



Invitation to Submit a Land Stewardship Proposal Round 2 Planning Units

INTRODUCTION AND BACKGROUND

The Pacific Forest and Watershed Lands Stewardship Council (Stewardship Council) is a private, nonprofit foundation responsible for developing and implementing a land conservation plan for the permanent protection of over 140,000 acres of watershed lands currently owned by Pacific Gas and Electric Company (PG&E) and located primarily within the Sierra and Cascade ranges. The overarching goal of the plan is to preserve and enhance the watershed lands for the following six beneficial public values (BPVs): habitat protection, preservation of open space, outdoor public recreation, sustainable forestry, agricultural uses, and cultural and historic resources.

As part of this land conservation effort, PG&E will make portions of the 140,000 acres of watershed lands available for fee title donation to organizations interested in preserving and enhancing the lands consistent with the six BPVs and other requirements of the PG&E Settlement Agreement and Stipulation. Specifically, lands made available for fee title donation will require a conservation easement or equivalent satisfactory assurance to ensure the parcel is protected consistent with the purpose of the PG&E Settlement Agreement and Stipulation. Only qualified nonprofit conservation organizations; federal, state or local governmental entities; and, recognized tribes will be considered to receive donation of fee title.¹ Limited funding will be made available by the Stewardship Council, in accordance with the Stewardship Council's funding policy, to facilitate the donation and future stewardship of the watershed lands, including certain transfer-related costs and enhancements.

The Stewardship Council will recommend the donation of watershed lands when it is demonstrated by an organization that such a donation will contribute to the permanent protection of the watershed lands and the preservation and enhancement of the BPVs associated with the watershed lands. Recommendations by the Stewardship Council concerning the donation of watershed lands to eligible and qualified organizations will be based on the following key considerations:

- ... The organization is primarily interested in preserving and enhancing the BPVs;
- ... The organization has a history of responsible financial management and demonstrates the financial ability to carry out activities necessary to preserve and enhance the BPVs;
- ... The organization brings funding to achieve PG&E's current baseline land management activities;
- ... Land conveyance will result in improved management of the land for the BPVs;

¹ A "recognized tribe" is defined as a federally recognized California Native American tribe or a non-federally recognized California Native American tribe that is on the contact list maintained by the Native American Heritage Commission to protect a California Native American prehistoric, archaeological, cultural, spiritual, or ceremonial place.



- ... Ownership of the land by the recipient enhances the organization's ability to secure additional funding to support management as well as the preservation and enhancement of the BPVs;
- ... The organization has experience managing lands with similar resources and uses, as well as preserving and enhancing values similar to the BPVs.

Stewardship Council recommendations will also be based on and reflect the requirements of the PG&E Settlement Agreement and Stipulation, the Land Conservation Plan (Volumes I and II), including the qualifications factors described in Volume I, the Stewardship Council's Land Conservation Program funding policy, and other policies and pertinent factors.

PROCESS FOR SOLICITING AND SELECTING ORGANIZATIONS FOR FEE TITLE DONATION

The Stewardship Council has established a formal process for soliciting and selecting organizations interested in receiving a fee title donation of watershed lands. This process consists of the following key steps:

Any organization who believes it meets the eligibility requirements to receive fee title must register the organization's interest in specific watershed lands (grouped into 47 distinct planning units) via the Stewardship Council's Interested Donee Registry.

All registered organizations are invited by the Stewardship Council to prepare and submit a statement of qualifications (SOQ) by planning unit.

The Stewardship Council reviews the SOQs that are submitted. Organizations that: (a) are determined to be a qualified nonprofit conservation organization; a federal, state or local governmental entity; or, a recognized tribe; (b) appear to potentially have sufficient financial and organizational capacity relative to the lands sought within the planning unit; and, (c) appear to potentially be capable of satisfying the requirements of the PG&E Settlement Agreement and Stipulation for receiving donation of fee title, are invited to submit a land stewardship proposal ("LSP" or "proposal") describing their proposed management of the watershed lands for the preservation and enhancement of the BPVs. This *"Invitation to Submit a Land Stewardship Proposal"* describes the process and outlines the requirements for preparing and submitting an LSP.

Stewardship Council staff and PG&E representatives will work with organizations invited to submit an LSP to ensure that the appropriate guidance and information is provided to each organization as they develop the LSPs. The land stewardship proposal will provide the foundation for a staff recommendation to the Stewardship Council's Board of Directors' Planning Committee.

Organizations determined by the Stewardship Council to demonstrate sufficient capacity and to be best-suited for particular watershed lands within a planning unit, will be recommended to PG&E to receive fee title. If PG&E accepts the recommendation, PG&E and the Stewardship Council will work with the recommended donees of fee title and the recommended conservation easement holders to establish conveyance terms and conditions to be incorporated in the Land Conservation and Conveyance Plan (LCCP). The Stewardship



Council will then make a recommendation of a proposed final LCCP to PG&E. If PG&E accepts the final recommendation, PG&E will obtain regulatory approval from the California Public Utilities Commission to complete the land conveyance process.

IMPORTANT INFORMATION CONCERNING THE LAND STEWARDSHIP PROPOSAL (LSP)

Important information concerning the preparation and submission of an LSP is provided below.

Background Information

The purpose of the LSP is to demonstrate that the donation of watershed lands to your organization will contribute to the permanent protection of the watershed lands and the preservation and enhancement of the BPVs associated with the watershed lands. Accordingly, the LSP-required elements presented in this document are intended to solicit information that will identify the following: (1) the watershed lands that your organization is interested in receiving via a donation; (2) how your organization proposes to own and manage the watershed lands, including preserving and enhancing the BPVs, honoring existing economic uses, and maintaining or enhancing public access, as appropriate; (3) the resources, including funding, your organization (including any partners) is offering to contribute to support the costs of land transfer, future land management, and preservation and enhancement of the BPVs; (4) the amount and purpose of funding requested from the Stewardship Council; (5) how donation of watershed lands will result in improved management of the BPVs.

The Stewardship Council recommends that you carefully read and review the following documents for additional important information:

General information:

- ... PG&E Settlement Agreement and Stipulation (CPUC Decision 03-12-035 dated December 18, 2003) and the Stipulation Resolving Issues Regarding the Land Conservation Commitment (the "Stipulation") dated September 25, 2003
- ... Land Conservation Plan (LCP) Volumes I and II, including the Appendices
- ... Stewardship Council Land Conservation Program Funding Policy

Information pertaining to specific planning units:

- ... Recommended Priority Measures
- ... Public comments received by the Stewardship Council
- ... Background Information Packet

The above listed documents are available on the Stewardship Council's web site: www.stewardshipcouncil.org, or will be provided by the Stewardship Council.

Additionally, Stewardship Council staff is available to answer questions and assist you in preparing an LSP that is complete and responsive.

All LSPs submitted will be reviewed by an evaluation team composed of Stewardship Council staff, and external advisors as necessary. The evaluation team will evaluate the merits of each proposal to determine if its approval and implementation would likely contribute to the permanent protection of the watershed lands and the preservation and enhancement of the BPVs associated with the watershed lands. This evaluation will take into consideration:

- ... The financial and organizational capacity of the organization;
- ... The amount and purpose of funding requested from the Stewardship Council;
- ... The requirements of the PG&E Settlement Agreement and Stipulation;
- ... The key considerations listed in the "Introduction and Background" section of this document;
- ... The management objectives for the watershed lands;
- ... The effect of the proposed ownership and land management activities on the preservation and enhancement of the BPVs on a collective basis and in balance;
- ... Public input; and,
- ... Other criteria including the organization's ability to work collaboratively with public and private entities as well as demonstrated ability and interest in being inclusive of the broader cultural perspectives and values of the region.

Public Disclosure of LSPs; Confidential Information

It is anticipated that LSPs submitted to the Stewardship Council will be made available to the public, with the exception of any proprietary information or sensitive financial information. Therefore, to facilitate the disclosure and non-disclosure of information, please submit any proprietary information or sensitive financial information in a separate attachment to the LSP, and label each page "Confidential."

SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

The text component of the LSP must use at minimum a 12-point font with 1-inch margins on all sides. The LSP must be submitted electronically in three separate files as follows:

1. The primary proposal document, as well as compiled attachments (e.g., IRS forms), must be converted to Adobe Portable Document Format (PDF) prior to submittal. The cover of the primary proposal document should clearly state "Land Stewardship Proposal for 'insert planning unit name' Planning Unit." The name of the proposed fee title recipient identified in the proposal should be listed on the cover.
2. As outlined in the section above, information which may be proprietary and/or sensitive, should be compiled and submitted in a second PDF labeled "Confidential - Land Stewardship Proposal Appendices for 'insert planning unit name' Planning Unit". The name of the proposed fee title recipient identified in the proposal should be listed on the cover.



3. In a third file, please include the budget and funding plan presented in the Microsoft Excel template provided by the Stewardship Council.

(Note: The size of the total electronic file must be smaller than 10 MB. We do not encourage overly elaborate presentation materials in response to this RFP.) We recommend that you also retain a hardcopy of your proposal and any attachments.

Please note that we continue to experience problems receiving e-mails from accounts at **comcast.net**. Senders are advised to use an alternative e-mail account to communicate with the Stewardship Council. Acknowledgement of receipt will be sent by the Stewardship Council within three business days. The Stewardship Council is not responsible for misdirected or otherwise undeliverable e-mails and we encourage you to confirm receipt by our office.

Questions Concerning the Preparation of the LSP

All questions regarding the preparation and submission of an LSP should be directed to the appropriate regional land conservation manager. Organizations are discouraged from directly contacting Stewardship Council board members or alternates during the submittal and evaluation process. If particular circumstances (such as the role of a Stewardship Council board member within an organization) make it impossible to avoid contact with a board member concerning your proposal, please contact the Stewardship Council's Land Conservation Program staff for guidance.

LAND STEWARDSHIP PROPOSAL REQUIRED ELEMENTS

Some of the information requested below is similar to the information that was requested in the Stewardship Council's Request for Qualifications. Organizations are encouraged to use pertinent information previously submitted in their SOQ. However, please ensure that responses to all questions listed below are complete. Suggested page limits are provided for the main text component of the proposal.

PART 1 - ORGANIZATIONAL INFORMATION

Contact Information

1. Please provide the contact information (including address, email, telephone, and fax) for the following individuals from your organization:

- a) A primary proposal contact;
- b) A secondary proposal contact; and,
- c) The executive director, or other senior staff or board member if the executive director is already provided as the primary contact for the organization.

If any of your contact information should change during the course of the review process, please contact us so that we may keep your information updated.

Executive Summary

2. Please provide a two-page Executive Summary that concisely describes: (1) your organization's experience, interests, and objectives in owning and managing the specific watershed lands you are seeking to receive in fee title; and (2) your organization's financial and organizational capacity to achieve these interests and objectives. (two pages or less)

Organizational Information

3. Indicate which category applies to your organization as a potential fee title recipient:

... A nonprofit conservation organization;

... A federal, state or local governmental entity; or,

... A recognized tribe.

4. Please attach documentation of your organization's tax exempt status.

5. Please provide your organization's legal name.

6. Please provide your organization's common name or DBA, if applicable. (As an example, our official name is the Pacific Forest and Watershed Lands Stewardship Council, but we call ourselves the Stewardship Council.)

7. Please provide a letter from the executive director, or equivalent officer, of your organization approving the submittal of the LSP and the organization's participation in the Stewardship Council's land conservation process.

Rationale for Applying

8. Please describe your organization's rationale for seeking to receive a donation of fee title to the specific watershed lands that are the subject of this proposal. (one page or less)

Organization's Mission

9. Please provide your organization's formal stated mission and explain how it is consistent with and supports the preservation and enhancement of the BPVs on the watershed lands. (one page or less)

Geographic Focus

10. Describe your organization's relevant experience and interest in the region in which the watershed lands that are the subject of this proposal are located as it relates to owning and managing lands, preserving and enhancing the BPVs, and working with land conservation partners. (one page or less)

Organizational Experience and Capacity

11. Describe up to three specific projects that most effectively illustrate your organization's relevant experience and capacity to own and manage lands, and to preserve and enhance resource

values that are most comparable to the BPVs associated with the watershed lands that are the subject of this proposal. (two pages or less)

12. Please describe the location, size, length of time held, uses, and current management practices for each property held or managed by your organization. (Organizations that hold or manage more than 10 properties may limit this description to those properties that it believes are most relevant and best illustrate the organization's land management experience and capacity.) (one page or less)

Organizational Finances

13. As an attachment, please provide your organization's operating budget for the current year (e.g. Jan – Dec 2011 or Jul 2010 – Jun 2011) and copies of financial statements for your organization's three most recent fiscal years (e.g., statements through 12/31/2010, or 6/30/2010). We would prefer audited financial statements; however, it is more important to us that you submit the most current financial information you have. If audited financial statements are not available, the following (in order of preference) can be provided as a substitute: an independent auditor's review; an independent auditor's compilation with full footnote disclosure; or, a complete Income Statement and Balance Sheet with no independent review. If you have specific questions about financial documentation, please contact Joel Wagner at the Stewardship Council at (650) 401-2159.

Optional: Provide any information you would like to explain or highlight on your operating budget or financial statements. (one page or less)

14. For non-governmental organizations only, please summarize your organization's sources of funding, and how this funding is invested and managed. (one page or less)

15. Please identify any pending sources of grant funds or potential grant funds from which your organization has successfully received funding in the past. Please also describe your organization's strategy for securing these additional sources of support. (one page or less)

16. For public entities only, please identify the department that would acquire fee title to lands and whether use of timber revenue, lease revenue, or funding provided by the Stewardship Council for the specific land management objectives could and/or would be restricted to use on the donated lands. (one page or less)

Key Personnel/Staff

17. Please describe the current paid staff positions and/or key personnel in your organization that would be responsible for the day-to-day management activities as well as any proposed special projects (e.g., enhancements) for the watershed lands. In addition, please indicate if your organization has any volunteers and their function. You may provide a summary, and/or attach resumes, that describe the relevant experience for these key personnel. (two pages or less)

Community Engagement and Collaboration

18. Describe collaborative efforts your organization has been engaged in with organizations and stakeholders either in the geographic region where the subject watershed lands are located or elsewhere. (two pages or less)

19. Describe your organization's most relevant experience soliciting stakeholder input on projects comparable to the transfer and permanent protection of land pursuant to Stewardship Council's land conservation program and process. Describe the approach that your organization would use to solicit stakeholder input and disseminate information to the public on proposed future activities or measures for, and management of, the subject watershed lands. (two pages or less)

Legal Compliance and Best Practices

20. Describe what best practices, standards, or guiding principles your organization uses to ensure all organizational operations are legally and ethically sound and in the public interest. Please attach a copy of your organization's written conflict of interest policy, if one exists. (one page or less)

21. Has your organization made provisions for another organization to assume ownership and management responsibilities for your assets in the event that your organization is unable to continue operations? (one page or less)

22. Describe any current, or past, violations of law associated with your organization (in the last five years). (one page or less)

23. Please indicate if any applicable law or policy precludes your organization from accepting a conservation easement on the watershed lands for which you are seeking fee title. If so, indicate what form of satisfactory assurance you propose to offer instead. (one page or less)

Conflict of Interest Disclosure

24. To assist the Stewardship Council in evaluating whether any actual or potential conflicts of interest may arise, please include a disclosure of any personal or financial relationships of which you are aware between (a) your organization and its members, trustees, directors, officers or stockholders, and (b) a member of the Stewardship Council's board, his or her family members, or the board member's constituent organization. The existence of such a relationship may or may not require the affected board member to refrain from participating in the consideration of any land transaction in which your organization is involved.

PART 2 - LAND STEWARDSHIP INFORMATION

Land Interests Sought

25. Please identify the specific parcel(s) or portions of parcels that your organization is interested in receiving in fee title. Please refer to the background information packet for parcel identification numbers and approximate acreage. (one page or less)

26. Please indicate if the transfer of the watershed lands identified above would require a lot line adjustment, boundary survey, or legal parcel split. Please describe any proposed lot line adjustment, boundary survey, or parcel split and indicate why the proposed measure is necessary and how the proposed lot line adjustment or parcel split would contribute to the preservation and enhancement of the BPVs. Please include these costs in your organization's budget and funding plan and indicate if your organization would contribute funds for these costs. (one page or less)

27. Please provide an overview of your organization's internal process for approving the acquisition of, and completing the transaction associated with, real property. (two pages or less)

Baseline and Enhanced Land Management

28. Please describe baseline and enhanced management activities or practices identified in your organization's proposed project budget and funding plan. (Note: *Baseline* management refers to activities or practices such as site security, general clean up and repairs, tenant management, and general state and local requirements for property owners; while *enhanced* management refers to management activities that enhance the BPVs, such as surveys and the development of land management plans). (six pages or less)

Specifically, describe:

- a) The proposed activities and how proposed activities would achieve baseline and enhanced management of the watershed lands (e.g., the frequency and nature of on-the-ground site management activities, the anticipated duration or frequency of proposed site activities, and the staffing associated with such activities);
- b) How the proposed enhanced management activities would contribute to the management objectives for the planning unit listed in Volume II of the Land Conservation Plan and the Recommended Priority Measures;
- c) How the proposed enhanced management activities differ from current management by PG&E (to the extent such information is available);
- d) How the proposed baseline and enhanced land management activities would potentially impact public use of the watershed lands and any existing economic uses;
- e) The timeline for when your organization would incur costs associated with the proposed enhanced management activities; and,
- f) How the proposed enhanced management activities would reflect applicable land management best practices.

Physical Enhancements/Capital Improvements

29. Please describe and explain any proposed physical enhancements or capital improvements identified by your organization and include these costs in your organization's proposed project budget and funding plan (e.g., trail, restrooms, habitat restoration project, fencing, youth facilities, etc.). Specifically, please describe how the proposed physical enhancements or capital improvements would contribute to the objectives listed in Volume II of the Land Conservation Plan and the Recommended Priority Measures for the planning unit. Please also include a

timeline for when your organization anticipates incurring one-time costs and ongoing annual costs associated with proposed physical enhancements or capital improvements, taking into account satisfaction of all applicable regulatory requirements, including CEQA and NEPA. (four pages or less)

Land Conservation Partners and Youth Opportunities

30. Has your organization identified any potential land conservation partners to be involved in any of the proposed management or enhancement activities, including youth-related activities? If so, please name and describe their proposed role(s) and responsibilities. (one page or less)

31. Does your organization have previous experience working with the proposed land conservation partner organization(s)? Please describe. (one page or less)

32. Please provide a letter from the executive director or equivalent officer of each organization identified as a potential land conservation partner indicating the organization's committed interest in pursuing the activities and responsibilities identified.

Public Input

33. Please describe how your organization has considered public input provided to the Stewardship Council to date in the development of this proposal. (one page)

Budget and Funding Plan

34. Please use the Excel template provided to develop and present a proposed preliminary budget and funding plan within the following categories:

- ... Transaction costs;
- ... One-time and ongoing baseline land ownership and management activities; and,
- ... One-time and ongoing costs related to enhancements of the BPVs.

Note: The budget and funding plan will be used by the Stewardship Council to evaluate the financial capacity of your organization and funding needs. Accordingly, please identify and include in your budget any additional financial resources and forms of financial support your organization believes it would be able to obtain and apply to the watershed lands under the appropriate section for project revenues.

In addition, the budget and funding plan should clearly identify all project expenses, as well as specify the amount of funding your organization is requesting from the Stewardship Council. Please refer to the budget and funding plan instructions for additional guidance.

PART 3- SUPPORTING DOCUMENTATION

As outlined in the submittal requirements and instructions, please attach the following information to your PDF proposal:

- 1.) Internal Revenue Service Determination Letters; and,



- 2.) Letter from the executive director or equivalent officer of your organization approving the submission of the land stewardship proposal and the organization's participation in the Stewardship Council's land conservation process for the subject planning unit.

As a separate PDF please include the following:

- 3.) Operating Budget (current year); and,
- 4.) Financial statements for the past three years (audited statements are preferred).

If your organization desires to keep any of the financial information under items 3 or 4 confidential, please indicate this by labeling each page "Confidential."

Please include the budget and funding plan in the Microsoft Excel template provided by the Stewardship Council.