

**Procedural Guide
for the
2002 Resources Bond Act
ROBERTI-Z'BERG-HARRIS URBAN OPEN
SPACE AND RECREATION GRANT PROGRAM**

**NONURBANIZED AREA
NEED-BASIS (COMPETITIVE) GRANTS**

California Clean Water, Clean Air, Safe Neighborhood Parks, and
Coastal Protection Act of 2002

July 2003

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION



“Creating Community through People, Parks and Programs”

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**STATE OF CALIFORNIA
DEPARTMENT OF PARKS AND RECREATION**

DEPARTMENT MISSION

The mission of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the State's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS) MISSION STATEMENT

The Mission of the Office of Grants and Local Services is to address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships and providing leadership through quality customer service.

OGALS VISION GOALS

To Be:

- A leader among park and recreation professionals.
- Proactive in anticipating public park and recreation needs and how new legislation and grant programs could best meet these needs.
- Honest, knowledgeable and experienced grant administration facilitators.
- Sensitive to local concerns while mindful of prevailing laws, rules and regulations.
- Perceptive to opportunities for partnerships, growth and renewal where few existed before.
- Committed to providing quality customer service in every interaction and transaction.
- Responsive to the needs of Applicants, Grantees, non-profit organizations, local governments, legislative members, and Department employees.

INTRODUCTION

The intent of this guide is to assist with the application and administration process for the Roberti-Z'berg-Harris Nonurbanized Area Need-Basis Grant Program. The following guidelines contain elements of the Resources Bond Act of 2002 programs administered by the Department of Parks and Recreation, Office of Grants and Local Services.

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I. DEFINITIONS

Capitalized words and terms, other than the first word of each sentence, appear in these guidelines. These are defined in the Definitions Section below. Unless otherwise stated, the terms used in this Procedural Guide shall have the following meanings:

Acquisition - to obtain fee title or a lesser interest in real property, including specifically, a conservation easement or Development rights. Leases or rentals do not constitute acquisition. Land or interests in land acquired with Bond Act funds shall be acquired from a willing seller. All acquisitions shall be in perpetuity.

Allocation - a distribution of funds by the Department, or an expenditure limit established for one or more Projects.

Applicant - an agency or organization requesting funding from a grant program administered by the Department.

Application - the individual Application form and its required attachments for grants pursuant to the enabling legislation and/or program.

Appropriation - a Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.

At-Risk Youth - persons who have not attained the age of 21 years, and are at high risk of being involved in, or are involved in, one or more of the following: gangs, juvenile delinquency, criminal activity, substance abuse, adolescent pregnancy, or school failure or dropout.

Bond Act - the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002, also known as the Resources Bond Act of 2002.

Capital Improvement - Projects which utilize expenditures for Acquisition, Development, or both, of land and/or facilities to improve the property's usage and access for park and recreation purposes. Funds for Development may be used only for permanent or fixed features of the property.

CEQA - the California Environmental Quality Act as stated in the Public Resources Code, Section 21000 et. seq.; Title 14, California Code of Regulations, Section 15000 et. seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and Historical Resources that may occur as a result of the agency's proposed Project.

Competitive Grant - see definition for "Need-Basis Grant".

Contract - an agreement between the Department and the Grantee specifying the payment of funds by the Department for the performance of the Project Scope within the Project Performance Period by the Grantee.

Department - the California Department of Parks and Recreation.

Development - including, but is not limited to, improvement, Rehabilitation, restoration, enhancement, Preservation, protection and interpretation. The Bond Act funds may only be used for Capital Improvement except for Special Major Maintenance Projects and Innovative Recreation Programs.

Director - the Director of the California Department of Parks and Recreation.

District:

- Regional park districts formed under Article 3 (commencing with Section 5500) of Chapter 3 of the Public Resources Code,
- Recreation and park districts formed under Chapter 4 (commencing with Section 5780) of the Public Resources Code,
- Any public utility district formed under Division 7 (commencing with Section 15501) of the Public Utilities Code in a Nonurbanized Area that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by the District.
- Any community services district formed under Division 3 (commencing with Section 61000) of Title 6 of the Government Code in a Nonurbanized Area which is authorized to provide public recreation as specified in subdivision (e) of Section 61600 of the Government Code.
- Any memorial district formed under Chapter 1 (commencing with Section 1170) of Division 6 of the Military and Veterans Code that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by the District.
- The Malaga County Water District exercising powers authorized under Section 31133 of the Water Code.
- Any county service area, or zone therein, within the County of San Bernardino which is empowered to provide public park and recreation services pursuant to Chapter 2.2 (commencing with Section 25210.1) of Part 1 of Division 2 of Title 3 of the Government Code, which is actually providing public park and recreation services, and which was reorganized prior to January 1, 1987, from a park and recreation district to a county service area or zone.

Force Account - Project work performed by a Grantee's own work force. Force Account expenses are eligible costs for reimbursement or Match.

Grantee - an entity that has a Contract for grant funds.

Heavily Urbanized Area - a large city with a population of 300,000 or more and a large county or regional park District with a population of 1,000,000 or more, as determined by the Department of Finance based on the 2000 Census.

Historical Resource - includes, but is not limited to, any building, structure, site, area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

In-Kind - those funds and/or donations, which may be from a nonstate source, and which may include local or private funds, as well as materials and services. These expenses shall be eligible only as Match.

Innovative Recreation Program - specially designed, creative social, cultural, and human service activities which by their nature are intended to respond to the unique and otherwise unmet recreation needs of special urban populations, including, but not limited to, senior citizens, individuals with disabilities, chronic and "new" poor, single parents, "latchkey" children, and minorities. The term includes special transportation programs designed to facilitate access of these groups to parks and recreational programs and facilities.

Jurisdiction - the legal boundary of the grant Applicant, i.e. the city, county, District.

Local Agency - a city, county, or District that is eligible for the Roberti-Z'Berg-Harris Nonurbanized Area Need-basis Program.

Match - contributions to the Project, in addition to grant funds, which may be in the form of money from any source, including funds from other local assistance programs; gifts of real property, equipment, and consumable supplies; volunteer services; free or reduced-cost use of land, facilities, or equipment; and bequests and income from wills, estates, and trusts.

Need-Basis Grant - the Allocation of monies for one or more Projects for the Acquisition or Development of recreational lands and facilities on a Project-by-Project basis, based upon need, through a competitive process. (Same as a "Competitive Grant.")

Nonurbanized Area - any city, county, or District which does not qualify as an Urbanized Area or Urbanized County under the definitions in Section 5621 (c) of the Public Resources Code.

Preservation - identification, evaluation, recordation, documentation, interpretation, protection, Rehabilitation, restoration, stabilization, Development, and reconstruction, or any combination of those activities.

Private or Nonstate Sources - cash donations, gifts of real property, volunteer services, free or reduced cost of lands, facilities, equipment, and bequests and earnings from wills, estates, and trusts. Funds from nonstate sources means funds from the federal government and local public agencies other than the Applicant.

Project - the Acquisition, Development, enhancement, Rehabilitation, restoration, or other activity to be accomplished with Bond Act funds and required Match, as applicable.

Project Officer- an employee of the Department who acts as a liaison with the Applicants or Grantees, administers grant funds, and ensures compliance with guidelines and grant Contracts.

Project Performance Period -the period of time that the grant funds are available, the time in which all costs must be incurred, and the Project must be completed, billed and paid. Only eligible costs incurred during the Project Performance Period will be paid.

Project Scope -the description of activity or work to be accomplished on the Project, as described in the Application form, utilizing grant funds and required Match, as applicable.

Rehabilitation - renovation to a park and recreation facility to return it to its original or 'near' original purpose.

RZH - the Roberti-Z'berg-Harris Urban Open-Space and Recreational Program Act [Chapter 3.2 (commencing with Section 5620)] of the Public Resources Code.

Safety - design and construction of facilities to optimize for safe conditions for park and recreation users. It does not include operating costs for law enforcement.

Special Major Maintenance Project - a Rehabilitation or refurbishing activity performed on an annual or more infrequent interval, excluding Capital Improvements and routine or other regularly scheduled and performed tasks such as grounds mowing, hedge trimming, garbage removal, and watering. Special Major Maintenance Project includes activities which will reduce energy requirements to operate recreational lands or facilities.

State Grant Amount - the amount of Grant funds assigned to a specific Project.

Urbanized Area - a central city or cities and surrounding closely settled territory, as determined by the Department of Finance based on the 2000 Census.

Urbanized County - any county with a population of 200,000 or more, and less than one million as determined by the Department of Finance based on the 2000 Census.

Note: Authority cited: Sections 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.605, 5096.606, 5621, 5627, and 5630.5, Public Resources Code.

II. GENERAL INFORMATION

Bond Act Intent

The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 is intended to acquire and develop properties of the State Park System, to acquire and develop neighborhood, community, and regional parks and recreational areas, for land, air, and water conservation programs, including Acquisition for those purposes, and to acquire, restore, preserve and interpret California's historical and cultural resources.

Water Conservation Measures

The Department recommends that Grant recipients consider water conservation measures as part of bond funded Projects.

Re-Use of Existing Buildings

The Department recommends that grant recipients consider refurbishing and rehabilitating existing buildings for new uses appropriate to this grant program.

Funds Reverting to the Legislature

Any grant funds that are not encumbered within three years and expended by the Grantee within eight years from the date of Appropriation shall revert to the fund and be available for Appropriation by the Legislature for one or more of the local assistance programs that the Legislature determines to be the highest priority statewide.

Legal Requirements

The Grantee shall comply with all applicable current laws and regulations affecting Acquisition and Development Projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities.

Site Visits

The Grantee shall permit site visits, including a final inspection of the Project lands or facilities acquired or developed using Bond Act funds, to determine if the work performed is in accordance with the approved Project Scope.

Accounting Requirements

Grantees shall maintain an accounting system that does the following:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards
- Provides good audit trails, especially the source documents (purchase orders, receipts, progress payments, invoices, time cards, cancelled warrants, warrant numbers, etc.)
- Provides accounting data so the total cost of each individual Project can be readily determined

State Audit

Projects are subject to audit by the Department for three years following the final payment of grant funds. The audit shall include all books, papers, accounts, documents, or other records of the Grantee as they relate to the Project for which the funds were granted. The Grantee shall provide the following:

- Project records, including the source documents and cancelled warrants, readily available to the Department.
- An employee having knowledge of the Project to assist the Department's auditor.
- A copy of any document, paper, record, or the like requested by the Department.
- All Project records must be retained for at least three years following the final payment of grant funds or one year following an audit whichever is later.

Note: Authority cited: Sections 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.610, 5096.633, and 5096.689, Public Resources Code.

III. RZH NONURBANIZED AREA NEED-BASIS (COMPETITIVE) PROGRAM DESCRIPTION

RZH Nonurbanized Area Need-Basis Program Intent

The RZH Grant Program is intended to meet the urgent need for safe, open, and accessible local park and recreational facilities for increased recreational opportunities that provide positive alternatives to social problems.

As a means of addressing these critical neighborhood park needs, the 2002 Bond Act provides \$186.7 million in funds to implement the RZH Program. \$27.855 million of these funds will be awarded on a competitive basis to cities and Districts located in nonurbanized areas and counties with a population of less than 200,000. RZH grants shall be expended for high-priority Projects that satisfy the most urgent park and recreation needs, with emphasis on unmet needs in the most heavily populated and most economically disadvantaged areas within each Jurisdiction. RZH grants to cities, Districts and counties are intended to supplement -- not supplant -- local expenditures

for park and recreation facilities. They are not to diminish in any way the current efforts to provide park and recreation services.

The Bond Act encourages collaboration (partnerships) on Projects.

Key Dates

Milestones

December 10, 2004	Application Deadline
Three years after appropriation date.	Grantee must have a fully-executed Contract.
Eight years after appropriation date.	Project must be completed and all paperwork submitted to the Department.

Amount of Funds Available: \$27.855 Million

The State costs of administering the Bond Act shall be paid out of the bond proceeds. These costs shall be shared proportionately by each program funded through this Bond Act. The amount of funds available reflects the State administrative costs deduction.

Up to an additional \$223,000 may be available to fund additional projects should funds be appropriated pursuant to PRC 5095.5 (1) of the Healthy Communities Act. Should these funds become available, applications received for the RZH Non-Urbanized Area Need-Basis (Competitive) Program will be considered also as applications for these funds. There will not be a separate application process.

Minimum and Maximum Grant Amounts

- The minimum grant request is: \$ 30,000 per Project
- The maximum grant request is: \$500,000 per Project

Matching Contribution

This program requires a Match of at least 3/7 of the State grant amount. When evaluating Applications for grants, the Department requires Applicants to submit information on matching contributions. A Match waiver may be requested (see page 25).

Eligible Applicants

- Cities located in Nonurbanized areas (see page 61).
- Districts (as defined on page 2) located in Nonurbanized Areas.
- Counties with a population of less than 200,000 (see page 61).

Nonurbanized Areas are those areas that are located beyond a central city or cities and surrounding closely settled territory, as determined by the Department of Finance on the basis of the 2000 census data. The most recent verifiable census data is the “Urbanized Areas” maps and detailed tables of census designated places that are urban or rural found in Summary File 1, 2 or 3 produced by the Bureau of the Census, an

agency of the U.S. Department of Commerce. This information is based on the 2000 U.S. Census and is available from the U.S. Census website found at <http://www.census.gov/> by following links to American Fact Finder.

Cities, counties and Districts that received a block grant from the RZH Block Grant Program are located in urbanized areas, and as such, are not eligible for the Nonurbanized Area Need-Basis Grant Program. (See page 65.)

Eligible Projects

The following types of Projects are eligible for funding. The Local Agency shall adhere to the conditions that apply to these Projects.

1. Acquisition

- Open space areas.
- Historic sites and structures (see page 9).
- Lands and structures to be converted to recreation use.

Acquisition may include developed or undeveloped parcels, fee title, less than fee title, such as easements, rights of way, riparian rights, or any interest sufficient to accomplish Project goals. Priority consideration should be given to Projects with ready access to large numbers of the immediate population. Property obtained under the State grant program must comply with provisions of Chapter 16, Sec. 7260 of Div. 7, Title 1 of the Government Code, and State procedures established by the California Department of Parks and Recreation. Land or interests in land acquired with Bond Act funds shall be acquired from a willing seller. All acquisitions shall be in perpetuity.

Special circumstances apply if the Project involves the Acquisition of agricultural lands or has an impact on those lands (see page 27).

2. Development/Rehabilitation

- Preservation, Rehabilitation, or restoration of historic sites or structures if they are in a park and recreation area (see page 9).
- Development of a park or recreational facility that meets an identifiable recreation need.
- Rehabilitation of park, recreation, or historical facilities that are no longer fully serviceable, and that, when rehabilitated, provide expanded or additional recreation or historical opportunities.

Adequate tenure to the property is required for Development/Rehabilitation Projects. Adequate tenure means the Applicant owns the land or holds a lease

or other long-term interest that is satisfactory to the Department (see page 26).

3. Special Major Maintenance

Eligible Special Major Maintenance Projects include Rehabilitation or refurbishing activities performed on an annual or more infrequent interval, excluding Capital Improvements and routine or other regularly scheduled and performed tasks such as grounds mowing, hedge trimming, garbage removal and watering. Special Major Maintenance Projects include activities that will reduce energy requirements to operate recreational lands or facilities. Frequent and routine operation and maintenance, including costs for equipment and personnel, are not eligible. Special Major Maintenance Projects must be used at parks that were acquired or developed with funds from the RZH Program. No more than 30% of the grant amount may be used for Special Major Maintenance or Innovative Recreation Programs, or a combination of both.

4. Innovative Recreation Program

Specially designed, creative social, cultural, and human service activities which by their nature are intended to respond to the unique and otherwise unmet recreation needs of special urban populations, including, but not limited to, senior citizens, individuals with disabilities, chronic and "new" poor, single parents, "latchkey" children, and minorities. The term includes special transportation programs designed to facilitate access of these groups to parks and recreational programs and facilities. No more than 30% of the grant amount received may be used for Special Major Maintenance or Innovative Recreation Programs, or a combination of both.

Historic Preservation Project Requirements

Projects for Acquisition, Preservation, Rehabilitation, or restoration of historic sites or structures are eligible if they are located in a park and recreation area, and the structure's Rehabilitation will compliment or enhance the recreational use of the park or recreation area. Projects must appear on one of the following four registration programs: 1) National Register of Historic Places, 2) California Historic Landmark Program, 3) California Register of Historical Resources, or 4) Points of Historic Interest Program. Or, if the site is NOT listed in one of these registration programs, the applying Jurisdiction's governing body may provide a resolution declaring the site to have true historic value, and a declaration of its intent to apply immediately for historic registration.

Competitive Process Overview

1. The Applicant prepares and submits a Grant Application package to the Department, as per the Application Requirements and Checklist (see page 11).
2. The Department reviews the Application package to determine whether the Application is complete.

3. The Department sends a letter to the Applicant, notifying the Applicant whether the Application is complete, or if more information is needed.
4. The Department evaluates all Applications based on eligibility and ranking criteria.
5. The Department selects the Projects for funding.
6. The Department informs the Applicants of approval/disapproval of grant award.
7. If approved, the Applicant receives instructions to initiate the grant award process from the Department.
8. The Department sends the Contract to the successful Applicant (hereinafter referred to as Grantee) for signature.
9. The Grantee returns a signed copy of the Contract to the Department.
10. The Department returns a fully executed Contract to the Grantee. After the Contract is executed, the Grantee may request payments for the Project (see page 28).
11. The Grantee completes the Project and submits the Project completion package.
12. The Department Project Officer makes a final on-site Project inspection.
13. The Department processes the final payment.
14. The Department may perform an audit of the completed Project.

How to Submit an Application

Applications must be received by 4:30 p.m. or postmarked by June 1, 2004 at the following mailing address:

Project Officer (Name)
California Dept. of Parks and Recreation
Office of Grants and Local Services
P.O. Box 942896
Sacramento, CA 94296-0001

If submitting an Application by hand delivery or overnight carrier:

Project Officer (Name)
California Dept. of Parks and Recreation
Office of Grants and Local Services
1416 9th Street, Room 918
Sacramento, CA 95814

All Applicants are required to submit **one** unbound, original copy of the Application package. Do not submit Applications in binders. Each Application must include a Table of Contents with documents submitted in the order listed in the Application Requirements and Checklist. All pages shall be numbered (handwritten numbers are acceptable).

NOTE: An Applicant may submit an Application for more than one Project. Each Project must have its own Application.

Letters of support from the Legislature or other entities should be directed to the Applicant. Applicants may include these letters with the Project Application.

Application Requirements and Checklist

The Project Application shall consist of one copy of each of the following items, in the order they are listed below:

1. Project Application Form. The Project Application form must be completed and signed by the Applicant's authorized representative and the representative from the Applicant's planning agency (see page 34).
2. Resolution. The Applicant submits the authorizing Resolution from the Applicant's governing body, using the required language in the Resolution (see page 36).
3. Project Summary. Provide a one page maximum summary that clearly explains the Project and any additional enhancement or Development plans to be made to the Project site (see page 13).
4. Project Selection Criteria (see page 14).
5. Implementation Schedule. Provide a schedule for implementation, including a completion date and the date the Project would be available to the public. (See page 21.)
6. Cost Estimate (Development Projects Only). Provide details on non-construction costs and construction costs. Refer to the Eligible Costs Chart (see page 32) and Sample Cost Estimate (See page 41) when formulating a cost estimate.

7. Sources of All Additional Funds. Provide a list of proposed sources of all additional funds, including both the local Match component and the private or nonstate Match component (if applicable). (See page 39.)
8. Private Nonstate Match Waiver Request, if applicable (see page 25).
9. Entire 3/7 Match Waiver Request, if applicable (see page 25).
10. Acquisition Schedule. For Projects involving Acquisition, provide a schedule and an Acquisition map outlining the acreage and parcel number(s) to be acquired (see page 43).
11. CEQA. The Applicant is required to comply with CEQA. The Applicant should check with its local city or county planning agency for more information on how to complete CEQA.

The Department encourages CEQA compliance at the time of Application. However, the Applicant may choose an alternate process outlined below to postpone final CEQA compliance until one year from the grant award announcement. In either case, CEQA compliance is required prior to commencement of construction or Acquisition. Complete CEQA documentation must include one of the following:

- (a) A Notice of Exemption filed with, and stamped by, the county clerk, or
- (b) An Initial Study with a Negative Declaration, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by the county clerk, or
- (c) An Initial Study and an Environmental Impact Report, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by the County Clerk.

Complete CEQA Documentation at the time of Application:

- Submit the items required in either item (a), (b), or (c) above.

Alternate CEQA process:

- At the time of Application:

Submit an Initial Study and a description of how the Applicant will complete the CEQA process within one year from the grant award announcement.

- If grant is selected:

Complete CEQA process and submit items required in either item (a), (b), or (c) above within one year from the grant award announcement.

12. Land Tenure (Development Projects only). Provide documentation (lease, agreements, etc.) verifying that land tenure requirements have been met (see page 26).
13. Leases or Agreements. Provide a list of all *other* leases, agreements, etc., affecting Project lands or the operation and maintenance thereof, excluding those relevant to land tenure (if applicable).
14. Site Plan. For Projects involving Development, provide a drawing or depiction indicating what improvements the Applicant will make, where the improvements will be located on the property, and the approximate square footage of the improvements.
15. Topographic Map. Provide an 8 ½" x 11" topographic map indicating the Project site location. This map should be a 7.5-Minute Series (1:24,000 scale).
16. Project Location Map. Provide a map (city or county) with enough detail to allow a person unfamiliar with the area to locate the Project. The map should indicate access points to the site.
17. Map Locating Project's Intended Users (see page 16).
18. Photos of the Project Site.
19. Required Regulatory Permits. Provide a list of existing and additional required permits, if applicable, the status of each, and indicate when permit approval would occur. Examples include:
 - State Lands Commission
 - San Francisco Bay Conservation and Development Commission
 - Regional Coastal Zone Protection Commission
 - Corps of Engineers

Note: Authority cited: Sections 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.605, 5096.606, 5096.620, 5621, 5622, 5623, 5625.2, 5627, and 5630, Public Resources Code.

IV. Project Selection Criteria

Project Summary

To facilitate the Department's understanding of the proposed Project, provide a one-page maximum summary that clearly explains the Project and any additional

enhancement or Development plans to be made to the Project site. The one-page summary will not be scored.

Project Selection Criteria Introduction

- The Applicant must respond to the following criteria in the order in which they appear.
- Please respond to each criterion separately.
- Limit the written response to no more than 15 pages, 8 ½“ x 11” paper, single-sided, double-spaced, with 12-point font. Attachments do not count as part of the 15 pages.
- The meanings of capitalized words and phrases used below can be found in the Definitions Section on page 1.

Project Selection Criteria

The Department will use the following criteria to evaluate a Project:

1. Describe why the proposed Project is a high priority that satisfies the most urgent unmet park and recreation needs of your Jurisdiction. Include information on deficiencies of similar recreational opportunities. **(20 points)**

The maximum number of points will be given to high priority Projects that satisfy the most urgent and unmet park and recreation needs of your Jurisdiction.

Points: 20-16	The Applicant clearly and comprehensively demonstrates how the Project satisfies the most urgent and unmet park and recreation needs of the Applicant’s Jurisdiction. The Applicant has included well-documented evidence of deficiencies of similar recreation opportunities, lands or facilities.
15-8	The Applicant adequately demonstrates how the Project satisfies the most urgent and unmet park and recreation needs of the Applicant’s Jurisdiction. The Applicant has included sufficient evidence of deficiencies of similar recreation opportunities, lands or facilities.
7-1	The Applicant poorly demonstrates how the Project satisfies the most urgent and unmet park and recreation needs of the Applicant’s Jurisdiction. The Applicant has included limited evidence of deficiencies of similar recreation opportunities, lands or facilities.
0	The Applicant fails to address this criterion.

2. Describe who will use the Project including, but not limited to: (a) estimated number of users to be served and (b) the population density of the service area of the Project. **(5 points)**

The maximum number of points will be given to Projects that are in a densely populated area and will serve a large number of users commensurate with the size and scope of the project.

<u>Points:</u> 5-4	The Applicant demonstrates that the Project is in a densely populated area and will serve a large number of users commensurate with the size and scope of the project.
3-2	The Applicant demonstrates that the Project is in a densely populated area and will serve a moderate number of users commensurate with the size and scope of the project.
1	The Applicant demonstrates that the Project will serve a limited number of users commensurate with the size and scope of the project.
0	The Applicant fails to address this criterion.

3. Discuss how the Project will benefit the economically disadvantaged segments of the community. **(5 points)**

The maximum number of points will be given to Projects that will provide significant benefits for the economically disadvantaged segments of the community.

<u>Points:</u> 5-4	The Applicant demonstrates that the Project will provide significant benefits for the economically disadvantaged segments of the community.
3-2	The Applicant demonstrates that the Project will provide adequate benefits for the economically disadvantaged segments of the community.
1	The Applicant demonstrates that the Project will provide marginal benefits for the economically disadvantaged segments of the community.
0	The Applicant fails to address this criterion.

4. Estimate the number and describe the impact of visitors from areas outside of your jurisdictional boundaries who would use the Project. **(10 points)**

The maximum number of points will be given to Project sites that will have a significant impact and number of outside visitors who would use the Project.

<u>Points:</u> 10-7	The Applicant estimates a significant impact and number of outside visitors who would use the Project.
6-4	The Applicant estimates a moderate impact and number of outside visitors who would use the Project.
3-1	The Applicant estimates little or no impact and few if any outside visitors who would use the Project.
0	The Applicant fails to address this criterion.

5. Describe how the Project will meet the needs of special population groups including but not limited to: (a) senior citizens, (b) individuals with disabilities, (c) At-Risk Youth, and/or (d) other special populations. **(5 points)**

The maximum number of points will be given to Projects that clearly meet the needs of one or more special populations.

<u>Points:</u> 5-4	The Applicant demonstrates that the Project clearly meets the needs of one or more special populations.
3-2	The Applicant demonstrates that the Project adequately meets the needs of one or more special populations.
1	The Application indicates that the Project marginally meets the needs of one or more special populations.
0	The Applicant fails to address this criterion.

6. Describe how the Project is located to serve the user population and indicate on a map the intended users (refer to page 16). Include distances to concentrations of populations. **(5 points)**

The maximum number of points will be given to Project sites that are very close to the intended community of users.

<u>Points:</u> 5-4	The Applicant demonstrates that the Project site is very close to the intended community of users.
3-2	The Applicant demonstrates that the Project is relatively close to the intended community of users, though not at a central location.
1	The Applicant demonstrates that the Project is far from the intended community of users.
0	The Applicant fails to address this criterion.

7. Describe how the intended Project users will access the facilities. Include a description of the adequacy of the transportation system (roads, public transit, bike trails, pedestrian paths, and parking) and solutions to physical barriers such as freeways, railroad tracks, flood control channels, etc. **(5 points)**

The maximum number of points will be given to Projects with a transportation system that provides, or will provide, an array of convenient, viable solutions for the mobility of the intended community of users.

<u>Points:</u> 5-4	The Applicant demonstrates that the transportation system provides, or will provide, an array of convenient, viable solutions for the mobility of the intended community of users.
3-2	The Applicant demonstrates that the transportation system provides, or will provide, adequate solutions for the mobility of the intended community of users.
1	The proposal indicates that there are limited mobility choices or inadequate solutions for the mobility of the intended community of users and/or physical barriers may complicate access for the users
0	The Applicant fails to address this criterion.

8. Describe how the Project users will have access to the facilities. Include information on hours of operation, available staffing, users' fees, or any other related factors. **NOTE:** For an Acquisition-only Project, the potential access should be explained. **(5 points)**

The maximum number of points will be given to Projects that will be available at the greatest convenience to the Project users and the fees will not deter the intended users.

Points: 5-4	The Applicant demonstrates that the Project will be available at the greatest convenience to the Project users due to operating hours, staffing, or other relevant factors. Reasonable fees may be charged, but the fees will not deter use by the intended users.
3-2	The Applicant demonstrates that the Project will be available at moderate convenience to the Project users due to operating hours, staffing, user fees, or other relevant factors.
1	The Application indicates that the Project may be inconvenient to the Project users due to operating hours, staffing, or other relevant factors, or the proposed fee structure may deter use by the intended users.
0	The Applicant fails to address this criterion.

9. Describe how the proposed Project enhances the total community environment by improving factors such as the following: open space, Safety, natural habitat, the community’s cultural and/or Historical Resources, visual aesthetics of the community, social conditions of the community, or other relevant factors.
(8 points)

The maximum number of points will be given to Projects that significantly enhance the total community environment by improving factors such as open space, Safety, natural habitat, the community’s cultural and/or Historical Resources, visual aesthetics, social conditions or other relevant factors.

Points: 8-7	The Applicant demonstrates that the Project will significantly enhance the total community environment by improving factors such as open space, Safety, natural habitat, the community’s cultural and/or Historical Resources, visual aesthetics, social conditions, or other relevant factors.
6-4	The Applicant demonstrates that the Project will adequately enhance the total community environment by improving factors such as open space, Safety, natural habitat, the community’s cultural and/or Historical Resources, visual esthetics of the community, social conditions of the community, or other relevant factors.

3-1	The Application indicates that the Project will provide limited enhancements to the total community environment by improving factors such as open space, Safety, natural habitat, the community's cultural and/or Historical Resources, visual esthetics, social conditions, and other relevant factors.
0	The Applicant fails to address this criterion.

10. Describe how the Project will conserve energy, water or other natural resources or how recycled materials will be used. **(7 points)**

The maximum number of points will be given to Projects that will significantly conserve energy, water or other natural resources or use recycled materials.

<u>Points:</u> 7-6	Applicant demonstrates that the Project will significantly conserve energy, water or other natural resources or use recycled materials.
5-4	Applicant demonstrates that the Project will conserve energy, water or other natural resources or use recycled materials.
3-1	Applicant demonstrates that the Project provides limited conservation of energy, water or other natural resources or use recycled materials.
0	The Application indicates that the Project does not conserve any natural resources or the Applicant fails to address this criterion.

11. Provide an operation and maintenance plan that comprehensively demonstrates the ability to sustain the Project on an ongoing basis and the provision of staff to operate and maintain the Project upon completion. **(3 points)**

The maximum number of points will be given to Projects that provide a comprehensive operation and maintenance plan that demonstrates the ability to sustain the Project on an ongoing basis and provides staff to operate and maintain the Project for the life of the Project.

<u>Points:</u> 3	The Applicant provides a comprehensive operation and maintenance plan that demonstrates the ability to sustain the Project on an ongoing basis and provides staff to operate and maintain the Project for the life of the Project.
2-1	The Applicant provides an adequate operation and maintenance plan that demonstrates the ability to sustain the Project on an ongoing basis and provides staff to operate and maintain the Project for the life of the Project.
0	An operation and maintenance plan is not presented or the plan indicates that the Applicant is unlikely to succeed in maintaining and operating the Project for the life of the Project.

12. Describe any experience in developing, completing and operating this type of Project or other similar Projects in the past. **(2 points)**

The maximum number of points will be given to Projects that demonstrate successful Development, completion and operation of these types of Projects in the past.

<u>Points:</u> 2	The Applicant demonstrates successful Development, completion and operation of one or more of these types of Projects in the past.
1	The Applicant does not demonstrate successful Development, completion and operation of a similar Project in the past. However, the Applicant submits evidence that suggests the capacity to successfully complete and operate the proposed Project.
0	The ability to operate the Project is not addressed or the Application indicates that the Applicant is unlikely to succeed in the operation of the Project.

13. Describe the Applicant's readiness to begin the Project process. **(5 points)**

The maximum number of points will be given to Projects that demonstrate a readiness to begin the Project process immediately after the funds become available.

<u>Points:</u> 5	The Applicant demonstrates a readiness to begin the Project process immediately after the funds become available
4-3	The Applicant demonstrates that a reasonable time frame is given to begin the Project process soon after funds become available.
2-1	The Application indicates that the Project start date is ambiguous or there are clear signals of delay to the time frame given.
0	The Applicant fails to address this criterion.

14. Provide a schedule for implementation of the Project, including a completion date and the date the Project would be available to the public. (See page 43.) **(5 points)**

The maximum number of points will be given to Projects that present a well-documented timeline with realistic milestones.

<u>Points:</u> 5	The Applicant presents a well-documented timeline with realistic milestones.
4-3	The Applicant presents a timeline with minimal documentation or unrealistic milestones.
2-1	The Applicant presents a vague timeline with no documentation or milestones other than start and end dates.
0	The Applicant fails to address this criterion.

15. Describe any community support and collaborations with non-profit groups, agencies, and/or private firms or individuals. **(5 Points)**

The maximum number of points will be given to Projects with strong collaboration and community support.

<u>Points:</u> 5-4	The Applicant describes strong collaboration and community support.
3-2	The Applicant describes some collaboration and community support.

1	The Applicant describes minimal collaboration and community support.
0	The Applicant fails to address this criterion.

16. Describe and demonstrate the degree of citizen involvement in the Project conception and plan development. **(5 points)**

The maximum number of points will be given to Projects with extensive citizen involvement in both the conception and Project planning.

<u>Points:</u> 5-4	The Applicant demonstrates extensive citizen involvement in both the conception and Project planning.
3-2	The Applicant demonstrates moderate citizen involvement in both the conception and Project planning.
1	The Applicant demonstrates minimal citizen involvement in both the conception and planning of the Project.
0	The Applicant fails to address this criterion.

Note: Authority cited: Sections 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.689, 5622 and 5630, Public Resources Code.

V. ADMINISTRATIVE PROVISIONS

Match Description

The grant funds cannot pay for more than 70% of the total Project costs and the Grantee must provide at least 30% of the total Project costs, unless the Match requirement is waived (see page 25). In essence, for every seven dollars of State funds, the Grantee must provide three dollars from nonstate sources (3/7 of State Grant Amount). The State Grant Amount plus the required Match equals the total State grant Project. All costs used for Match must meet the eligibility requirements on the Eligible Costs Chart (see page 58). Additional funds used to complete the entire Project can come from any source.

- The RZH Program requires Grantees to supply matching funds.
- The Match amount must be equal to at least 3/7 of the State Grant Amount.

- Matching funds must come from nonstate sources, and are divided in the following manner:
 - Match, either monetary or non-monetary, may come from either the Applicant's local resources, or from Private or Nonstate Sources, or a combination of both.
 - A Match of at least 1/7 of the State Grant Amount must consist of contributions (monetary or non-monetary) from Private or Nonstate Sources, other than the Applicant's resources.
- Under certain circumstances, either the private or nonstate Match (1/7), or the entire 3/7 of the State Grant Amount, can be waived (see page 25).
- Grants for Acquisition shall be matched only by money or property donated to be part of the Acquisition Project.
- Any land used for a Match contribution must be acquired after the Appropriation date.
- The Grantee must use any Match contributions for the Project after the Appropriation date.
- At the Grantee's option, the entire Match can come from private or other nonstate sources (see page 24).

How to Calculate the Total Match

The total Match for a Project is calculated by doing the following:

- Divide the requested State Grant Amount by 7
- Multiply that amount by 3.

To calculate a Match for a \$250,000 State Grant Amount, the following example is provided:

- Divide \$250,000 by 7 = \$35, 714
- Multiply \$35,714 by 3 = \$107,143

The \$107,143 is the total amount of Match required for the \$250,000 State Grant Amount.

Applicant's Local Match Resources

The Applicant's sources can include the following:

- Applicant money.
- Force Account labor (Applicant's employee labor).
- Lands, cash, or assets transferred to the Project from other local agencies.
- Federal funds.
- Private cash or land donations.
- Volunteer labor or services.
- Any combination of the above.

How to Calculate the Private or Nonstate Match

The private or nonstate Match for a State Grant Amount is calculated by doing the following:

- Divide the requested State Grant Amount by 7.

To calculate the private or nonstate Match for a \$250,000 State Grant Amount the following example is provided:

- Divide the \$250,000 by 7 = \$35,714.

The \$35,714 is the total amount of private or nonstate Match for the State Grant Amount.

Private or Nonstate Match Sources (1/7)

Private or nonstate Matching sources can include the following:

- Funds from local public agencies other than the Applicant.
- Cash donations.
- Land donations.
- Gifts of real property.
- Equipment and consumable supplies from sources other than the Applicant.
- Volunteer labor or services.
- Free or reduced-cost use of lands from sources other than the Applicant.
- Facilities or equipment from sources other than the Applicant.
- Bequests and earnings from wills, estates, and trusts.
- Federal funds.

Calculating Volunteer Labor as a Match Source

Volunteer labor is an eligible Match source. To determine the Match, the hours worked must be multiplied times the prevailing wage, plus benefits, for the type of labor that was done.

The prevailing wage applied to volunteer labor must:

- Reflect the work that was actually done (i.e., journey-level carpenter versus carpenter's helper).
- Reflect differences in wages based on location.
- Be reasonable (i.e., for a first-time carpenter's helper, use entry level wages).
- Be defensible. The simplest and most defensible way is to use minimum wage for all volunteer work.

Grantees can also use prevailing wage scales developed by governmental agencies, labor unions, or other organizations that research and publish prevailing wages. One of the governmental sources is the California Employment Development Department (EDD). EDD maintains hourly and annual wage data for 770 occupations for every geographic area of the State.

Match Waiver Requirements

Waiver Conditions for Private or Nonstate Match (1/7)

An Applicant may request a waiver of the private or nonstate Match. If the Applicant is granted the waiver, the Applicant will not be required to certify that the Match is from Private or Nonstate Sources. **However, even with the waiver of the private or nonstate Match, the Applicant is still responsible for the entire 3/7 Match of the State Grant Amount.**

The request for waiver must include a signed statement from the Applicant indicating that they currently have the entire 3/7 Match of the State Grant Amount available in other eligible Matching funds, and that either:

- A. The Project is located in an area where private financial resources are limited;
- Or
- B. The Project is not of a type likely to attract private funds. This includes, but is not limited to Projects replacing existing support facilities (restrooms, parking, irrigation systems, water supply, drainage), new development site preparation (grading, utility, fencing), and Acquisition Projects such as in-holdings, easements, and boundary adjustments.

The Applicant must submit the request for waiver to the Department at the same time that they submit the Project Application.

Waiver Conditions for Entire 3/7 Match of the State Grant Amount

An Applicant may request a waiver of the entire 3/7 Match of the State Grant Amount. Local Matching money shall not be required for an Applicant that has urgent unmet needs for recreational lands or facilities, and that lacks the financial resources to acquire or develop recreational lands or facilities. The Applicant must submit the Match

waiver request signed by the authorized representative at the same time the Applicant submits the Project Application.

Applicant's Match waiver request must include a statement that discusses the following:

1. The level of urgent, unmet needs for recreational lands and facilities; and
2. The lack of financial resources to acquire or develop recreational lands or facilities.

The Department will consider the information requested below in its evaluation of the items above. Please submit a statement discussing the following and provide supporting documentation, as requested below:

1. The average per capita income in the Applicant's Jurisdiction.
2. The unemployment rate in the Applicant's Jurisdiction.
3. Crime statistics in the Applicant's Jurisdiction.
4. The Applicant's Jurisdiction has been affected by recent history of plant or business closures.

Land Tenure Requirements

For Development Projects, Applicants must certify to the Department that they have adequate tenure to, and site control of, properties to be improved.

Tenure includes, but is not limited to:

- Ownership
- Lease
- Easement
- Joint powers or similar agreement

Adequate site control is the power or authority to:

- Manage, direct, superintend, restrict, regulate, govern, administer, or oversee a plot of ground suitable or set apart for some specific recreational use.

For property not owned in fee simple, tenure must include a level of site control commensurate with the activities proposed in the Project Scope section of the Application Form.

The Department requires that the Grantee agree to use the property for public recreation for the length of time stated below. The land tenure agreement only applies if the Grantee does not have fee title. All less than fee title agreements must have a renewal clause. A lease or other agreement can only be revocable by mutual consent or for cause.

- Grants up to and including \$100,000 require at least 10 years of land tenure and public recreation operation.
- Grants exceeding \$100,000 require at least 20 years of land tenure and public recreation operation

If the Project is selected for funding, the Grantee shall:

1. Use the property only for the purpose for which the grant was made and to make no other use, sale or other disposition of the property, except as authorized by a specific act of the Legislature.
2. Maintain and operate the property funded for a period that is commensurate with the type of Project and the proportion of State funds and local matching funds or property allocated to the capital costs of the Project.

The Department recognizes that specific recreation activities may change over time; however, the property must remain available for public recreation use.

Quimby Fees

Real property, cash, or other assets required to be transferred to a public agency pursuant to Section 66477 of the Government Code, or any other provision of law, shall not qualify as funds from a private or nonstate source. However, they do qualify as Match furnished by the Grantee.

Agricultural Land Issues

Grant Applicants must do the following prior to acquiring either agricultural lands, or any other lands the Acquisition of which may have an adverse economic impact on neighboring agricultural operations:

- Hold a public hearing in the County in which the proposed Project is located, at which the public may comment on the proposed Project.
- Ensure that a hearing notice is published at least twice in a newspaper of general circulation in the County.

Applicants must attach documentation to their Application to substantiate that they completed these requirements.

Changes to Project Scope

The Department will not approve changes in Project Scope unless the scope meets the exact need cited in the original Application.

Project Withdrawals

The Grantee may unilaterally rescind the Contract at any time prior to the commencement of the Project. After Project commencement, the Contract may be

rescinded, modified or amended only by mutual agreement in writing between the Grantee and the State.

CEQA Compensation

If the Grantee has made a full-faith effort to complete CEQA, but is unable to complete CEQA or otherwise proceed with the Project due to issues related to the CEQA process, costs incurred by the Grantee directly related to the CEQA process are eligible costs to a maximum of 25% of the State Grant Amount.

Loss of Funding

The following actions may result in a Grantee's loss of funding:

- A Grantee fails to obtain a Contract within three years of Appropriation of program funds.
- A Grantee withdraws from the grant program
- A Grantee fails to complete the Project and/or fails to submit all documentation within eight years from the Appropriation date of program funds

Public Access

The Grantee shall provide for public access to the Project lands and/or facilities in accordance with the intent and provisions of the enabling legislation and/or program.

Note: Authority cited: Sections 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.633, 5625.3, 5627, and 5630, Public Resources Code.

VI. PAYMENT PROCESS

Grant Fund Availability

Grant funds are available for expenditure after they are appropriated in the State budget. The Grantee must have a fully executed Contract with the Department within **three years** from the Appropriation date of the grant Program. The Grantee must complete the Project, and receive final payment within **eight years** from the Appropriation date.

Interest Earned from An Advance

If grant monies are advanced, the Grantee shall place these monies in a separate interest bearing account, setting up and identifying such account prior to the advance. Interest earned on grant monies shall be used on the Project, as approved by the State. If grant monies are advanced and not expended, the unused portion of the grant shall be returned to the State within 60 days of completion of the Project or end of the Project Performance Period, whichever is earlier.

Reimbursements

This grant program requires a 30% match. Therefore, the Grantee will only be reimbursed up to 70% of the amount documented on the payment request.

The Grantee may receive up to 80% of the total State Grant Amount prior to Project completion. The Department will reimburse the final 20% of the State Grant Amount upon Project completion.

Payment Request Process – Development Projects

1. After the grant Contract has been fully executed, the Grantee may request a 10% advance of the State Grant Amount, as specified in the approved Application, to be spent on non-construction costs such as plans, specifications, or CEQA compliance.
2. If CEQA is complete, and the Grantee has requested a 10% advance, the Grantee may request up to an additional 70% of the State Grant Amount for a total of up to 80% of the State Grant Amount, or up to 80% of the amount of the construction contract award, whichever is less. The Grantee may request an advance after submitting evidence that the construction contract has been awarded and a Notice to Proceed has been issued or evidence that the Project is ready to proceed using Force Account Labor.
3. If CEQA is complete, and the Grantee has not requested a 10% advance, the Grantee may request up to 80% of the State Grant Amount, or up to 80% of the amount of the construction contract award, whichever is less. The Grantee may request an advance after submitting evidence that the construction contract has been awarded and a Notice to Proceed has been issued or evidence that the project is ready to proceed using Force Account Labor.
4. The Grantee may submit multiple Payment Request Forms as necessary, but is encouraged to group costs together to avoid frequent requests. Generally, payment requests of less than \$10,000 are discouraged.
5. After the Grantee completes the Project, the Grantee submits the Project Completion Package (see page 55) and supporting documents for the final payment.
6. Please allow six weeks for payment. Final grant payment must be processed within eight years from the appropriation date.

Payment Request Process – Development Projects

Payment Type	When to submit it	Supporting Documentation to Send to Project Officer
10% Advance	After the grant Contract has been fully executed	<ul style="list-style-type: none"> • Payment Request Form
Up to 80% Advance	After the grant Contract has been fully executed, and CEQA is complete	<ul style="list-style-type: none"> • Payment Request Form • Evidence of signed construction contract and a Notice to Proceed, <u>or</u> • Evidence that the project is ready to proceed utilizing Force Account Labor
Reimbursement Up to 80%	After Grantee has spent funds to implement the Project	<ul style="list-style-type: none"> • Payment Request Form • Project Cost Summary Form • Labor Cost Summary Form (if applicable) • Equipment (Rental) Cost Summary Form (if applicable)
Final	After the Grantee has completed the Project	<ul style="list-style-type: none"> • Project Completion Package

Payment Request Process – For Projects Involving Acquisition

All real property shall be acquired from a willing seller and in compliance with current laws governing relocation and Acquisition of real property.

1. After the grant Contract has been fully executed, the Grantee may request a 10% advance of the State Grant Amount. These funds may be spent on pre-acquisition costs such as plans, appraisals, CEQA compliance, etc.
2. If CEQA is complete, and the Grantee has requested a 10% advance, the Grantee may request up to an additional 70% of the State Grant Amount (for a total of up to 80% of the State Grant Amount) upon submission of evidence that escrow is open, or up to 100% of the acquisition cost, whichever is less. The Grantee shall immediately place these funds in escrow.
3. If CEQA is complete, and the Grantee has not requested a 10% advance, the Grantee may request up to 80% of the State Grant Amount upon submission of evidence that escrow is open, or up to 100% of the acquisition cost, whichever is less. The Grantee shall immediately place these funds in escrow.
4. The Grantee may submit multiple Payment Request Forms as necessary, but is encouraged to group costs together to avoid frequent requests. Generally, payment requests of less than \$10,000 are discouraged.

5. After the Grantee completes the Project, the Grantee submits the Project Completion Package and supporting documents for the final payment.
6. Please allow six weeks for payment. Final grant payment must be processed within eight years from the appropriation date.

Payment Request Process – For Projects Involving Acquisition

Payment Type	When to submit it	Supporting Documentation to Send to Project Officer
10% Advance	After the grant Contract has been fully executed	<ul style="list-style-type: none"> ● Payment Request Form
Up to 80% Advance	After the grant Contract has been fully executed, and CEQA is complete	<ul style="list-style-type: none"> ● Evidence of open escrow ● Payment Request Form
Payment Request Reimbursement Up to 80%	After Grantee has spent funds to implement the Project	<ul style="list-style-type: none"> ● Payment Request Form ● Project Cost Summary Form ● Labor Cost Summary Form (if applicable)
Final	After the Grantee has completed the Project	<ul style="list-style-type: none"> ● Project Completion Package ● Recorded Grant Deed ● Final Title document ● Relocation Plan, where occupants were provided eligibility for relocation assistance, if applicable.

Eligible Costs

- Only costs incurred during the Project Performance Period, as indicated in the Contract, are eligible.
- See Eligible Costs Chart on the following page for more information.

Eligible Costs Chart

COSTS	EXPLANATION	EXAMPLES
Non-Construction Costs (Cannot exceed 25% of the total requested State Grant Amount)		
Non-Construction Costs	<ul style="list-style-type: none"> Costs including Project planning (excluding grant writing costs), appraisals, and negotiations. 	<ul style="list-style-type: none"> CEQA compliance Plans and specifications Permits
Construction Costs		
Personnel or Employee Services	<ul style="list-style-type: none"> Must be computed according to the Grantee's normal wage or salary scales, and on the actual time spent on Project Must not exceed Grantee's established rates for similar positions 	<ul style="list-style-type: none"> Wages and benefits Work performed by another department
Construction and Construction Management	<ul style="list-style-type: none"> All necessary construction activities 	<ul style="list-style-type: none"> Facility Development Inspection & construction management
Construction Equipment	<ul style="list-style-type: none"> The Grantee may only charge the cost of the actual use of the equipment during the time it is being used for Project purposes The Grantee may use the California Department of Transportation's equipment rental rates as a guide The Grantee shall prorate the value of the purchased equipment toward the Project based on hours of usage The equipment use charges must be made in accordance with the Grantee's normal accounting practices The Grantee must describe the work performed, the hours used, and related use to Project 	<ul style="list-style-type: none"> Rental equipment
Fixed Equipment	<ul style="list-style-type: none"> Equipment permanently fixed to Project facility 	<ul style="list-style-type: none"> Play equipment Fixed benches Signs/interpretive aids
Construction Supplies/Materials	<ul style="list-style-type: none"> May be purchased for specific Project, or may be drawn from central stock if claimed costs are no higher than those the Grantee would pay The Grantee may only claim those costs directly related to the Project 	Materials and Supplies: <ul style="list-style-type: none"> Concrete Lumber
Relocation Costs	<ul style="list-style-type: none"> Costs resulting in displacement of a person/business The Grantee shall comply with State Relocation Act 	<ul style="list-style-type: none"> Relocation costs
Acquisition Costs	<ul style="list-style-type: none"> Costs of acquiring real property 	<ul style="list-style-type: none"> Purchase price Title/escrow fees
Miscellaneous	<ul style="list-style-type: none"> Other Project-related costs 	<ul style="list-style-type: none"> Communication expenses Insurance

Note: Authority cited: Sections 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.633, 5627, and 5630, Public Resources Code
2002 RZH Nonurbanized Area Need-Basis Procedural Guide

VII. APPENDICES

APPENDIX A - Project Application

**State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION**

**PROJECT APPLICATION
2002 RESOURCES BOND ACT**

Roberti-Zberg-Harris Urbanized Area Need-Basis Program

(Each Project must have its own Application.)

PROJECT NAME		Amount of Grant Request	\$ _____
Grant Applicant (<i>Agency, address, and zip code</i>)		Amount of Matching Funds	\$ _____
		Estimated Total Project Cost	\$ _____
		COUNTY	NEAREST CITY
PROJECT LATITUDE AND LONGITUDE	PROJECT ADDRESS (including zip code)		
WILL THE PROJECT AFFECT A HISTORICAL RESOURCE? ____YES ____NO			

Grant Applicant's Representative Authorized in Resolution

Name (<i>typed or printed</i>) and Title	Email address	Phone
Person with day-to-day responsibility for Project (<i>if different from authorized representative</i>)		
Name (<i>typed or printed</i>) and Title	Email address	Phone

Brief description of Project

For Dev. Projects, Project Land Tenure is _____ acres _____ Acres owned in fee simple by Grant Applicant _____ Acres available under a _____ year lease _____ Acres other interest (<i>explain</i>) _____ _____	For Acquisition Projects, Project land will be _____ acres _____ Acres to be acquired in fee simple by Grant Applicant _____ Acres to be acquired in other than fee simple (<i>explain</i>) _____ _____
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I certify that the information contained in this Application, including required attachments, is accurate.

Signed _____ Date _____
 Grant Applicant's Authorized Representative as shown in Resolution

I certify that this Project is consistent with the park and recreation element of the applicable city or county general plan, the District park and recreation plan, or appropriate planning document, as the case may be, and will satisfy a high priority need.

Signed _____
 Grant Applicant's Planning Agency Representative

DPR 632 (6/03)

APPENDIX B - Resolution

RESOLUTION

2002 RESOURCES BOND ACT

ROBERTI-Z'BERG-HARRIS NONURBANIZED AREA NEED-BASIS PROGRAM

Resolution No: _____

RESOLUTION OF THE

(Title of Governing Body)

**APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE
ROBERTI-Z'BERG-HARRIS NONURBANIZED AREA NEED-BASIS PROGRAM
UNDER THE CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD
PARKS, AND COASTAL PROTECTION ACT OF 2002**

For

(Project)

WHEREAS, the people of the State of California have enacted the CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS AND COASTAL PROTECTION ACT OF 2002 which provides funds to the State of California for grants to eligible applicants, and

WHEREAS, the California Department of Parks and Recreation has been delegated the responsibility for the administration of the Roberti-Z'Berg-Harris Nonurbanized Area Need-Basis Program for grants and the grant Project shown above within the State, setting up necessary procedures, and

WHEREAS, said procedures established by the California Department of Parks and Recreation require the Applicant's Governing Body to certify by resolution the approval of the Application before submission of said Application to the State, and

WHEREAS, the Applicant will enter into a Contract with the State of California for the Project;

NOW, THEREFORE, BE IT RESOLVED that the _____ hereby:
(Applicant's Governing Body)

1. Approves the filing of an Application for local assistance funds from the Roberti-Z'Berg-Harris Nonurbanized Area Need-basis Program under the California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002; and

2. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project; and Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
3. Certifies that the Grantee has or will have available, prior to commencement of any work on the Project, the required Match; and
4. Certifies that the Project conforms to the recreation element of any applicable city or county general plan; and
5. Appoints the (designated position) _____ as agent to conduct all negotiations, execute and submit all documents including, but not limited to, Applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

Approved and Adopted on the _____ day of _____, 20_____

I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by _____ following a roll call vote:
 (Applicant's Governing Body)

Ayes

Noes

Absent

 (Clerk)

APPENDIX C - Sources of All Additional Funds

SOURCES OF ALL ADDITIONAL FUNDS

COMPETITIVE GRANT PROGRAMS

The Applicant, _____, shall provide to the Department a list of proposed sources of all additional funds, including both the local Match component and the private or nonstate Match component, at the same time the Applicant submits the Project Application. The certification of the source and amount of the private funds shall be made by the Applicant at least 30 days prior to actual release of State funds, pursuant to Public Resources Code Section 5627(e).

Project Name _____

(Please Round All Figures to the Nearest Dollar)

Private or Nonstate Match

(from sources other than Applicant—must equal or exceed 1/7th of the requested grant amount, unless waived)

	\$	
	\$	
	\$	
Subtotal =		\$ _____

Other Required Match

(from any sources, including Applicant, unless waived)

	\$	
	\$	
	\$	
Subtotal =		\$ _____

(Total required Match must equal 3/7th of requested grant amount, unless waived)

Additional Match Funds

	\$	
	\$	
	\$	
Subtotal =		\$ _____

Grand Total \$ _____

Printed or Typed Name of Authorized Representative	Date
Signature of Authorized Representative	Date

APPENDIX D - Sample Cost Estimate

The sample cost estimate below is to assist you in developing a cost estimate for your Project. You may reformat and change the content as needed to accommodate each Project's scope. The items listed are illustrative only and are not intended to direct you in determining the scope of your Project, but merely to let you know the level of detail preferred.

SAMPLE COST ESTIMATE

CAPITAL IMPROVEMENTS

AMOUNT

\$
\$
\$
\$
\$

SUBTOTAL \$

OTHER PROJECT-RELATED COSTS

AMOUNT

Design	\$
Administration	\$
Contingencies	\$

SUBTOTAL \$

GRAND TOTAL \$

FUNDING SOURCES

RZH Nonurbanized Grant	\$
	\$
	\$

APPENDIX E - Sample Acquisition Schedule

APPENDIX F - Grant Contract

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

**GRANT CONTRACT
 2002 RESOURCES BOND ACT
 ROBERTI-Z'BERG-HARRIS NONURBANIZED AREA NEED-BASIS PROGRAM**

GRANTEE _____

PROJECT TITLE _____ PROJECT NUMBER _____

PROJECT PERFORMANCE PERIOD is from _____ through _____

Under the terms and conditions of this Contract, the Grantee agrees to complete the Project as described in the Project description, and the State of California, acting through its Director of Parks and Recreation, pursuant to the Roberti-Z'Berg-Harris Nonurbanized Area Need-Basis Program in the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002, agrees to fund the Project up to the total State Grant Amount indicated.

PROJECT DESCRIPTION:

Total State Grant Amount not to exceed \$ _____

By _____
 (Typed or Printed Name of Authorized Representative)

 (Signature of Authorized Representative)
 Title _____
 Date _____

The General and Special Provisions attached are made a part of and incorporated into the Contract.

STATE OF CALIFORNIA
 DEPARTMENT OF PARKS AND RECREATION

By _____
 Date _____

I hereby certify that the Grantee has met, or will meet, all federal, State and local environmental, public health, relocation, affirmative action, and clearinghouse requirements and all other appropriate codes, laws, and regulations prior to the expenditure of the grant funds.

[Public Resources Code 5626(d)]

Signed _____ Date _____
 (Legal Counsel for Grantee)

CERTIFICATION OF FUNDING (FOR STATE USE ONLY)

AMOUNT OF ESTIMATE \$		CONTRACT NUMBER		FUND		
ADJ. INCREASING ENCUMBRANCE \$		APPROPRIATION				
ADJ. DECREASING ENCUMBRANCE \$		ITEM CALSTARS VENDOR NUMBER				
UNENCUMBERED BALANCE \$		LINE ITEM ALLOTMENT		CHAPTER	STATUTE	FISCAL YEAR
T.B.A. NO.	B.R. NO.	INDEX		PCA		OBJ. EXPEND
I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.						
SIGNATURE OF ACCOUNTING OFFICER					DATE	

Grant Contract
Special Provisions

General Provisions

A. Definitions

1. The term "Act" as used herein means the Appropriation for the Program.
2. The term "Application" as used herein means the individual Application and its required attachments for grants pursuant to the enabling legislation and/or Program.
3. The term "Acquisition" means to obtain fee title or a lesser interest in real property, including specifically, a conservation easement or development rights.
4. The term "Department" means the California Department of Parks and Recreation.
5. The term "Development" means including, but not limited to, improvement, Rehabilitation, restoration, enhancement, Preservation, protection, and interpretation. Bond Act funds may only be used for Capital Improvements.
6. The term "Grantee" as used herein means the party described as the Grantee on page 1 of this Contract. The term "Project" as used herein means the Project described on page 1 of this Contract.
7. The term "State" as used herein means the State of California Department of Parks and Recreation.

B. Project Execution

1. Subject to the availability of grant monies in the Act, the State hereby grants to the Grantee a sum of money (grant monies) not to exceed the amount stated on page 1 of this Contract, in consideration of, and on condition that, the sum be expended in carrying out the purposes as set forth in the Description of Project on page 1 of this Contract, and under the terms and conditions set forth in this Contract.

Grantee agrees to furnish at least thirty (30) percent of the total cost of the Project unless waived per the procedures stated in the current State Procedural Guide for the Roberti-Z'Berg-Harris Urban Open Space and Recreation Program Act and shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the Application on file with the State must be submitted to the State for approval.

2. The Grantee shall complete the Project in accordance with the time of Project Performance set forth on page 1, and under the terms and conditions of this Contract.
3. The Grantee shall comply as lead agency with the California Environmental Quality Act (Public Resources Code, Section 21000, et. seq., Title 14, California Code of Regulations, Section 15000 et. seq.)
4. The Grantee shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities.

5. The Grantee shall permit periodic site visits, including a final inspection upon Project completion by the State, to determine if Development work is in accordance with the approved Project Scope.
6. Prior to the commencement of any work, the Grantee agrees to submit any significant deviation from the original Project Scope in writing to the State for prior approval. Changes in the Project Scope must be approved in writing by the State and must meet the exact need described in the original Project Application.
7. If the Project includes Acquisition of real property, the Grantee agrees to comply with all applicable State and local laws or ordinances affecting relocation and real property Acquisition.
8. The Grantee shall provide for public access to Project facilities in accordance with the intent and provisions of the enabling legislation and/or Program.
9. Grantees shall have (1) fee title, (2) lease hold or (3) other interest to the Project lands and demonstrate to the satisfaction of the State that the proposed Project will provide public benefits that are commensurate with the type and duration of the interest in land, as determined by the State, that is held by the Grantee.
10. The Grantee shall maintain and operate the property funded for a period that is commensurate with the type of Project and the proportion of State funds allocated to the capital costs of the Project. With the approval of the State, the Grantee, or the Grantee's successor in interest in the property, may transfer the responsibility to maintain and operate the property in accordance with this section. The Grantee shall use the property only for the purposes for which the grant was made and shall make no other use or sale or other disposition of the property, except as authorized by specific Act of the Legislature. The agreements specified in this section shall not prevent the transfer of the property from the Grantee to a public agency, if the successor public agency assumes the obligations imposed by those agreements. If the use of the property is changed to a use that is not permitted by the category from which the grant funds were appropriated, or if the property is sold or otherwise disposed of, an amount equal to (1) the amount of the grant, (2) the fair market value of the real property, or (3) the proceeds from the sale or other disposition, whichever is greater, shall be used by the Grantee for a purpose authorized by that category, pursuant to agreement with the State as specified in this section, or shall be reimbursed to the fund and be available for Appropriation by the Legislature only for a purpose authorized by that category. If the property sold or otherwise disposed of is less than the entire interest in the property funded with the grant, an amount equal to either the proceeds from the sale or other disposition of the interest or the fair market value of the interest sold or otherwise disposed of, whichever is greater, shall be used by the Grantee for a purpose authorized by the category from which the funds were appropriated, pursuant to agreement with the State as specified in this section, or shall be reimbursed to the fund and be available for Appropriation by the Legislature only for a use authorized by that category.
11. Lands or interests in land acquired with grant funds shall be acquired from a willing seller.
12. The Application shall be accompanied by certification from the Grantee's planning agency that the Project for which the grant is requested is consistent with the Park and Recreation element of the applicable city or county general plan, the District park and recreation plan, or appropriate planning document, as the case may be and will satisfy a high priority need.

C. Project Costs

The Grant monies to be provided to the Grantee under this Contract may be disbursed as follows:

1. If the Project includes Acquisition of real property, the State may disburse to the Grantee the grant monies as follows, but not to exceed, in any event, the total State Grant Amount set forth on page 1 of this Contract:
 - a. Up to a 10% advance of the total State Grant Amount
 - b. After the property is in escrow, the Grantee may request up to 80% of the total State Grant Amount as specified in the approved Application, or 100% of the actual Acquisition cost, whichever is less. The Grantee shall immediately place these funds in escrow.
 - c. The remaining State grant funds shall be paid up to the amount of the grant or the actual Project cost, whichever is less, on completion of the Project and receipt of a detailed summary of Project costs from the Grantee.
2. If the Project includes Development, the State may disburse to the Grantee the grant monies as follows, but not to exceed in any event the total State Grant Amount set forth on page 1 of this Contract:
 - a. Up to a 10% advance of the total State Grant amount.
 - b. On proof of award of a construction contract or commencement of construction by Force Account, up to 80% of the total State Grant Amount, not to exceed 80% of the total dollar amount of any or all awarded construction contracts.
 - c. The remaining State grant funds shall be paid up to the amount of the grant or the actual Project cost, whichever is less, on completion of the Project and receipt of a detailed summary of Project costs from the Grantee.

D. Project Administration

1. The Grantee shall promptly submit written Project reports as the State may request. In any event, the Grantee shall provide the State a report showing total final Project expenditures.
2. The Grantee shall make property and facilities developed pursuant to this Contract available for inspection upon request by the State.
3. The Grantee shall use any monies advanced by the State under the terms of this Contract solely for the Project herein described.
4. If grant monies are advanced, the Grantee shall place these monies in a separate interest bearing account, setting up and identifying such account prior to the advance. Interest earned on grant monies shall be used on the Project, as approved by the State. If grant monies are advanced and not expended, the unused portion of the grant shall be returned to the State within 60 days of completion of the Project or end of the Project Performance Period, whichever is earlier.
5. The Grantee shall use income earned by the Grantee from use of the Project to further Project purposes, or, if approved by the State, for related purposes within the Grantee's Jurisdiction.

E. Project Termination

1. Any Grant funds that have not been expended by the Grantee shall revert to the fund and be available for Appropriation by the Legislature for one or more of the local assistance programs that the Legislature determines to be the highest priority statewide.
2. The Grantee may unilaterally rescind this Contract at any time prior to the commencement of the Project. After Project commencement this Contract may be rescinded, modified or amended only by mutual agreement in writing between the Grantee and the State.
3. Failure by the Grantee to comply with the terms of this Contract or any other Contract under the Act may be cause for suspension of all obligations of the State hereunder. However, such failure shall not be cause for the suspension of all obligations of the State hereunder if in the judgment of the State such failure was due to no fault of the Grantee. In such case, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Contract.
4. Because the benefit to be derived by the State, from the full compliance by the Grantee with the terms of this Contract, is the Preservation, protection and net increase in the quantity and quality of parks, public recreation facilities and/or Historical Resources available to the people of the State of California and because such benefit exceeds to an immeasurable and unascertainable extent, the amount of money furnished by the State by way of grant monies under the provisions of this Contract, the Grantee agrees that payment by the Grantee to the State of an amount equal to the amount of the grant monies disbursed under this Contract by the State would be inadequate compensation to the State for any breach by the Grantee of this Contract. The Grantee further agrees therefore, that the appropriate remedy in the event of a breach by the Grantee of this Contract shall be the specific performance of this Contract, unless otherwise agreed to by the State.
5. The Grantee and the State agree that if the Project includes Development, final payment may not be made until the Project conforms substantially to this Contract.

F. Hold Harmless

1. The Grantee shall waive all claims and recourse against the State including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this Contract except claims arising from the concurrent or sole negligence of the State, its officers, agents, and employees.
2. The Grantee shall indemnify, hold harmless and defend the State, its officers, agents and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the Acquisition, Development, construction, operation or maintenance of the property described as the Project which claims, demands or causes of action arise under Government Code Section 895.2 or otherwise except for liability arising out of the concurrent or sole negligence of the State, its officers, agents, or employees.
3. The Grantee agrees that in the event the State is named as codefendant under the provisions of Government Code Section 895 et. seq., the Grantee shall notify the State of such fact and shall represent the State in the legal action unless the State undertakes to represent itself as codefendant in such legal action in which event the State shall bear its own litigation costs, expenses, and attorney's fees.
4. The Grantee and the State agree that in the event of judgment entered against the State and the Grantee because of the concurrent negligence of the State and the Grantee, their officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent Jurisdiction. Neither party shall request a jury apportionment.

5. The Grantee shall indemnify, hold harmless and defend the State, its officers, agents and employees against any and all claims, demands, costs, expenses or liability costs arising out of legal actions pursuant to items to which the Grantee has certified. The Grantee acknowledges that it is solely responsible for compliance with items to which it has certified.

G. Financial Records

1. The Grantee shall maintain satisfactory financial accounts, documents and records for the Project and to make them available to the State for auditing at reasonable times. The Grantee also agrees to retain such financial accounts, documents and records for three years following Project termination or final payment.

The Grantee and the State agree that during regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Contract or matters related thereto. The Grantee shall maintain and make available for inspection by the State accurate records of all of its costs, disbursements and receipts with respect to its activities under this Contract.

2. The Grantee shall use a generally accepted accounting system.

H. Use of Facilities

1. The Grantee agrees that the Grantee shall use the property developed with grant monies under this Contract only for the purposes for which the State grant monies were requested and no other use of the area shall be permitted except by specific Act of the Legislature.
2. The Grantee shall maintain and operate the property developed for a period commensurate with the type of Project and the proportion of State grant funds and local funds allocated to the capital costs of the Project, as determined by the State.

I. Nondiscrimination

1. The Grantee shall not discriminate against any person on the basis of sex, race, color, national origin, age, religion, ancestry, sexual orientation, or disability in the use of any property or facility developed pursuant to this Contract.
2. The Grantee shall not discriminate against any person on the basis of residence except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.
3. All facilities shall be open to members of the public generally, except as noted under the special provisions of this Project Contract or under provisions of the enabling legislation and/or Program.

J. Application Incorporation

The Application and any subsequent change or addition approved by the State is hereby incorporated in this Contract as though set forth in full in this Contract.

K. Severability

If any provision of this Contract or the Application thereof is held invalid, that invalidity shall not affect other provisions or Applications of the Contract which can be given effect without the invalid provision or Application, and to this end the provisions of this Contract are severable.

APPENDIX G - Payment Request Form

PAYMENT REQUEST FORM
Grant Programs

This form is out-of-date. Please use the revised copy of this form by following the link below:
10H http://www.parks.ca.gov/pages/1008/files/payment_request.xls

1. PAYMENT INFORMATION

(ROUND ALL FIGURES TO THE NEAREST DOLLAR)

- a. Project Amount \$ _____
- b. Funds Received to Date \$ _____
- c. Available (a. minus b.) \$ _____
- d. Amount of This Request \$
- e. Remaining Funds After This Payment (c. minus d.) \$ _____

SEND WARRANT TO:

GRANTEE NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP CODE _____

ATTENTION _____

2. TYPED OR PRINTED NAME OF PERSON AUTHORIZED IN RESOLUTION	TITLE	DATE
3. SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION		

FOR DEPARTMENT OF PARKS AND RECREATION USE ONLY

PAYMENT APPROVAL SIGNATURE	DATE
----------------------------	------

PAYMENT REQUEST FORM INSTRUCTIONS

- Type all entries
- Round off all amounts to the nearest dollar
- See page 32, for Eligible Costs examples

The following instructions correspond to items on the Payment Request Form:

1. Project Number - The number assigned by the State to this Project
2. Contract Number - As shown in Certification of Funding section of the Project Contract
3. Grantee - GRANTEE name as shown on the Project Contract
4. Project Title - Title of Project for which payment is requested
5. Type Of Payment - Check appropriate box, and submit this form:
 - Advance** – When an advance is needed, and after the grant Contract has been fully executed;
 - Reimbursement** – When the Grantee has periodically spent funds to implement the Project, and is requesting reimbursement; or
 - Final** – When the Grantee has completed the Project, and is requesting the final payment.
6. Payment Information
 - a) State Grant Amount - The amount of State grant funds allocated to this Project
 - b) Funds Received to Date - Total amount already received for this Project
 - c) Available - (a. minus b.)
 - d) Amount of This Payment Request - Amount that is requested
 - e) Remaining Funds after This Payment - (c. minus d.)
7. Send Warrant To - Grantee name, address and contact person
8. Typed or printed name of person authorized in resolution
9. Signature of person authorized in resolution

APPENDIX H - Project Completion Package

PROJECT COMPLETION PACKAGE

The Grantee must submit the following forms after the Project is complete and the final payment is needed. Any questions should be directed to the Project Officer.

- Payment Request Form (see page 52)
 - Project Certification Form (see page 57)
 - Project Costs Summary Form (see page 58)
 - Labor Costs Summary Form (if applicable) - (see page 59)
 - Equipment (Rental) Costs Summary Form (if applicable - see page 60)
1. **READ ALL FORMS.** Share them with individuals who will be preparing the financial documents. Make copies of the forms as needed.
 2. The forms have been designed for convenience. The Grantee may elect to use another format, provided that all requested information is presented in a clear and concise manner.
 3. Remember, the Grantee is required to keep source documents for all expenditures related to each grant for at least three years following Project completion and at least one year following an audit. A Project is considered complete upon receipt of final grant payment from the State.

PROJECT CERTIFICATION FORM

This form is out-of-date. Please use the revised copy of this form by following the link below:

9H http://www.parks.ca.gov/pages/1008/files/project_cert_form.pdf

ADDRESS: _____

PHONE: () _____

EMAIL: _____

PROJECT DESCRIPTION – List facilities developed and/or property acquired (use additional pages, as required):

LIST OTHER FUNDS ON PROJECT (SOURCES AND AMOUNTS) (use additional pages, as required):

INTEREST EARNED ON ADVANCE GRANT FUNDS: \$ _____

HAS A NOTICE OF COMPLETION BEEN FILED? YES _____ NO _____
IF NO, PLEASE EXPLAIN:

CERTIFICATION:

I hereby certify that all grant funds were expended on the above named Project and that the Project is complete and we have made final payment for all work done.

Grantee's Fiscal Representative
(Printed or Typed name)

Grantee's Fiscal Representative
(Signature)

Date

LABOR COSTS SUMMARY FORM

Project Number _____

Work Authorization #	Unit Performing Work	Dates/ Pay Period	Purpose	Amount
---------------------------------	---------------------------------	--------------------------	----------------	---------------

Subtotal \$ _____

(Carry Total forward to Project Costs Summary Form) Grand Total \$ _____

EQUIPMENT (RENTAL) COSTS SUMMARY FORM

Project Number _____

Type of Equipment **Dates Work Performed** **Amount**

Subtotal \$ _____

(Carry Total forward to Project Costs Summary Form) **Grand Total \$** _____

APPENDIX I - Eligible Applicants

Eligible Applicants

List of Counties and Cities eligible for the Roberti-Z'Berg-Harris Nonurbanized Area Need-Basis Grant Program:

County	Jurisdiction
ALPINE	County of Alpine
AMADOR	City of Amador
AMADOR	City of Lone
AMADOR	City of Jackson
AMADOR	City of Plymouth
AMADOR	City of Sutter Creek
AMADOR	County of Amador
BUTTE	City of Biggs
BUTTE	City of Gridley
BUTTE	City of Oroville
BUTTE	Town of Paradise
CALAVERAS	City of Angels
CALAVERAS	County of Calaveras
COLUSA	City of Colusa
COLUSA	City of Williams
COLUSA	County of Colusa
DEL NORTE	City of Crescent City
DEL NORTE	County of Del Norte
EL DORADO	City of Placerville
EL DORADO	City of South Lake Tahoe
EL DORADO	County of El Dorado
FRESNO	City of Coalinga
FRESNO	City of Firebaugh
FRESNO	City of Fowler
FRESNO	City of Huron
FRESNO	City of Kerman
FRESNO	City of Kingsburg
FRESNO	City of Mendota
FRESNO	City of Orange Cove
FRESNO	City of Parlier
FRESNO	City of Reedley
FRESNO	City of San Joaquin
FRESNO	City of Sanger
FRESNO	City of Selma
GLENN	City of Orland
GLENN	City of Willows

County	Jurisdiction
GLENN	County of Glenn
HUMBOLDT	City of Arcata
HUMBOLDT	City of Blue Lake
HUMBOLDT	City of Eureka
HUMBOLDT	City of Ferndale
HUMBOLDT	City of Fortuna
HUMBOLDT	City of Rio Dell
HUMBOLDT	City of Trinidad
HUMBOLDT	County of Humboldt
IMPERIAL	City of Brawley
IMPERIAL	City of Calexico
IMPERIAL	City of Calipatria
IMPERIAL	City of Holtville
IMPERIAL	City of Westmorland
IMPERIAL	County of Imperial
INYO	City of Bishop
INYO	County of Inyo
KERN	City of Arvin
KERN	City of California City
KERN	City of Delano
KERN	City of Maricopa
KERN	City of McFarland
KERN	City of Ridgecrest
KERN	City of Shafter
KERN	City of Taft
KERN	City of Tehachapi
KERN	City of Wasco
KINGS	City of Avenal
KINGS	City of Corcoran
KINGS	County of Kings
LAKE	City of Clearlake
LAKE	City of Lakeport
LAKE	County of Lake
LASSEN	City of Susanville
LASSEN	County of Lassen
LOS ANGELES	City of Avalon

Eligible Applicants (cont.)

County	Jurisdiction
MADERA	City of Chowchilla
MADERA	County of Madera
MARIPOSA	County of Mariposa
MENDOCINO	City of Fort Bragg
MENDOCINO	City of Point Arena
MENDOCINO	City of Ukiah
MENDOCINO	City of Willits
MENDOCINO	County of Mendocino
MERCED	City of Dos Palos
MERCED	City of Gustine
MERCED	City of Livingston
MERCED	City of Los Banos
MODOC	City of Alturas
MODOC	County of Modoc
MONO	County of Mono
MONO	Town of Mammoth Lakes
MONTEREY	City of Gonzales
MONTEREY	City of Greenfield
MONTEREY	City of King City
MONTEREY	City of Soledad
NAPA	City of Calistoga
NAPA	City of St. Helena
NAPA	County of Napa
NAPA	Town of Yountville
NEVADA	City of Grass Valley
NEVADA	City of Nevada City
NEVADA	County of Nevada
NEVADA	Town of Truckee
PLACER	City of Colfax
PLACER	City of Lincoln
PLUMAS	City of Portola
PLUMAS	County of Plumas
RIVERSIDE	City of Blythe
RIVERSIDE	City of Desert Hot Springs
SACRAMENTO	City of Isleton
SAN BENITO	City of Hollister
SAN BENITO	City of San Juan Bautista
SAN BENITO	County of San Benito
SAN BERNARDINO	City of Barstow
SAN BERNARDINO	City of Big Bear Lake

County	Jurisdiction
SAN BERNARDINO	City of Needles
SAN BERNARDINO	City of Twentynine Palms
SAN BERNARDINO	Town of Yucca Valley
SAN JOAQUIN	City of Escalon
SAN LUIS OBISPO	City of Arroyo Grande
SAN LUIS OBISPO	City of Grover Beach
SAN LUIS OBISPO	City of Morro Bay
SAN LUIS OBISPO	City of Pismo Beach
SAN MATEO	City of Half Moon Bay
SANTA BARBARA	City of Buellton
SANTA BARBARA	City of Guadalupe
SANTA BARBARA	City of Solvang
SHASTA	County of Shasta
SIERRA	City of Loyalton
SIERRA	County of Sierra
SISKIYOU	City of Dorris
SISKIYOU	City of Dunsmuir
SISKIYOU	City of Etna
SISKIYOU	City of Montague
SISKIYOU	City of Mt. Shasta
SISKIYOU	City of Tulelake
SISKIYOU	City of Weed
SISKIYOU	City of Yreka
SISKIYOU	County of Siskiyou
SISKIYOU	Town of Fort Jones
SOLANO	City of Dixon
SOLANO	City of Rio Vista
SONOMA	City of Cloverdale
SONOMA	City of Sonoma
STANISLAUS	City of Newman
STANISLAUS	City of Oakdale
STANISLAUS	City of Patterson
STANISLAUS	City of Waterford
SUTTER	City of Live Oak
SUTTER	County of Sutter
TEHAMA	City of Corning
TEHAMA	City of Red Bluff
TEHAMA	City of Tehama
TEHAMA	County of Tehama
TRINITY	County of Trinity

Eligible Applicants (cont.)

County	Jurisdiction
TULARE	City of Dinuba
TULARE	City of Lindsay
TULARE	City of Tulare
TULARE	City of Woodlake
TUOLUMNE	City of Sonora
TUOLUMNE	County of Tuolumne
VENTURA	City of Fillmore
VENTURA	City of Santa Paula
YOLO	City of Winters
YOLO	City of Woodland
YOLO	County of Yolo
YUBA	City of Wheatland
YUBA	County of Yuba

APPENDIX J - Ineligible Applicants

Ineligible Applicants

List of Incorporated Cities (C) and Census Designated Places (D) in alphabetical order that are located in urbanized areas. Districts, as defined, located in these urbanized areas are not eligible for the Roberti-Z'Berb-Harris Nonurbanized Area Need-Basis Grant Program.

C/D	Place Name
C	Adelanto
C	Agoura Hills
C	Alameda
D	Alamo
C	Albany
C	Alhambra
D	Aliso Viejo
D	Alondra Park
D	Alpine
D	Altadena
D	Alum Rock
C	American Canyon
D	Amesti
C	Anaheim
C	Anderson
C	Antioch
C	Apple Valley
D	Aptos
C	Arcadia
D	Arden-Arcade
D	Armona
C	Artesia
D	Ashland
C	Atascadero
C	Atherton
C	Atwater
C	Auburn
D	August
D	Avocado Heights
C	Azusa
C	Bakersfield
C	Baldwin Park
C	Banning
D	Bay Point
D	Bayview-Montalvin
C	Beaumont
C	Bell
C	Bell Gardens
C	Bellflower
C	Belmont
C	Belvedere
D	Ben Lomond
C	Benicia
C	Berkeley
D	Bermuda Dunes
C	Beverly Hills
D	Black Point-Green Point
D	Blackhawk-Camino Tassajara

C/D	Place Name
D	Bloomington
D	Bonita
D	Bonsall
D	Boronda
D	Bostonia
D	Boulder Creek
C	Bradbury
C	Brea
C	Brentwood
D	Bret Harte
C	Brisbane
D	Broadmoor
C	Buena Park
D	Buena Vista
D	Burbank
C	Burbank (Los Angeles County)
C	Burlingame
D	Bystrom
C	Calabasas
C	Calabasas
C	Calimesa
D	Calwa
C	Camarillo
C	Camarillo
D	Cambrian Park
D	Camp Pendleton North
D	Camp Pendleton South
C	Campbell
C	Canyon Lake
C	Capitola
C	Carlsbad
D	Carmel Valley Village
C	Carmel-by-the-Sea
D	Carmichael
C	Carpinteria
C	Carson
D	Casa Conejo
D	Casa de Oro-Mount Helix
D	Castro Valley
D	Castroville
C	Cathedral City
C	Ceres
C	Cerritos
D	Channel Islands Beach
D	Charter Oak
D	Cherry Valley
D	Cherryland
C	Chico

C/D	Place Name
C	Chino
C	Chino Hills
C	Chula Vista
D	Citrus
C	Citrus Heights
C	Claremont
C	Clayton
C	Clovis
D	Clyde
C	Coachella
C	Colma
C	Colton
C	Commerce
C	Compton
C	Concord
C	Corona
C	Coronado
C	Corte Madera
C	Costa Mesa
C	Cotati
D	Coto de Caza
D	Country Club
C	Covina
D	Crest
D	Crockett
C	Cudahy
C	Culver City
C	Cupertino
C	Cypress
C	Daly City
C	Dana Point
C	Danville
C	Davis
D	Day Valley
D	Del Aire
C	Del Mar
D	Del Monte Forest
C	Del Rey Oaks
D	Del Rio
D	Delhi
D	Denair
D	Desert View Highlands
D	Diablo
C	Diamond Bar
C	Downey
C	Duarte
C	Dublin
D	Durham

Ineligible Applicants

C/D	Place Name
D	East Compton
D	East Foothills
D	East Hemet
D	East La Mirada
D	East Los Angeles
C	East Palo Alto
D	East Pasadena
D	East Porterville
D	East Richmond Heights
D	East San Gabriel
D	Easton
C	El Cajon
C	El Centro
C	El Cerrito (Contra Costa County)
D	El Cerrito (Riverside County)
D	El Dorado Hills
C	El Monte
C	El Paso de Robles (Paso Robles)
D	El Rio
C	El Segundo
D	El Sobrante
D	Elk Grove
D	Elkhorn
D	Elmira
D	Emerald Lake Hills
C	Emeryville
D	Empire
C	Encinitas
C	Escondido
C	Exeter
D	Fair Oaks
D	Fairbanks Ranch
C	Fairfax
C	Fairfield
D	Fairview
D	Fallbrook
C	Farmersville
D	Felton
D	Florence-Graham
D	Florin
C	Folsom
C	Fontana
D	Foothill Farms
D	Foothill Ranch
C	Foster City
C	Fountain Valley
D	Freedom
C	Fremont
D	French Camp
C	Fresno
D	Fruitdale
C	Fullerton
C	Galt
D	Garden Acres

C/D	Place Name
C	Garden Grove
C	Gardena
C	Gilroy
D	Glen Avon
C	Glendale
C	Glendora
D	Gold River
D	Goleta
D	Goshen
C	Grand Terrace
D	Granite Bay
D	Granite Hills
D	Graton
D	Hacienda Heights
C	Hanford
D	Harbison Canyon
C	Hawaiian Gardens
C	Hawthorne
C	Hayward
C	Healdsburg
D	Heber
C	Hemet
C	Hercules
C	Hermosa Beach
C	Hesperia
C	Hidden Hills
D	Hidden Meadows
D	Highgrove
C	Highland
D	Highlands-Baywood Park
C	Hillsborough
D	Home Garden
D	Home Gardens
D	Homeland
C	Hughson
C	Huntington Beach
C	Huntington Park
C	Imperial
C	Imperial Beach
C	Indian Wells
C	Indio
C	Industry
C	Inglewood
D	Interlaken
C	Irvine
C	Irvine
C	Irwindale
D	Isla Vista
D	Jamul
D	Kennedy
D	Kensington
D	Kentfield
D	Keyes
C	La Canada Flintridge
D	La Crescenta-Montrose
C	La Habra
C	La Habra Heights

C/D	Place Name
C	La Mesa
C	La Mirada
C	La Palma
D	La Presa
C	La Puente
C	La Quinta
D	La Riviera
C	La Verne
D	Ladera Heights
C	Lafayette
D	Laguna
C	Laguna Beach
C	Laguna Hills
C	Laguna Niguel
D	Laguna West-Lakeside
C	Laguna Woods
C	Lake Elsinore
C	Lake Forest
D	Lake San Marcos
D	Lakeland Village
D	Lakeside
D	Lakeview
C	Lakewood
D	Lamont
C	Lancaster
D	Larkfield-Wikiup
C	Larkspur
D	Las Flores
D	Las Lomas
C	Lathrop
C	Lawndale
C	Lemon Grove
C	Lemoore
D	Lennox
D	Lexington Hills
D	Lincoln Village
D	Linda
D	Littlerock
D	Live Oak (Santa Cruz County)
C	Livermore
C	Lodi
C	Loma Linda
C	Lomita
C	Lompoc
C	Long Beach
C	Loomis
C	Los Alamitos
C	Los Altos
C	Los Altos Hills
C	Los Angeles
C	Los Gatos
D	Loyola
D	Lucas Valley-Marinwood
C	Lynwood
C	Madera

Ineligible Applicants

C/D	Place Name
D	Madera Acres
C	Malibu
C	Manhattan Beach
C	Manteca
C	Marina
D	Marina del Rey
C	Martinez
C	Marysville
D	Mayflower Village
C	Maywood
D	Meiners Oaks
C	Menlo Park
D	Mentone
C	Merced
C	Mill Valley
C	Millbrae
C	Milpitas
D	Mira Loma
D	Mira Monte
D	Mission Canyon
D	Mission Hills
C	Mission Viejo
C	Modesto
C	Monrovia
C	Montclair
C	Monte Sereno
C	Montebello
D	Montecito
C	Monterey
C	Monterey Park
C	Moorpark
D	Morada
C	Moraga
C	Moreno Valley
C	Morgan Hill
D	Mountain View (Contra Costa County)
C	Mountain View (Santa Clara County)
D	Mountain View Acres
C	Murrieta
D	Murrieta Hot Springs
D	Muscoy
C	Napa
C	National City
C	Newark
C	Newport Beach
D	Newport Coast
D	Nipomo
C	Norco
D	North Auburn
D	North El Monte
D	North Fair Oaks
D	North Highlands
D	North Woodbridge
C	Norwalk
C	Novato

C/D	Place Name
D	Nuevo
D	Oak Park
D	Oak View
C	Oakland
C	Oakley
C	Oceanside
D	Oildale
C	Ojai
D	Olivehurst
C	Ontario
D	Opal Cliffs
C	Orange
D	Orangevale
D	Orcutt
C	Orinda
C	Oxnard
D	Pacheco
C	Pacific Grove
C	Pacifica
D	Pajaro
C	Palm Desert
C	Palm Springs
C	Palmdale
C	Palo Alto
C	Palo Alto
C	Palos Verdes Estates
C	Paramount
D	Parkdale
D	Parkway-South Sacramento
D	Parkwood
C	Pasadena
D	Pedley
C	Perris
C	Petaluma
C	Pico Rivera
C	Piedmont
C	Pinole
C	Pittsburg
C	Placentia
C	Pleasant Hill
C	Pleasanton
C	Pomona
C	Port Hueneme
C	Porterville
D	Portola Hills
C	Portola Valley
C	Poway
D	Prunedale
D	Quail Valley
D	Quartz Hill
D	Rancho Cordova
C	Rancho Cucamonga
C	Rancho Mirage
C	Rancho Palos Verdes
D	Rancho San Diego
D	Rancho Santa Fe
C	Rancho Santa Margarita

C/D	Place Name
C	Redding
C	Redlands
C	Redondo Beach
C	Redwood City
C	Rialto
C	Richmond
D	Rio del Mar
D	Rio Linda
C	Ripon
C	Riverbank
D	Riverdale Park
C	Riverside
C	Rocklin
D	Rodeo
C	Rohnert Park
C	Rolling Hills
C	Rolling Hills Estates
D	Rollingwood
D	Romoland
D	Rosedale
D	Roseland
C	Rosemead
D	Rosemont
C	Roseville
C	Ross
D	Rossmoor
D	Rowland Heights
D	Rubidoux
C	Sacramento
D	Salida
C	Salinas
C	San Anselmo
D	San Antonio Heights
C	San Bernardino
C	San Bruno
C	San Buenaventura (Ventura)
C	San Carlos
C	San Clemente
C	San Diego
C	San Dimas
C	San Fernando
C	San Francisco
C	San Gabriel
C	San Jacinto
D	San Joaquin Hills
C	San Jose
C	San Juan Capistrano
C	San Leandro
D	San Lorenzo
C	San Luis Obispo
C	San Marcos
C	San Marino
D	San Martin
C	San Mateo
C	San Pablo

Ineligible Applicants

C/D	Place Name
C	San Rafael
C	San Ramon
C	Sand City
C	Santa Ana
C	Santa Barbara
C	Santa Clara
C	Santa Clarita
C	Santa Cruz
C	Santa Fe Springs
C	Santa Maria
C	Santa Monica
C	Santa Rosa
D	Santa Venetia
C	Santee
C	Saratoga
C	Sausalito
C	Scotts Valley
C	Seal Beach
C	Seaside
C	Sebastopol
D	Sedco Hills
D	Seven Trees
D	Shackelford
C	Shasta Lake
C	Sierra Madre
C	Signal Hill
C	Simi Valley
C	Solana Beach
D	Soquel
C	South El Monte
C	South Gate
C	South Pasadena
C	South San Francisco
D	South San Gabriel
D	South San Jose Hills
D	South Whittier
D	South Woodbridge
D	South Yuba City
D	Spring Valley
D	Stanford
C	Stanton
C	Stockton
D	Strathmore
D	Strawberry
C	Suisun City
D	Summerland
D	Sun City
D	Sunnyslope
C	Sunnyvale
D	Sunol-Midtown
D	Sutter
D	Taft Mosswood
D	Tamalpais-Homestead Valley
D	Tara Hills
C	Temecula
C	Temple City

C/D	Place Name
D	Templeton
C	Thousand Oaks
C	Thousand Oaks
D	Thousand Palms
C	Tiburon
D	Tierra Buena
D	Toro Canyon
C	Torrance
C	Tracy
C	Turlock
C	Tustin
D	Tustin Foothills
D	Twin Lakes
C	Union City
C	Upland
C	Vacaville
D	Valinda
D	Valle Vista
C	Vallejo
D	Vandenberg AFB
D	Vandenberg Village
C	Vernon
C	Victorville
D	View Park-Windsor Hills
C	Villa Park
D	Vincent
D	Vine Hill
D	Vineyard
C	Visalia
C	Vista
D	Waldon
C	Walnut
C	Walnut Creek
D	Walnut Park
C	Watsonville
D	Weedpatch
D	West Athens
D	West Carson
D	West Compton
C	West Covina
C	West Hollywood
D	West Menlo Park
D	West Modesto
D	West Puente Valley
C	West Sacramento
D	West Whittier-Los Nietos
C	Westlake Village
C	Westminster
D	Westmont
C	Whittier
D	Wildomar
D	Willowbrook
C	Windsor
D	Winter Gardens
D	Winterhaven
D	Winton
D	Woodacre

C/D	Place Name
D	Woodcrest
C	Woodside
C	Yorba Linda
C	Yuba City
C	Yucaipa