any portion of a cannabis cultivation operation that were incurred outside of the Grand Funding Expenditure period, and
- d) Other prohibited uses as determined by the MCD.

4.0 HYDROLOGY AND IMPROVED WATER QUALITY

- a) Funding for the purposes of developing a new surface water diversion or a new groundwater source,
- b) Funding for water storage that would violate local or state environmental laws or regulations,
- c) Funding for the purposes of conducting work necessary to resolve a penalty or violation issued in relation to local or state environmental laws or regulations,
- d) Funding for the purposes of conducting work within a streamside management area that has not been permitted by the appropriate local and state agency(ies),
- e) Funding for the purposes of paying expenses related to HYDROLOGY AND IMPROVED WATER QUALITY that were incurred outside the Grand Funding Expenditure period, and
- f) Other prohibited uses as determined by the MCD.

Question and Answer Process

Questions regarding the LJAGP direct grant application and its requirements must be emailed to LJAGPGrantApp@MendocinoCounty.org. The MCD must receive questions by February 17, 2023, at 11:59 pm.

LJAGP direct grant applicants or interested parties may access the Questions and Answers web page from the Grant Funding web page. The MCD may group together similar or related questions or reword them for clarity. The MCD will post all Questions and Answers approximately one week after the deadline. The posted Questions and Answers are subject to updates. It is the LJAGP direct grant applicant's responsibility to check the Questions and Answers web page for the latest information.

Application Requirements

LJAGP Direct Grant Applications

In order to receive funding, the direct grant applicant must submit a completed GENERAL INFORMATION FORM, at least one completed SCOPE OF PROJECT (SOP) FORM, a properly formatted and completed SUPPLEMENTAL MATERIALS document, a

completed MASTER BUDGET template, and a completed IN-KIND/MATCHING FUNDS EXPLANATION.

GENERAL INFORMATION FORM

All LJAGP direct grant applicants must submit a completed GENERAL INFORMATION FORM. Failure to submit a complete GENERAL INFORMATION FORM, will result in denial of the LJAGP direct grant application.

0.1 APPLICANT INFORMATION (REQUIRED SECTION)
The direct grant applicant must be a local applicant or local permit holder for a commercial cannabis business located within the unincorporated area of Mendocino County.
Applicant Name (Required Subsection)
Enter the name of the direct grant applicant. The individual named in this section will be considered the primary contact for the direct grant application, the signatory on any awarded direct grant agreement, and responsible for ensuring that any awarded funds are used in accordance with section V. XXXXX of the Direct Grant Program Manual . The direct grant applicant must also be the local applicant or local permit holder of the commercial cannabis business(es) that will benefit from any awarded application for LJAGP direct grant funds. If the LJAGP direct grant award will be awarded to a business entity, use this section to provide the name of the individual acting as the primary contact and legal signatory for the business entity listed below.
Applicant Mailing Address (Required Subsection)
Enter the mailing address used by the direct grant applicant listed in section 0.1 of this GENERAL INFORMATION FORM to receive US Postal service mail or the equivalent.
Applicant Contact Information (Required Subsection)
Enter the primary <u>and</u> secondary contact information for the direct grant applicant listed in section 0.1 of this GENERAL INFORMATION FORM.
Business Entity Name (If Applicable)
If the direct grant applicant intends to receive direct grant funds in the name of a business entity, enter the full name of the business entity as it appears on the business entity formation documents. If this section is completed, the applicant must also submit business formation documents showing that the named applicant is legally authorized to enter into a direct grant agreement on behalf of the business entity.
0.2 AGENT INFORMATION (IF APPLICABLE)
This section should only be filled out if the direct grant applicant is working with an agent who will be responsible for filing the direct grant application packet and will be responsible for responding to any direct grant application questions County staff might have during the direct grant application review. The agent information submitted must be accompanied by an executed LJAGP Agent Consent form, which can be found on the MCD's Cannabis Grants page. Only one agent may be listed per direct grant application packet.
0.3 CEQA PROJECT LOCATION INFORMATION (REQUIRED SECTION)
This section should be used to describe the location of the project(s) proposed in this direct grant application.
Assessor's Parcel Numbers (APN) (Required Subsection)
Enter the APN for each parcel associated with all projects proposed in this direct grant application packet. Direct grant applicants may include multiple SOP FORMS that

propose a project or projects that span more than one APN, or parcel, in one direct grant application packet if all of the following are true:

- The APNs associated with the projects proposed in the direct grant application packet are located on contiguous parcels that are under the same ownership, and
- The local applicant or local permit holder is the same as the direct grant applicant.

Parcel Owner Information (Required Subsection)

Enter the parcel(s) owner(s) name as it appears on their government issued identification. If the parcel(s) owner(s) are different from the direct grant applicant, the applicant must also provide a current Property Owner Consent form, which can be found on the MCD's [Forms and Resources](#) page. If the property is owned by a business entity, enter the name of the individual legally authorized to sign the property owner consent form on behalf of the business entity listed in the next subsection.

Business Entity Name (If Applicable)

If the parcel(s) is owned by a business entity, enter the full name of the Business Entity as shown on the business entity formation documents. If the parcel(s) is owned by a business entity, include the business entity formation documents showing that the property owner names in the Property Owner Information subsection, has the legal authority to provide property owner consent.

0.4 COUNTY OF MENDOCINO APPLICATION AND PERMIT DESCRIPTION TABLES (REQUIRED SECTION)

This section should be used to describe the local application(s) and local permit(s) that will receive support with achieving an annual state license should the direct grant applicant be awarded LJAGP direct grant funding. The direct grant applicant should fill out the appropriate table(s) necessary to describe all local applications and/or local permits included in the direct grant application packet.

A&P Table 1: AG_Number (Use this table for direct grant applications that have one or more AG_Number)

This table must be completed if the SCOPE OF PROJECT FORM(S) in this direct grant application packet would provide assistance to a local application or local permit for cultivation or nursery activities. If the AG_Number described in Table 1, is for a multi-type cultivation operation that has more than one DCC cultivation license associated with it, use the additional DCC License Number and DCC License Type sections to describe the licenses associated with the local multi-type cultivation application or permit.

A&P Table 2: AG_Number (Use this table for direct grant applications that have more than one AG_Number)

This table must be completed if the SCOPE OF PROJECT FORM(S) in this direct grant application packet would provide assistance to more than one local application or local permit for cultivation or nursery activities. If the AG_Number described in Table 2, is for a multi-type cultivation operation that has more than one DCC cultivation license associated with it, use the additional DCC License Number and DCC License Type sections to describe the licenses associated with the multi-type cultivation application or permit.

A&P Table 3: CFBL_Number for Microbusiness (Use this table for a CFBL_Number associated with a microbusiness ONLY)

This table must be completed if the SCOPE OF PROJECT FORM(S) in this direct grant application packet would provide assistance to a local microbusiness applicant or permit holder.

A&P Table 4: CFBL_Number (For direct grant applications that have a CFBL_Number associated with any one of the following activities.)

This table must be completed if the SCOPE OF PROJECT FORM(S) in this direct grant application packet would provide assistance to a local CFBL application or permit associated with a single activity that is not cultivation, nursery, or microbusiness related.

A&P Table 5: CFBL_Number (For direct grant applications that have a second CFBL_Number associated with any one of the following activities.)

This table must be completed if the SCOPE OF PROJECT FORM(S) in this direct grant application packet would provide assistance to a second local CFBL application or permit associated with a single activity that is not cultivation, nursery, or microbusiness related.

A&P Table 6: CFBL_Number (For direct grant applications that have a third CFBL_Number associated with any one of the following activities.)

This table must be completed if the SCOPE OF PROJECT FORM(S) in this direct grant application packet would provide assistance to a third local CFBL application or permit associated with a single activity that is not cultivation, nursery, or microbusiness related.

0.5 LOCAL EQUITY ENTREPRENEUR PROGRAM (LEEP) ELIGIBILITY (REQUIRED SECTION)

0.51 Has the direct grant applicant applied for LEEP eligibility? (Required Subsection)

This is a required section and must be responded to by entering either YES or NO. Other entries will not be accepted.

If the direct grant applicant answers NO to this section, the direct grant applicant should not fill out the remainder of the 0.5 LOCAL EQUITY ENTREPRENEUR PROGRAM (LEEP) ELIGIBILITY section. If the applicant responds YES to this question, then they must fill out the remainder of this section accordingly.

0.52 On what date did the direct grant applicant apply for LEEP eligibility? (If Applicable)

Enter the date that the direct grant applicant submitted a complete equity application to the Elevate Impact.

0.53 Provide the direct grant applicant's LEEP eligibility number (If Applicable)

If the direct grant applicant has received a LEEP Eligibility Certification letter, enter the eligibility certification number.

0.54 Has the direct grant applicant received direct grant funds through the LEEP program?

Only answer YES or NO to this question. Other responses will not be accepted.

The direct grant applicant should respond YES to this question if they have both an executed LEEP direct grant agreement and have received a check in the amount of the executed LEEP direct grant agreement from the County of Mendocino.

If the direct grant applicant does not have an executed LEEP direct grant agreement AND has not received a check from the County of Mendocino the direct grant applicant should respond NO to this question.

If the direct grant applicant has an executed LEEP direct grant agreement but has not yet received a check from the County of Mendocino, the direct grant applicant should respond NO to this question.

If the direct grant applicant responds no to this question, the direct grant applicant should skip subsections 0.541, 0.542 and 0.543, and go onto the section 0.6 of the GENERAL INFORMATION FORM.

0.541 If so, does any of the funding applied for in this grant application packet assist in the completion of projects included in the approved LEEP direct grant agreement? (If Applicable)

Only answer YES or NO to this question. Other responses will not be accepted. Enter YES if one or more projects proposed in this direct grant application packet, builds upon a project identified in an executed LEEP direct grant agreement. Enter NO to this question if none of the projects proposed in this direct grant application packet build upon an executed LEEP direct grant agreement. If the direct grant applicant answers YES to this question, the direct grant applicant must complete the remainder of the 0.5 LOCAL EQUITY ENTREPRENEUR PROGRAM (LEEP) ELIGIBILITY section. If the direct grant applicant responds NO to this question, the direct grant application should skip the remainder of the questions associated with section 0.5 and move onto section 0.6 SUMMARY OF FUNDING REQUESTED.

0.542 What name is associated with the executed LEEP grant agreement and issued check? Identify the individual or business entity named in the executed LEEP grant agreement and issued check.

This section must be completed if the direct grant applicant has answered YES to 0.54 of the GENERAL INFORMATION FORM. Enter the LEEP direct grant awardee's first and last name into the space provided. If the LEEP direct grant agreement and check was issued in the name of a business entity, enter the name of the person who signed the LEEP direct grant agreement on behalf of the business entity and the name of the business entity as it appears on the LEEP direct grant agreement and issued award check.

0.543 describe how the requested direct grant funding, or a portion of the requested direct grant funding, will be used to finish a project(s) funded by the LEEP direct grant program.

Use this section to provide a brief description of how the direct grant funding applied for in this direct grant application will be used to finish any portion of a project(s) funded by the LEEP direct grant program. This section is required if the direct grant applicant answered YES to section 0.541. If no portion of the direct grant funding applied for in this direct grant application will be used to complete a project awarded pursuant to a LEEP direct grant, this section should be completed by responding with NOT APPLICABLE.

0.6 SUMMARY OF FUNDING REQUESTED (REQUIRED SECTION)

Use this section to provide a description of the funding requested in the direct grant application packet. The direct grant applicant should enter the total amount of funding requested for each tab that corresponds to projects proposed in this direct grant application packet. The amount of funding requested on each tab of the MASTER BUDGET SPREADSHEET must be entered into subsections the corresponding subsections below. If the direct grant applicant is not submitting project proposals for any of the subsections, enter 0 into the applicable field. Each funding amount entered should match the amount listed on the corresponding MASTER BUDGET SPREADSHEET tab.

BUDGET TAB Combined Total

BUDGET TAB 1.0 Assistance with CEQA Document Preparation
BUDGET TAB 2.0 Improving Air Quality and Reducing Greenhouse Gas Emissions
BUDGET TAB 3.0 Remediation and Relocation to An Environmentally Superior Location
BUDGET TAB 4.0 Hydrology and Improved Water Quality
SUPPLEMENTAL MATERIALS
0.1 APPLICANT INFORMATION (REQUIRED SECTION) <ul style="list-style-type: none"> Business Formation Documents, if the parcel(s) are owned by a business entity, the direct grant applicant must submit business formation documents showing that the individual who signed the property owner consent form has the legal authority to do so.
0.2 AGENT INFORMATION (IF APPLICABLE) <ul style="list-style-type: none"> LJAGP Agent Consent form, to be developed
0.3 CEQA PROJECT LOCATION INFORMATION (REQUIRED SECTION) <ul style="list-style-type: none"> Property Owner Consent Form, if the parcel(s) are owned by an individual or business entity that is different than the applicant. Business Formation Documents, if the direct grant application is in the name of a business entity, the direct grant applicant must submit business formation documents showing that the individual named in 0.1 of the GENERAL INFORMATION FORM is legally authorized to enter into a direct grant agreement on behalf of the business entity noted in this section.
0.4 COUNTY OF MENDOCINO APPLICATION AND PERMIT DESCRIPTION TABLES (REQUIRED SECTION) <ul style="list-style-type: none"> Provide a copy of each DCC license listed on the Table(s) provided in this section. The DCC licenses should be ordered in the SUPPLEMENTAL MATERIALS document in the order they are identified in the application.
MASTER BUDGET
IN-KIND / MATCHING FUNDS EXPLANATION

SCOPE OF PROJECT (SOP) FORMS

LJAGP direct grant applicants may apply for direct grant funding by submitting one or more SOP FORMS, along with the GENERAL INFORMATION FORM. For each SOP FORM submitted, the direct grant applicant must also submit the corresponding SUPPLEMENTAL MATERIALS using the SUPPLEMENTAL MATERIALS template, complete the corresponding SOP BUDGET tab found on the MASTER BUDGET template, and complete the corresponding SOP tab found on the IN-KIND/MATCHING FUNDS EXPLANATION template.

SOP FORM 1.0 LOCAL CEQA DOCUMENT PREPARATION

Direct grant applicants may apply for funds for the purpose of completing the development of California Environmental Quality Act (CEQA) documentation required to achieve a state annual license. LJAGP direct grant funds awarded in this category may be used for the purpose of hiring consultants and other professionals necessary to prepare and/or complete the preparation of any required CEQA document and to complete any necessary CEQA related studies.

SOP FORM 1.0 must be completed by direct grant applicants applying for funding for the purpose of developing and/or completing the development of one or more required CEQA document(s). CEQA document preparation, studies related to CEQA document preparation, may not be applied for using a different SOP FORM or other method.

Direct grant applications submitting a SOP FORM 1.0, must also submit:

- A GENERAL INFORMATION FORM, and
- A SUPPLEMENTAL MATERIALS document, including the SUPPLEMENTAL MATERIALS associated with the project(s) proposed in SOP FORM 1.0, and
- A MASTER BUDGET, with the SOP 1.0 BUDGET tab completed, and
- An IN-KIND/MATCHING FUNDS EXPLANATION, with the SOP 1.0 tab completed.

1.1 DESCRIBE THE TYPE OF CEQA DOCUMENT(S) THE APPLICANT IS REQUESTING ASSISTANCE PREPARING. (REQUIRED SECTION)

This section should be used to describe each AG_Number or CFBL_Number the direct grant applicant is seeking CEQA document preparation assistance for. The direct grant applicant should only enter one AG_Number or CFBL_Number per row (line) and describe the type of CEQA documentation that will be prepared.

1.2 DESCRIBE HOW THE REQUESTED FUNDING WILL BE USED TO ASSIST WITH THE PREPARATION OF THE CEQA DOCUMENT(S) IDENTIFIED IN SECTION 1.1 OF THIS FORM. THE DESCRIPTION SHOULD:

- **IDENTIFY ANY CONTRACTED SUPPORT SERVICES TO BE UTILIZED AND THE SCOPE OF WORK EACH CONTRACTED PARTY WILL PROVIDE**
- **IDENTIFY ANY STUDY(IES) TO BE FUNDED AND THE REASON ANY SUCH STUDY(IES) IS NECESSARY**

(REQUIRED SECTION)

This section should be used to describe the Scope of Work that will be conducted to prepare and/or complete the CEQA documents identified in the SOP FORM 1.0. The direct grant applicant should clearly describe the scope of work to be conducted by any contracted party such as consultant(s), biologist(s), engineer(s), etc. If the direct grant applicant is requesting funding to conduct one or more CEQA related studies, the applicant must also describe the reason why the study must be conducted. If the study

is required by a state or local agency, the applicant must also provide verification of this requirement in the Supplemental Documents provided.

This description must not exceed 3,500 Characters, including spaces.

1.3 DESCRIBE THE TIMELINE TO COMPLETE THE SCOPE OF WORK DESCRIBED IN 1.1 AND 1.2, ABOVE. (REQUIRED SECTION)

Use this section to describe the timeline associated with completion of each project proposed in this SOP FORM. The timeline description should start upon receipt of any awarded LJAGP direct grant funding and run through the completion of each project proposed in this SOP FORM.

The response to this section must not exceed 2,000 Characters, including spaces.

SOP 1.0 SUPPLEMENTAL MATERIALS (REQUIRED)

The direct grant applicant must use the SUPPLEMENTAL MATERIALS template and include the following documentation in section SOP FORM 1.0 SUPPLEMENTAL MATERIALS, as applicable:

- Any invoice, estimate, bid, or contract showing the anticipated costs associated with completing the CEQA document preparation project(s) proposed in SOP FORM 1.0, and
- If one or more CEQA related study is proposed in SOP FORM 1.0, provide written verification from the local or state agency requiring the study.

SOP 1.0 BUDGET (REQUIRED)

If the direct grant application packet includes a SOP FORM 1.0, the direct grant applicant must also complete the SOP 1.0 BUDGET tab found on the MASTER BUDGET template.

SOP FORM 2.0 IMPROVING AIR QUALITY AND REDUCING GREENHOUSE GAS EMISSIONS

LJAGP direct grant funds may be used for the purposes improving air quality and reducing greenhouse gas emissions by eliminating the commercial cannabis business's use of combustion engines. Engines eligible for transition to renewal resources include:

- a) Gasoline, diesel, and propane powered combustion engine generators used to power the commercial cannabis business's activities,
- b) Water pumps, with combustion engines, used for the purposes of commercial cannabis business's irrigation and/or potable water needs, and
- c) Other equipment as approved by the Cannabis Department.

SOP FORM 2.0 must be completed by direct grant applicants applying for funding for the purpose of developing renewal resources to eliminate reliance on combustion engines. Renewable resource projects that eliminate reliance on combustion engines, may not be applied for using a different SOP FORM or other method.

Direct grant applications submitting a SOP FORM 2.0, must also submit:

- A GENERAL INFORMATION FORM, and
- A SUPPLEMENTAL MATERIALS document, including the SUPPLEMENTAL MATERIALS associated with the project(s) proposed in SOP FORM 2.0, and
- A MASTER BUDGET, with the SOP 2.0 BUDGET tab completed, and
- An IN-KIND/MATCHING FUNDS EXPLANATION, with the SOP 2.0 tab completed.

2.1 DESCRIBE THE PROPOSED RENEWABLE RESOURCE PROJECT*, INCLUDING:

- **THE TYPE OF RENEWAL RESOURCE TO BE DEVELOPED (EX. – SOLAR, WIND, HYDROLOGICAL, GRID CONNECTION, ETC.) OR TYPE OF EQUIPMENT THAT WILL REPLACE THE COMBUSTION ENGINE CURRENTLY BEING USED BY THE COMMERCIAL CANNABIS BUSINESS**
- **A DETAILED PLAN EXPLAINING HOW EACH COMBUSTION ENGINE LISTED IN 2.2 WILL BE REPLACED BY THIS PROJECT INCLUDING HOW THE IDENTIFIED WATTAGE AND/OR HORSEPOWER FOR EACH ITEM WILL BE REPLACED BY THIS PROJECT**
- **2.13 THE AMOUNT OF POTENTIAL RELIANCE THAT WILL REMAIN ON THE COMBUSTION ENGINE(S) LISTED BELOW, IF ANY.**

(REQUIRED SECTION)

Direct Grant applicants may only apply for direct grant funding for the purposes of Improving Air Quality and Reducing Greenhouse Gas Emission *if* the renewal resource development or replacement equipment will be eliminating one or more combustion engine used as the primary source of power for the commercial cannabis business(es), or eliminate one or more piece of equipment with a combustion engine used in association with the commercial cannabis business(es) identified in this direct grant application.

The direct grant applicant should use this section to describe any proposed renewable resource project(s) including:

- How much power will be provided by the renewable resource project(s),
- Which County of Mendocino commercial cannabis application(s) and/or permit(s) will benefit from the renewable resource project(s),
- Any local or state permits required for the development of the renewable resource project,

- How the renewable resource project will be installed or developed including whether contractors, engineers, and/or other hired help will be involved in the project,
- What type of combustion engine(s) will be eliminated as a primary power source or source of equipment used, and
- The amount of potential reliance that may remain on internal combustion engine(s) after the project’s development has been completed.

The response to this section must not exceed 3,500 Characters, including spaces.

2.2 DESCRIBE EACH TYPE OF COMBUSTION ENGINE(S) CURRENTLY USED BY THE DIRECT GRANT APPLICANT’S COMMERCIAL CANNABIS BUSINESS(ES) THAT WILL BE TRANSITIONED OUT OF USE DUE TO THE PROJECT(S) PROPOSED IN SECTION 2.1 OF THIS APPLICATION FORM. (REQUIRED SECTION)

Use this section to describe each combustion engine that will be transitioned out of “primary use” should this direct grant application be awarded, and the renewable resource project(s) described in section 2.1 are completed. All combustion engines listed in this section must be associated with at least one AG_Number or CFBL_Number. List each and every AG_Number and/or CFBL_Number using the following format. For AG_Numbers follow this naming convention: AG_20XX-XXXX. For CFBL Numbers follow this naming convention: CFBL_20XX-XXXX. If the direct grant applicant will be listing more than one AG_Number or CFBL_Number, separate each AG_Number or CFBL_Number by a ;.

2.3 DESCRIBE HOW THE PROJECT(S) PROPOSED IN THIS SCOPE OF PROJECT APPLICATION WILL ASSIST THE DIRECT GRANT APPLICANT WITH MEETING CEQA REQUIREMENTS AND ACHIEVING AN ANNUAL STATE LICENSE. (REQUIRED SECTION)

Use this section to describe how the project(s) proposed in this SOP FORM will assist the direct grant applicant with meeting CEQA requirements and achieving an annual state license

The response to this section must not exceed 2,000 Characters, including spaces.

2.4 DESCRIBE THE TIMELINE FOR THE COMPLETION OF THE SCOPE OF PROJECT(S) PROPOSED IN SECTIONS 2.1 – 2.3 OF THIS DIRECT GRANT APPLICATION FORM

Use this section to describe the timeline associated with the completion of each project proposed in this SOP FORM. The timeline description should start upon receipt of any awarded LJAGP direct grant funding, break each proposed project into phases that includes the amount of proposed funding to be spent in each phase of project and run through the completion of each project proposed in this SOP FORM.

The response to this section must not exceed 2,000 Characters, including spaces.

SOP 2.0 SUPPLEMENTAL MATERIALS (REQUIRED)

The direct grant applicant must use the SUPPLEMENTAL MATERIALS template and include all invoices, estimates, bids, or contracts showing the anticipated costs associated with completing the project(s) proposed in SOP FORM 2.0.

The direct grant applicant must also provide an up-to-date site plan showing where each combustion engine proposed for transition to a renewable resource is currently located and where each renewable resource project will be located upon completion of any funded proposed project(s).

SOP 2.0 BUDGET (REQUIRED)

The direct grant applicant must complete the SOP 2.0 BUDGET tab found on the MASTER BUDGET template. The SOP 2.0 BUDGET must include a line entry for each expense the direct grant applicant is seeking funding for using a SOP FORM 2.0. Each line item must have an invoice, estimate, bid, or contract describing the listed expense included in the SOP 2.0 SUPPLEMENTAL MATERIALS section of the SUPPLEMENTAL MATERIALS document.

SOP FORM 3.0 REMEDIATION AND RELOCATION TO AN ENVIRONMENTALLY SUPERIOR LOCATION

SOP FORM 3.0 should be used by direct grant applicants to apply for funding for the purposes of removing and/or relocating any portion of a commercial cannabis cultivation or nursery application or permit to an environmentally superior location and remediating the original location. Removal or relocation and remediation proposals may include but are not limited to the following types of projects:

- a) The removal or relocation and remediation of any portion of a commercial cannabis cultivation site located within a streamside management area, a wetland, and/or floodplain,
- b) The removal or relocation and remediation of any portion of a commercial cannabis cultivation site that is determined to have potential impacts to sensitive species as required to meet local or state permit and licensing requirements, and
- c) Other removal or remediation and relocation projects as approved by the MCD.

SOP FORM 3.0 must be completed by direct grant applicants applying for funding for the purpose of removing and/or relocating any portion of a commercial cannabis cultivation or nursery application or permit to an environmentally superior location and remediating the original location. Removal, relocation, and remediation projects may not be applied for using a different SOP FORM or by another method.

Direct grant applications submitting a SOP FORM 3.0, must also submit:

- A GENERAL INFORMATION FORM, and
- A SUPPLEMENTAL MATERIALS document, including the SUPPLEMENTAL MATERIALS associated with the project(s) proposed in SOP FORM 3.0, and
- A MASTER BUDGET, with the SOP 3.0 BUDGET tab completed, and
- An IN-KIND/MATCHING FUNDS EXPLANATION, with the SOP 3.0 tab completed.

3.1 DESCRIBE EACH EXISTING STRUCTURE AND/OR DEVELOPMENT AREA THAT MUST BE REMOVED OR RELOCATED TO AN ENVIRONMENTALLY SUPERIOR LOCATION AND REMEDIATED. (REQUIRED SECTION)

Use this section to describe each existing structure and/or development area that must be removed or relocated to an environmentally superior location and the original location remediated.

For the purposes of the SOP FORM 3.0, the following meanings apply -

“Description of development to be removed or relocated and remediated” means any of the following:

- Road,
- Graded flat,
- Hoop house(s) and/or greenhouse(s),
- Water storage vessels,
- Shed or other related structure, and
- Other types of development as approved by MCD staff.

“Scale with Unit Label.”, means provide the size of the development described on the same line or row.

“Site Plan Label”, means provide the label used on the site plan to identify the development description described on the same line or row.

The direct grant applicant must list all structures and/or areas proposed to be removed or relocated and remediated.

3.2 DESCRIBE THE REASON(S) FOR REMOVING OR RELOCATING AND REMEDIATING THE DEVELOPMENT LISTED IN SECTION 3.1 ABOVE. (REQUIRED SECTION)

Use this section to describe the reason(s) for removing or relocating and remediating each of the structures or areas listed in subsection 3.1. Provide a description of the local or state permitting or licensing requirement that mandates the removal or relocation and remediation of the commercial cannabis business's related development. Using the SUPPLEMENTAL ATTACHMENTS template, include written verification from the local or state agency requiring the removal or relocation of the commercial cannabis development.

The response to this section must not exceed 3,500 Characters, including spaces.

3.3 DESCRIBE THE DEVELOPMENT ACTIVITIES THAT WILL TAKE PLACE TO REMOVE AND/OR RELOCATE THE DEVELOPMENT LISTED IN SECTION 3.1 ABOVE. (REQUIRED SECTION)

The direct grant applicant should use this section to describe the activities necessary to remove or relocate any portion of the cannabis cultivation application or permit to an environmentally superior location and to remediate the original site. For each project that involves the removal or relocation of a portion of a cultivation site, also describe the remediation plan for each original location.

The response to this section must not exceed 3,500 Characters, including spaces.

3.4 DESCRIBE HOW THE PROJECT(S) PROPOSED IN THIS SCOPE OF PROJECT APPLICATION WILL ASSIST THE DIRECT GRANT APPLICANT WITH MEETING CEQA REQUIREMENTS AND ACHIEVING AN ANNUAL LICENSE. (REQUIRED SECTION)

Use this section to describe how the project(s) proposed in this SOP FORM will assist the direct grant applicant with meeting CEQA requirements and achieving an annual state license

The response to this section must not exceed 2,000 Characters, including spaces.

3.5 DESCRIBE THE TIMELINE IT WILL TAKE TO CONDUCT THE ACTIVITIES DESCRIBED IN SECTIONS 3.3 AND 3.4 ABOVE. (REQUIRED SECTION)

Use this section to describe the timeline associated with the completion of each project proposed in this SOP FORM. The timeline description should start upon receipt of any awarded LJAGP direct grant funding, break each proposed project into phases that includes the amount of proposed funding to be spent in each phase of project and run through the completion of each project proposed in this SOP FORM.

The response to this section must not exceed 2,000 Characters, including spaces.

SOP 3.0 SUPPLEMENTAL MATERIALS (REQUIRED)

The direct grant applicant must use the SUPPLEMENTAL MATERIALS template and include all invoices, estimates, bids, or contracts showing the anticipated costs associated with completing the project(s) proposed in SOP FORM 3.0.

The direct grant applicant must provide written verification from the local or state agency requiring the removal or relocation of the commercial cannabis development. The direct grant applicant must also provide an up-to-date site plan showing where each structure or area proposed for removal or relocation is currently located and any proposed future location of the structure or area. The site plan must also show the streamside management area, wetland, flood plain, or other environmental feature with the feature's boundaries clearly delineated. The distance between any proposed

new development and the closest edge of the environmental feature must be shown on the site plan.

SOP 3.0 BUDGET (REQUIRED)

The direct grant applicant must complete the SOP 3.0 BUDGET tab found on the MASTER BUDGET template. The SOP 3.0 BUDGET must include a line entry for each expense the direct grant applicant is seeking funding for using a SOP FORM 3.0. Each line item must have an invoice, estimate, bid, or contract describing the listed expense included in the SOP 3.0 SUPPLEMENTAL MATERIALS section of the SUPPLEMENTAL MATERIALS document submitted with the direct grant application packet.

SOP FORM 4.0 HYDROLOGY AND IMPROVED WATER QUALITY

Direct Grand funds may be used for the purposes of reducing the commercial cannabis business's dependence on surface and/or ground water resources, conducting hydrological studies, and/or improving water quality. Direct grant applicants applying for funding in one or more of these categories must complete a SOP FORM 4.0.

HYDROLOGY AND IMPROVED WATER QUALITY projects may not be applied for using a different SOP FORM or by another method.

Direct grant applications submitting a SOP FORM 4.0, must also submit:

- A GENERAL INFORMATION FORM, and
- A SUPPLEMENTAL MATERIALS document, including the SUPPLEMENTAL MATERIALS associated with the project(s) proposed in SOP FORM 4.0, and
- A MASTER BUDGET, with the SOP 4.0 BUDGET tab completed, and
- An IN-KIND/MATCHING FUNDS EXPLANATION, with the SOP 4.0 tab completed.

4.1 DESCRIBE THE LOCATION AND TYPE OF HYDROLOGY AND/OR IMPROVED WATER QUALITY PROJECT(S) THE APPLICANT IS REQUESTING GRANT FUNDING FOR. (REQUIRED SECTION)

Direct grant applicants must enter all AG_Numbers and CFBL_Numbers that will benefit from the project(s) identified in the SOP FORM 4.0. For each AG_Number and CFBL_Number entered into this section, the direct grant applicant must include all APNs associated with the AG_Number(s) and CFBL_Number(s) listed.

4.11 Reduce dependence on surface water

Answer YES or NO to this question. Other entries will not be accepted.

If the project(s) proposed in SOP FORM 4.0 are related to reducing dependence on surface water such as the installation of forbearance storage and or the development of a rainwater catchment system to replace a surface water diversion, the direct grant applicant should respond YES to this question. There may be other reasons to respond YES to this question.

However, if the project(s) proposed in SOP FORM 4.0 do NOT relate to reducing reliance on a surface water diversion then the direct grant applicant should respond NO to this question.

4.12 Reduce dependence on ground water

Answer YES or NO to this question. Other entries will not be accepted.

If the projects proposed in SOP FORM 4.0 are related to reducing dependence on ground water, such as the installation of a rainwater catchment system to replace the use of a ground water source, the direct grant applicant should respond YES to this question. There may be other reasons to respond YES to this question.

However, if the project(s) proposed in SOP FORM 4.0 will NOT result in the reduction of reliance on one or more sources of ground water then the direct grant applicant should respond NO to this question.

4.13 Improve water quality

Answer YES or NO to this question. Other entries will not be accepted.

If the project(s) proposed in SOP FORM 4.0 will improve water quality, such as the completion of one or more projects identified in the direct grant applicant's Department of Fish and Wildlife Lake or Streambed Alteration Agreement, the direct grant applicant should respond YES to this question. There may be other reasons to respond YES to this question.

However, if the project(s) proposed in SOP FORM 4.0 will NOT result in an improvement to water quality, then the direct grant applicant should respond NO to this question.

4.14 Conduct hydrological study(ies)

Answer YES or NO to this question. Other entries will not be accepted.

If the project(s) proposed in SOP FORM 4.0 include conducting one or more hydrological studies, such as a Water Availability Analysis, the direct grant applicant should respond YES to this question. There may be other reasons to respond YES to this question.

However, if the project(s) proposed in SOP FORM 4.0 does not include one or more hydrological studies, then the direct grant applicant should respond NO to this question.

4.2 DESCRIBE THE REASON(S) FOR AND THE SCOPE OF WORK FOR EACH OF THE PROPOSED PROJECTS IDENTIFIED IN SECTION 4.1 ABOVE. INCLUDE A DESCRIPTION OF HOW EACH PROPOSED PROJECT WILL RESULT IN ACHIEVING THE STATED GOAL ASSOCIATED WITH CORRESPONDING CATEGORY CHECKED IN SECTION 4.1, ABOVE.

THE DESCRIPTION SHOULD CLEARLY DESCRIBE THE FOLLOWING, AS APPLICABLE:

- ANY ASPECTS OF THE PROPOSED PROJECT(S) THAT WILL REQUIRE ADDITIONAL LOCAL OR STATE AGENCY PERMITTING
- ANY ASPECTS OF THE PROJECT(S) PROPOSED THAT ARE REQUIRED DUE TO THE ISSUANCE OF A RELATED LOCAL OR STATE AGENCY PERMIT OR LICENSE (EX. – LAKE OR STREAMBED ALTERATION AGREEMENT AND/OR WATER BOARD PROJECTS)
- ANY NEW DEVELOPMENT THAT WILL OCCUR, SUCH AS THE INSTALLATION OR REMOVAL OF ONE OR MORE:
 - WATER STORAGE VESSEL(S)
 - CULVERT(S),
 - ROLLING DIP(S),
 - BRIDGE(S), FOR EXAMPLE
- ANY MONITORING AND/OR REPORTING REQUIREMENTS THAT ARE INCLUDED IN THE PROPOSED PROJECT(S)
- ANY CONTRACTORS, CONSULTANTS, ENGINEERS, BIOLOGISTS, AND/OR HIRED ASSISTANCE NECESSARY TO COMPLETE THE PROJECT(S), AND
- THE DEVELOPMENT OF ANY PERFORMANCE STANDARDS PLANS THAT MAY BE REQUIRED AND INCLUDED IN THE SCOPE OF WORK FOR THE PROPOSED PROJECT(S)

This section should be used to provide a description of the project(s) proposed in the SOP FORM 4.0. The description should describe all of the following for each proposed project included on this SOP FORM:

- The reason(s) for the proposed project,
- The scope of work for the proposed project,
- A description of any local or state agency permits that will be required to complete the scope of work associated with the proposed project,
- A description of why the proposed project must be conducted including identification the regulatory agency(ies) requiring the proposed project,
- A description of the development included in the proposed project,
- A description of any ongoing monitoring requirements associated with the proposed project(s), and
- A description of any Performance Standards Plans required to be prepared and adhered to by a local or state agency in relationship to one or more projects proposed in the 4.0 Form.

The response to this section must not exceed 4,500 Characters, including spaces.

4.3 DESCRIBE HOW THE PROPOSED PROJECT(S) WILL ASSIST THE APPLICANT WITH MEETING THE PROJECT SPECIFIC CEQA REQUIREMENTS NECESSARY TO ACHIEVE AN ANNUAL STATE LICENSE.

Use this section to describe how the project(s) proposed in this SOP FORM will assist the direct grant applicant with meeting CEQA requirements and achieving an annual state license

The response to this section must not exceed 2,000 Characters, including spaces.

4.4 DESCRIBE THE TIMELINE FOR COMPLETING THE SCOPE OF WORK FOR THE PROPOSED PROJECT(S).

Use this section to describe the timeline associated with the completion of each project proposed in this SOP FORM. The timeline description should start upon receipt of any awarded LJAGP direct grant funding, break each proposed project into phases that includes the amount of proposed funding to be spent in each phase of project and run through the completion of each project proposed in this SOP FORM.

The response to this section must not exceed 2,000 Characters, including spaces.

SOP 4.0 SUPPLEMENTAL MATERIALS (REQUIRED)

The direct grant applicant must use the SUPPLEMENTAL MATERIALS template and include all invoices, estimates, bids, or contracts showing the anticipated costs associated with completing the project(s) proposed in SOP FORM 4.0.

The direct grant applicant must include an up-to-date site plan that shows the location of the project(s) proposed in SOP FORM 4.0.

If the proposed project(s) are required by a local or state agency to achieve an annual state license, provide written documentation of the requirement. Additionally, the direct grant applicant must provide a written documentation of any state or local permitting fees that may be required to complete the project(s) proposed in SOP FORM 4.0.

SOP 4.0 BUDGET (REQUIRED)

The direct grant applicant must complete the SOP 4.0 BUDGET tab found on the MASTER BUDGET template. The SOP 4.0 BUDGET must include a line entry for each expense the direct grant applicant is seeking funding for using a SOP FORM 4.0. Each line item must have an invoice, estimate, bid, or contract describing the listed expense included in the SOP 4.0 SUPPLEMENTAL MATERIALS section of the SUPPLEMENTAL MATERIALS document submitted with the direct grant application packet.

SUPPLEMENTAL MATERIALS

All supplemental materials required by the responses provide in the GENERAL INFORMATION FORM, and/or the SOP FORMS must be included in the SUPPLEMENTAL MATERIALS document and formatted according to these instructions.

Complete this section once the SUPPLEMENTAL MATERIALS template has been completed.

MASTER BUDGET

MASTER BUDGET tab INSTRUCTIONS

MASTER BUDGET tab COMBINED BUDGET

MASTER BUDGET tab 1.0

MASTER BUDGET tab 2.0

MASTER BUDGET tab 3.0

MASTER BUDGET tab 4.0

Complete this section once the MASTER BUDGET template has been completed.

Application Submission Process

LJAGP direct grant applications may only be submitted via email to

LJAGPGrantAppl@MendocinoCounty.org. Each direct grant application packet must include the following four attachments, formatted as described below.

1. LJAGP DIRECT GRANT APPLICATION. The LJAGP Direct Grant Application must include the GENERAL INFORMATION FORM, and all SOP FORMS used to describe the project(s) proposed in the direct grant application. The GENERAL INFORMATION FORM and SOP FORMS must be combined into a single pdf, in numerical order and without page numbers. For example, the FORM should be the first form in the pdf, followed by SOP FORM 1.0, if applicable, then SOP FORM 2.0 if applicable, then SOP FORM 3.0 if applicable, and then by SOP FORM 4.0, if applicable.

If any of the SOP FORMS are not applicable to the direct grant application, do not include the form. If the direct grant applicants only applied for project(s) using SOP FORMS 1.0 and 3.0, the direct grant applicant would order the forms as follows: GENERAL INFORMATION FORM, followed by the SOP FORM 1.0, followed by the SOP FORM 3.0.

The direct grant applicant must use the following naming convention for this pdf document: APPLICANT LAST NAME FIRST NAME LJAGP APPLICATION. (ex – SMITH MARY LJAGP APPLICATION.pdf). The name used in this naming convention must be the Applicant NAME entered into section 0.1 of the GENERAL INFORMATION FORM.

Failure to properly format, order, and include all required pages in the LJAGP DIRECT GRANT APPLICATION, may result in the denial of the LJAGP direct grant application packet.

2. SUPPLEMENTAL MATERIALS. Each LJAGP direct grant applicant must submit a SUPPLEMENTAL MATERIALS document, using the SUPPLEMENTAL MATERIALS template. The direct grant applicant must include all SUPPLEMENTAL MATERIALS required by each section of the LJAGP DIRECT GRANT APPLICATION materials submitted.

Do NOT insert page numbers on the pages of the SUPPLEMENTAL MATERIALS document. If you are inserting a contract or regulatory document, for example, that includes page numbers, you do NOT need to remove the page numbers. However, do not format the final SUPPLEMENTAL MATERIALS document to insert consecutive page numbers.

The direct grant applicant must use the SUPPLEMENTAL MATERIALS template provided, only inserting information into the relevant sections. If there is a section in the template that is not relevant to the LJAGP direct application packet being submitted, simply move onto a relevant section and insert the required the SUPPLEMENTAL MATERIALS, leaving un-relevant sections blank.

Failure to properly format, order, and include all required SUPPLEMENTAL MATERIALS may result in the denial of the LJAGP direct grant application packet.

3. MASTER BUDGET.

Complete this section upon development of the MASTER BUDGET template.

4. IN-KIND/MATCHING FUNDS EXPLANATION.

Complete this section upon development of the IN-KING/MATCHING FUNDS EXPLANATION template.