

# Application Guide

For the

California Drought, Water, Parks, Climate, Coastal  
Protection, and Outdoor Access for All Act of 2018

# Locally-Operated State Parks Program (LOSPP)



California Department of Parks and Recreation  
Office of Grants and Local Services

April 2021

# State of California Department of Parks and Recreation

## Office of Grants and Local Services

### DEPARTMENT MISSION

The mission of the California Department of Parks and Recreation (DPR) 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.

---

### COMMUNITY ENGAGEMENT DIVISION MISSION

The mission of the Community Engagement Division is encouraging healthy communities by connecting people to parks, supporting innovative recreational opportunities, embracing diversity, fostering inclusivity, and delivering superior customer service, with integrity for the enrichment of all.

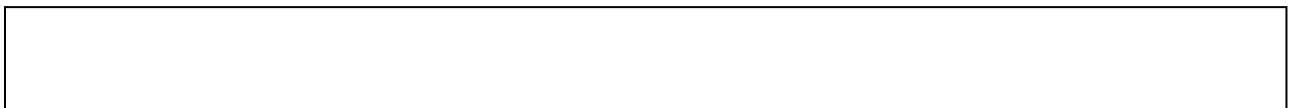
---

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

The mission of OGALS 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

- Proactive in meeting California's park and recreation needs through innovative grant programs and customer service.
- Committed to providing quality customer service in every interaction and transaction as honest, knowledgeable, and experienced grant administrators.
- Sensitive to local concerns while mindful of prevailing laws, rules, and regulations.
- Responsive to the needs of applicants, grantees, non-profit organizations, local governments, tribes, and legislative members, as partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.



# Welcome to the Locally-Operated State Parks Program (LOSPP)

## FOREWORD

Parks are unique places where children can play, families and friends bond, people exercise, seniors socialize, youth are mentored, cultures are celebrated, and everyone connects with nature. For these reasons and more, locally-operated State Parks funded by this program are dynamically linked to the Department's mission of improving the quality of life for Californians.

## APPLICATION GUIDE

Use these guidelines to plan and submit a grant application. The LOSPP Team (OGALS in partnership with the Facilities and Development Division) is committed to providing technical assistance and takes pride in being approachable and informative. Contact information and program updates are at [parks.ca.gov/lospp](https://parks.ca.gov/lospp).

## CONTACT INFORMATION:

### Office Address:

Calif. Dept. of Parks and Recreation  
Office of Grants and Local Services  
1416 Ninth Street, Room 918  
Sacramento, CA 95814

### Online Applications:

Follow instructions for online  
Applications at [parks.ca.gov/lospp](https://parks.ca.gov/lospp)

**MAIN LINE:** (916) 653-7423

**PROGRAM WEBSITES:** [parks.ca.gov/lospp](https://parks.ca.gov/lospp) | [parksforcalifornia.org/communities](https://parksforcalifornia.org/communities)

# Locally-Operated State Parks Program

This page is intentionally left blank.

# TABLE OF CONTENTS

## I. PROGRAM OVERVIEW

Intent	4
Eligible Applicants	4
Amount Available	4
Grant Amount Per Application	4
Types of Projects	5
Application Deadline	6
Application Process	6
Grant Administration Process	6

## II. Application Package

Application Package Overview	8
Application Checklist	9
1. Application Form	10
2. Project Selection Criteria	12
3. Community FactFinder Report and Certification	22
4. Authorizing Resolution	24
5. Grant Scope/Cost Estimate Form	26
6. Funding Sources	29
7. Project Timeline Form	31
8. CEQA Compliance and Certification Form	34
9. Concept Level Site Plan and Photos	36
10. Project Site Control and Proposal Certification	36
11. Corps Consultation Process	38

## III. Eligible Costs

Pre-Construction, Construction	39
Ineligible Costs	42

## IV. Appendices

Technical Assistance for Applicants	43
Project Selection Criteria Guidance	44
Definitions for All Words and Terms in SMALL CAPS	47

Words and terms in SMALL CAPS are defined in the back of this guide.

## I. PROGRAM OVERVIEW

### INTENT

Locally-Operated State Parks Program (LOSPP) competitive GRANTS will fund RENOVATION of aging infrastructure in urgent need of repair within a locally-operated unit of the California State Park system.

### Proposition 68 Funding

- This program was established in Public Resources Code (PRC) §80073(a).
- Use this Application Guide for submitting LOSPP proposals.

### ELIGIBLE APPLICANTS

PRC §80073(a) establishes eligible APPLICANTS for the program. To be eligible, the APPLICANT must meet both of the following:

- Must be a local public agency (such as a city, county, district, or other non-state local agency).
- Must have a current operating agreement or be currently in the process of entering into an operating agreement for a unit of the State Park system.

### AMOUNT AVAILABLE

\$4,625,000 will be awarded through one ROUND of Proposition 68 funding.

### GRANT AMOUNT PER APPLICATION

- Maximum GRANT request per State Park: \$4,625,000
- Minimum GRANT request per State Park: \$100,000

An APPLICANT may submit one or multiple APPLICATIONS for RENOVATION PROJECTS within the same State Park. The total amount requested per State Park may not exceed \$4,625,000.

### MATCH Requirement:

**MATCH of at least 25% of the TOTAL PROJECT COSTS is required.** The MATCH requirement may be waived or reduced for a DISADVANTAGED COMMUNITY. See page 29.

## TYPES OF PROJECTS

RENOVATION of existing RECREATION FEATURES and MAJOR SUPPORT AMENITIES in need of repair. The PROJECT must repair existing aging infrastructure. **New structures/facilities are ineligible.**

Below are examples of RECREATION FEATURES and MAJOR SUPPORT AMENITIES that may be aging or in need of RENOVATION; APPLICANTS are not limited to these examples.

### RECREATION FEATURES (eligible examples)

- Amphitheaters/campfire centers/performing arts centers (dance, music, theater stage, etc.)
- Athletic fields and courts (baseball, football, soccer, basketball, tennis, etc.)
- Aquatic Facilities (fishing, non-motorized and motorized boating, swimming centers, etc.)
- Beaches
- Campgrounds (developed and primitive campsites)
- Dog parks
- Equestrian centers/rodeo grounds
- Non-motorized trails (multi-use is encouraged) pedestrian/bicycle bridges
- Open space and natural areas for public recreation use
- Picnic/Bar-B-Que areas
- Playgrounds and tot lots
- Plazas, Zocolos, Paseos, Gazebos (open space areas for social/cultural gatherings)
- Public art (mosaic tiles, sculptures, murals)
- Skate parks, skating rinks, bike parks, or pump tracks
- Visitor, interpretive, cultural, historical structures

### MAJOR SUPPORT AMENITIES (eligible examples)

A PROJECT may also include MAJOR SUPPORT AMENITIES such as:

- Restroom and shower buildings
- Parking lots, staging areas, and pathways for access to a RECREATION FEATURE
- Landscaping or lighting throughout the park

## I. PROGRAM OVERVIEW

### APPLICATION DEADLINE

The APPLICATION deadline will be announced at [parks.ca.gov/lospp](https://parks.ca.gov/lospp).

### APPLICATION PROCESS

1. Review this guide to understand the competitive APPLICATION requirements in more detail.
2. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.
3. Submit the APPLICATION to OGALS by the APPLICATION deadline announced at [parks.ca.gov/lospp](https://parks.ca.gov/lospp). APPLICATION submittal instructions are found on page 8.
4. As another form of technical assistance, APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.
  - **Exception:** Project Selection Criteria (pages 12 to 21) responses must be completed by the APPLICATION deadline. Revisions will not be accepted.
5. The competitive APPLICATION(S) will be evaluated and ranked by State Parks' Facilities and Development Division based on the Project Selection Criteria responses. GRANT award decisions will be announced approximately five months after the APPLICATION deadline. APPLICANTS will receive either a GRANT award or GRANT denial letter.

### GRANT ADMINISTRATION PROCESS AND PERFORMANCE PERIOD

1. APPLICANTS who receive a GRANT award letter from OGALS must attend a mandatory GRANT administration workshop.
2. After the mandatory workshop, OGALS will send a CONTRACT to the APPLICANTS.
3. After a signed CONTRACT is returned and signed by the State, the APPLICANT becomes a GRANTEE. At that point, PRE-CONSTRUCTION COSTS dating back to the APPROPRIATION DATE may be reimbursed. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE.
4. PROJECT COMPLETION must occur at least three months before the end of the GRANT PERFORMANCE PERIOD.
5. Send the final payment request to OGALS at least three months before the end of the GRANT PERFORMANCE PERIOD. This gives time for OGALS to review the payment documents, conduct a final site inspection, and process the final payment through the State Controller's Office. The CONTRACT requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years. The 30-year period begins with the APPROPRIATION DATE.



This page is intentionally left blank.

## II. Application Package

This section (pages 8 to 38) provides detailed guidance to complete the APPLICATION.

As a reminder, each park requires its own separate APPLICATION, although multiple APPLICATIONS may be submitted for a single park.

Please follow the instructions listed below to prepare the APPLICATION.

1. **Use the Application Checklist on the next page for APPLICATION requirements.**
  - Checklist Items 1-11 are required for all APPLICATIONS.
  - If an item is pending at the time of APPLICATION submittal, submit a placeholder that describes the next steps for completion with dates. The Project Selection Criteria (Checklist Item 2) must be completed by the APPLICATION deadline.
  - **Send only the items requested in the Checklist.** Do not send supplementary materials, such as PowerPoint presentations or letters of support.
2. **Submit APPLICATIONS online.** Directions for submittal will be available on the website at [parks.ca.gov/lospp](https://parks.ca.gov/lospp)
  - The APPLICATION must be submitted on or before the APPLICATION due date announced at [parks.ca.gov/lospp](https://parks.ca.gov/lospp).

APPLICATION CHECKLIST

Use the checklist below to organize the APPLICATION. Directions and forms for each checklist item are found on the page number listed below.

APPLICATION Item <input checked="" type="checkbox"/>	Application Guide Page Number	Signature required by AUTHORIZED REPRESENTATIVE	
<input type="checkbox"/>	1. Application Form	Pg. 11	Yes
<input type="checkbox"/>	2. Project Selection Criteria	Pg. 12	---
<input type="checkbox"/>	3. Community FactFinder Report and Certification	Pg. 22	Yes
<input type="checkbox"/>	4. Authorizing Resolution	Pg. 24	---
<input type="checkbox"/>	5. Grant Scope/Cost Estimate Form	Pg. 26	Yes
<input type="checkbox"/>	6. Funding Sources Form	Pg. 29	Yes
<input type="checkbox"/>	7. Project Timeline Form	Pg. 31	Yes
<input type="checkbox"/>	8. California Environmental Quality Act (CEQA) Compliance Form	Pg. 34	Yes
<input type="checkbox"/>	9. Concept Level Site Plan and Photos	Pg. 36	---
<input type="checkbox"/>	10. Project Site Control and Proposal Certification	Pg. 36	District Superintendent Signature Required
<input type="checkbox"/>	11. CONSERVATION CORPS Consultation Review	Pg. 38	---

### PROJECT APPLICATION FORM (CHECKLIST ITEM #1)

A fillable Application Form is available at [parks.ca.gov/lospp](https://parks.ca.gov/lospp).

For the “PROJECT SITE Name and Physical Address,” if a physical address is not available, please provide the latitude and longitude coordinates according to Google Maps or other mapping tool.

#### **Amounts to list on the Form in the top right corner:**

- Identify the GRANT amount requested.
- Identify the amount of Other Funding Sources. See the definition of COMMITTED FUNDS. MATCH (cost share) is at least (no less than) 25% of the TOTAL PROJECT COST. The GRANT can fund up to 75% of the TOTAL PROJECT COST. The MATCH requirement may be waived or reduced for a DISADVANTAGED COMMUNITY. See page 29 for MATCH guidance.

Make sure that all dollar amounts are consistent between the Grant Scope/Cost Estimate Form and Funding Sources Form.

#### **People to list on the Form:**

- The AUTHORIZED REPRESENTATIVE is the position that signs all forms in the APPLICATION packet.
- The Application Contact is the day-to-day administrator who can answer detailed questions about the PROJECT and documents in the APPLICATION.
- The Grant Contact will be the lead contact for GRANT administration if it is selected for funding. The AUTHORIZED REPRESENTATIVE and Application and Grant contacts may all be the same person.

The AUTHORIZED REPRESENTATIVE will certify on the Application Form that the information contained in the APPLICATION packet is accurate.

State of California – Natural Resources Agency  
 DEPARTMENT OF PARKS AND RECREATION  
 Locally-Operated State Park Program of Proposition 68

**PROJECT APPLICATION FORM**

<b>PROJECT NAME</b>		
<b>REQUESTED GRANT AMOUNT</b>		\$ _____
<b>MATCH/OTHER FUNDING SOURCES</b>		\$ _____
<b>TOTAL PROJECT COST</b>		\$ _____
<b>STATE PARK/PROJECT SITE NAME</b>	<b>PHYSICAL ADDRESS</b> where the PROJECT is located (including zip code)	
<b>NEAREST CROSS STREETS</b>		
<b>COUNTY OF PROJECT LOCATION</b>		
<b>APPLICANT NAME</b> (entity applying for the GRANT) <b>and MAILING ADDRESS</b>		
<b>AUTHORIZED REPRESENTATIVE</b> , as shown in the Authorizing Resolution		
_____		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
<b>APPLICATION CONTACT</b> For administration of GRANT if awarded (if different from AUTHORIZED REPRESENTATIVE)		
_____		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
<b>GRANT CONTACT</b> For administration of GRANT if awarded ( <i>if different from</i> AUTHORIZED REPRESENTATIVE)		
_____		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
<b>GRANT SCOPE</b> I represent and warrant that this APPLICATION describes the intended use of the requested GRANT to complete the items listed in the attached Grant Scope/Cost Estimate Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION, including required attachments, is accurate.		
_____		_____
Signature of AUTHORIZED REPRESENTATIVE		Date
Print Name _____	Title _____	

PROJECT SELECTION CRITERIA (CHECKLIST ITEM #2)

OVERVIEW

The Project Selection Criteria are used to rank all statewide APPLICATIONS.

The maximum score is 100 points.

- All competing APPLICATIONS start with 0 points.
- Points are gained through the Project Selection Criteria.

PROJECT SELECTION CRITERIA		MAX POINT VALUE
1.	Health and Safety	20
2.	Permitting/Feasibility	10
3.	Critical Need	20
4.	Revenue Support/Operations Savings	10
5.	Regulatory Compliance	10
6.	Reaching Disadvantaged Populations	10
7.	Matching Funds	20
8.	Special Requirements: Proposition 68 Provision Priorities	Eligible/Ineligible
<b>MAXIMUM SCORE</b>		<b>100</b>

**PROJECT SELECTION CRITERION #1 – HEALTH AND SAFETY**

Describe why this RENOVATION is a high priority PROJECT for the health and safety of State Park visitors.

Explain any damage or deterioration of facilities and/or possible structural failure that pose risks to visitors and/or cultural and natural resources. Describe the history of these facilities and how the deterioration or structural damage occurred.

<b>POINTS</b> <i>The scale below shows that up to 20 points will be awarded to high priority PROJECTS where there is extensive health and safety risks to State Park visitors.</i>	
	<b>Points</b>
The PROJECT will remedy extensive damage or deterioration of facilities and/or possible structural failure that poses a high risk to visitors and/or cultural and natural resources compared to other statewide APPLICATIONS.	20
The PROJECT will remedy considerable damage or deterioration of facilities and/or possible structural failure that poses a high risk to visitors and/or cultural and natural resources compared to other statewide APPLICATIONS.	15
The PROJECT will remedy moderate damage or deterioration of facilities and/or possible structural failure that poses an average risk to visitors and/or cultural and natural resources compared to other statewide APPLICATIONS.	10
There is limited damage or deterioration of facilities and/or possible structural failure and low risk to visitors and/or cultural and natural resources compared to other statewide APPLICATIONS.	5
There is no damage or deterioration of facilities and/or no possible structural failure that poses risks to visitors and/or cultural and natural resources. Or, no response was provided.	0

**PROJECT SELECTION CRITERION #2 – PERMITTING / FEASIBILITY**

Describe all factors related to PROJECT readiness and the APPLICANT’S ability to complete the PROJECT. Include the status of obtaining permits, if required, and the overall feasibility of PROJECT COMPLETION within the GRANT PERFORMANCE PERIOD.

- Note: If the GRANT is selected for funding, the State Fire Marshall must approve plans for construction on state property, and State Parks will need to review and approve the plans for accessibility compliance.

<b>POINTS</b> <i>The scale below shows that up to 10 points will be awarded to RENOVATION PROJECTS that are (or near) shovel ready if the GRANT is awarded.</i>	
	<b>Points</b>
APPLICANT demonstrates PROJECT is designed with permits in hand/close to completion, or no permits are required.	10
APPLICANT has not begun the design and permitting process but demonstrates minimal design is needed, or minor permitting is required.	5
No progress has been made or PROJECT requires substantial permitting. Or, no information was provided.	0



**PROJECT SELECTION CRITERION #3 – CRITICAL NEED**

The goal of LOSPP is to fund RENOVATION of aging infrastructure in urgent need of repair. Describe the criticality of the proposed PROJECT. What effect will the lack of this proposed RENOVATION have on the park and its visitors if the RENOVATION is not completed?

Describe any and all factors related to the urgent need for this PROJECT, including considerations such as:

- Impact on State Park visitors currently using (or unable to use) the feature(s).
- Impact of disrepair on the environment or wildlife, or other related effects due to the need for RENOVATION.
- Ability to fund repairs without LOSPP GRANT funding.
- Long-term impact if RENOVATION(S) are not able to be funded.
- Reduction of Deferred Maintenance (DMP) need
- Explain why this PROJECT is an urgent need for the District.

<b>POINTS</b> <i>The scale below shows that 20 points will be given to a PROJECT where extensive visitors are affected/impacted, it greatly reduces deferred maintenance projects, and it is a high priority for the District.</i>	
	<b>Points</b>
The PROJECT’S critical need is extensive as it relates to visitors affected/visitor impacts, greatly reduces DMP, and is a high district priority.	20
The PROJECT’S need is considerable as it relates to visitors affected/visitor impacts, reduces DMP, and a considerable district priority.	15
The PROJECT’S need is adequate as it relates to visitors affected/visitor impacts, reduces DMP, and an average district priority.	10
The PROJECT’S need is limited as it relates to visitors affected/visitor impacts, reduces DMP, and a lower district priority.	5
The response does not address how the PROJECT is critical or no response is provided.	0

**PROJECT SELECTION CRITERION #4 –REVENUE SUPPORT / OPERATIONS SAVINGS**

Describe how the PROJECT has the potential for revenue return or extensive savings in operations or supports costs. Describe the current cost of operation and maintenance and provide an estimate how these costs will change once this PROJECT is completed.

Include considerations such as if the completed RENOVATION will draw new visitors to the park that will increase park entrance fees collected. How will the completion of the PROJECT relieve the operation and maintenance burden on the park as a whole?

<b>POINTS</b> <i>The scale below shows that up to 10 points will be given to a PROJECT when there is extensive potential for revenue return or extensive savings in operations or support costs.</i>	
	<b>Points</b>
The PROJECT has extensive potential for revenue return or extensive savings in operations or support costs.	10
The PROJECT has considerable potential for revenue return or considerable savings in operations or support costs.	8
The PROJECT has moderate potential for revenue return or moderate savings in operations or support costs.	5
The PROJECT has limited potential for revenue return or limited savings in operations or support costs.	3
The PROJECT has no potential for revenue return or no savings in operations or support costs. Or, no information was provided.	0

**PROJECT SELECTION CRITERION #5 –REGULATORY COMPLIANCE**

Describe the PROJECT’S timeline for regulatory compliance. Explain if the Department has received warnings or complaints for the deteriorated facilities, including building codes and access issues related to the American Disabilities Act. Describe when these compliance concerns were received and what has been done to address them to date.

**Note:** PROJECTS mandated by legal mitigation requirements are ineligible. *PRC §80020 states “Moneys allocated pursuant to this division shall not be used to fulfill any mitigation requirements imposed by law.”*

<b>POINTS</b> <i>The scale below shows that up to 10 points will be given to a PROJECT when there are regulatory compliance issues that need to be addressed urgently.</i>	
	<b>Points</b>
There are significant issues that will likely lead to fines and/or required mitigation measures that need to be addressed urgently.	10
Received warnings / complaints.	5
There are no compliance issues.	0

## PROJECT SELECTION CRITERION #6 – REACHING DISADVANTAGED POPULATIONS

### PROJECT SELECTION CRITERION #6 – REACHING DISADVANTAGED POPULATIONS

Proposition 68 (2018 Bond Act) Section 8008(a)(1) requires at least 20% (\$925,000) of the \$4,625,000 be awarded to SEVERELY DISADVANTAGED COMMUNITIES with a median household income (MHI) of \$42,737 and below.

Describe how the PROJECT is located in the vicinity of/around SEVERELY DISADVANTAGED COMMUNITIES or DISADVANTAGED COMMUNITIES (MHI of \$56,982 and below). Use the California State Parks Community FactFinder at [ParksforCalifornia.org/communities](https://ParksforCalifornia.org/communities) to provide the MHI of any point within the State Park boundary. To determine if the PROJECT is in a vicinity of/around DISADVANTAGED or SEVERELY DISADVANTAGED COMMUNITIES, create a Community FactFinder report by locating the push pin on, or within, any point along the State Park boundary.

If not in the vicinity, describe how the PROJECT delivers programming to, or serves, DISADVANTAGED COMMUNITIES.

<b>POINTS</b> <i>The scale below shows that up to 10 points will be given to a PROJECT when the park is located in the vicinity of/around SEVERELY DISADVANTAGED COMMUNITIES.</i>	
	<b>Points</b>
The PROJECT is in a vicinity of/around SEVERELY DISADVANTAGED COMMUNITIES.	10
The PROJECT is in a vicinity of/around DISADVANTAGED COMMUNITIES.	8
The PROJECT delivers programming to DISADVANTAGED COMMUNITIES.	5
The PROJECT occasionally or intermittently serves DISADVANTAGED COMMUNITIES.	3
The PROJECT does not serve a DISADVANTAGED COMMUNITY. Or, no information was provided.	0

**PROJECT SELECTION CRITERION #7 - MATCHING FUNDS**

Proposition 68 PRC §80001(b)(2) prioritizes PROJECTS which, "...to the extent practicable, leverage private, federal, or local funding or produces the greatest public benefit." Further, per PRC §80073(A), a MATCH of not less than 25% of the TOTAL PROJECT COST is required.

Respond to A if a MATCH is provided or B if a MATCH waiver or reduction is requested.

- A. MATCH: Confirm what percentage of the TOTAL PROJECT COST will be funded by other sources. Confirm that this percentage is consistent with the funding sources listed on the Funding Sources Form.
- B. MATCH waiver or reduction: Provide the median household income based on the Community FactFinder report from Criteria 6 and describe the need for a MATCH waiver or reduction. *If the PROJECT qualifies for at least 8 points in Criteria 6, the MATCH may be waived or reduced for a DISADVANTAGED COMMUNITY.*

<b>POINTS</b> <i>The scale below shows that up to 20 points will be given to a PROJECT that provides MATCH of at least 50% of the TOTAL PROJECT COST.</i>	
	<b>Points</b>
The APPLICANT has demonstrated committed MATCH greater than 50% of the TOTAL PROJECT COST.	20
The APPLICANT has demonstrated committed MATCH of 25% - 50%. Or, a waiver or reduction is requested and approved because the PROJECT qualifies for at least 8 points in Criteria 6.	15
The APPLICANT has not demonstrated committed MATCH of at least 25% of the TOTAL PROJECT COST. And, the PROJECT does not qualify for a MATCH reduction or waiver.	Ineligible

# PROJECT SELECTION CRITERION #8 – SPECIAL REQUIREMENTS: PROPOSITION 68 GENERAL PROVISION PRIORITIES

## PROJECT SELECTION CRITERION #8 – SPECIAL REQUIREMENTS: PROPOSITION 68 GENERAL PROVISION PRIORITIES

This criterion is not scored, however PROJECTS must meet the intent of the Proposition 68 General Provision Priorities to be considered for funding. PRC §80001 – §80016 establishes priorities for all Proposition 68 programs.

Technical assistance is available on pages 44-46. Please address each of the following by describing how the PROJECT will:

- A:** To the extent practicable, provide workforce education and training, contractor, and job opportunities for DISADVANTAGED COMMUNITIES.
- B.** To the extent practicable, advance solutions to prevent displacement.
- C.** Include sustainable techniques: efficient use and conservation of water supplies, use of recycled water, capture of stormwater to reduce stormwater runoff, reduce water pollution, or recharge groundwater supplies, provide safe and reliable drinking water. If new trees are being planted, how will the APPLICANT measure greenhouse gas emissions reductions and carbon sequestrations associated with the PROJECT?
- D.** Include the use of CONSERVATION CORPS services.

Citing the Corps Consultation Review Document, what was the outcome of the Corps Consultation Process (see Checklist Item #11, page 38)?

- If it is feasible for the CONSERVATION CORPS to work on a PROJECT component, list the agreed services and costs for work (calculated by number of crew members multiplied by estimated hours, multiplied by hourly wage). Confirm an understanding between the APPLICANT and CONSERVATION CORPS about the agreed scope of work should the GRANT be awarded.
- If the CONSERVATION CORPS offered services but the APPLICANT declined, provide a reason for not using any of their services.

Use the following chart format to cite the outcome of the Corps Consultation Review Process (Checklist Item #11).

Is it feasible for the Corps to work on a PROJECT component?	If yes, list the agreed upon services to be performed by the Corps.	If yes, list the cost for the agreed scope of work.	Number of CORPSMEMBERS	If the Corps offered services, but APPLICANT declined, provide the reason.
No <input type="checkbox"/> Yes <input type="checkbox"/>				

**PROJECT SELECTION CRITERION #8 – SPECIAL REQUIREMENTS: PROPOSITION 68 GENERAL PROVISION PRIORITIES**

<i>The chart below shows PROJECTS will be eligible for funding consideration if each of the priorities in the Proposition 68 general provisions will be accomplished, to the extent practicable, or an explanation why the provision is not applicable is provided.</i>	
	<b>Outcome</b>
<p>The response addresses how each of the above Proposition 68 general provision requirements will be accomplished to the extent practicable, or the APPLICANT provides an explanation why the provision is not applicable. AND The Corps Consultation Process was followed. The CONSERVATION CORPS determined it is feasible to work on the PROJECT should the GRANT be awarded. A description of the agreed services and cost estimate is provided in the response. Or, the Corps Consultation Process was followed but the CONSERVATION CORPS determined it is not feasible to work on the PROJECT.</p>	APPLICATION eligible for consideration
<p>The response does not address how each of above Proposition 68 general provision requirements will be accomplished to the extent practicable, or the APPLICANT does not provide an explanation why the provision is not applicable.</p>	APPLICATION not eligible for consideration

Technical assistance is available on pages [44-46](#).

This concludes the Project Selection Criteria. To ensure there is a clear understanding of required deliverables for PROJECT COMPLETION, avoid discussing future phases in your response to the Project Selection Criteria/APPLICATION. Only discuss elements that will be completed within the GRANT PERFORMANCE PERIOD using the GRANT plus COMMITTED FUNDS.

If the GRANT is awarded, components from the Criteria responses and Special Requirements will be included in a “Project Status Report” sent to GRANTEES every six months until PROJECT COMPLETION. This serves as a reminder of what the APPLICANT committed to during the competitive process.

### COMMUNITY FACTFINDER REPORT AND CERTIFICATION (CHECKLIST ITEM #3)

To identify if the PROJECT SITE is in a DISADVANTAGED COMMUNITY for the purposes of Criterion 7 (MATCH), provide the following two items:

1. **Community FactFinder Report.** To create a report, use the current FactFinder version at [ParksforCalifornia.org/communities](https://ParksforCalifornia.org/communities).

Only one report can be submitted per APPLICATION. The report must be created with the blue pin point located anywhere on or in the boundary of the park.

2. **Community FactFinder Certification.** This Form will be signed by the AUTHORIZED REPRESENTATIVE. Its purpose is to certify that the report was created with the blue pin point located in the boundary of the park.

If the pinpoint is outside the boundary of the park, OGALS reserves the right to generate a new FactFinder report in the middle of the park for the purposes of determining eligibility for MATCH waiver.





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

**COMMUNITY FACTFINDER CERTIFICATION FORM**

I certify that the Community FactFinder Report submitted at the time of APPLICATION meets the following requirement:

- ✓ The Community FactFinder Report was generated with the pin located on or within the boundary of the park.

I understand if this requirement is not met, OGALS will generate a new report with the pin located in the middle of the park and will use the data for purposes of determining eligibility for MATCH waiver.

---

AUTHORIZED REPRESENTATIVE Signature

---

Date

### AUTHORIZING RESOLUTION (CHECKLIST ITEM #4)

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT'S Governing Body shows it is aware of all the terms of the CONTRACT. It provides confirmation that the APPLICANT has the funding to complete the proposed PROJECT if the GRANT is awarded.
2. Designates a position title (through Provision 4) to represent the Governing Body on all matters regarding the APPLICATION and PROJECT. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

All checklist items that require a signature, besides Checklist Item 10, must be signed by the AUTHORIZED REPRESENTATIVE. Submitted documents need not contain "wet" signatures, but the APPLICANT must keep all original signed documents.

The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires the AUTHORIZED REPRESENTATIVE to submit a letter (on letterhead) or email to OGALS delegating authority.

#### Format

The Authorizing Resolution on the following page may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require State Parks Legal Office review. The time involved with the legal review process may delay APPLICATION approval and could affect OGALS' ability to fund the PROJECT.

#### Provision 6

PRC §80001(b)(8 A-G) requires that public agencies receiving funds from this 2018 Bond Act shall consider a range of actions promoting diversity and inclusion as identified in the "Presidential Memorandum—Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017.

**RESOLUTION OF THE (Title of Governing Body/Council, Board of Supervisors/Directors) OF (County, District, or Non-Profit Organization)  
Approving the Application for  
LOCALLY-OPERATED STATE PARK PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Locally-Operated State Park Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby: APPROVES THE FILING OF AN APPLICATION FOR THE (NAME OF PROJECT); AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

Ayes:

Noes:

Absent:

\_\_\_\_\_ (Clerk)

## GRANT SCOPE/COST ESTIMATE FORM (CHECKLIST ITEM #5)

The Grant Scope/Cost Estimate Form on the following pages has two uses:

1. Establishing the GRANT SCOPE
2. Providing a Cost Estimate for the PROJECT

### 1. Establishing the GRANT SCOPE

This form will be used to establish the expected deliverables for PROJECT COMPLETION paid for by the LOSPP GRANT plus COMMITTED FUNDS. This form lists what OGALS, auditors, and the public will expect to see in the park by PROJECT COMPLETION. To be eligible for GRANT payment, all RECREATION FEATURES, and MAJOR SUPPORT AMENITIES must be included on the Grant Scope/Cost Estimate Form.

Use the form to describe only the RECREATION FEATURES and MAJOR SUPPORT AMENITIES that will be complete for final payment before the end of the GRANT PERFORMANCE PERIOD. Do not include future DEVELOPMENT phases beyond the GRANT plus COMMITTED FUNDS.

Page 5 lists examples of RECREATION FEATURES and MAJOR SUPPORT AMENITIES.

### Directions for establishing the GRANT SCOPE:

Use the following phrase to describe the type of work for each RECREATION FEATURE and MAJOR SUPPORT AMENITY:

- “Renovate a \_\_\_\_\_” (identify the existing RECREATION FEATURE or MAJOR SUPPORT AMENITY). See definition of RENOVATION on page 49. Add “with new lighting” if applicable.

#### **Do NOT list MINOR SUPPORT AMENITIES in the Grant Scope/Cost Estimate Form.**

MINOR SUPPORT AMENITIES such as signs, benches, tables, drinking fountains, or fixed bike racks and trash receptacles are commonly understood to be associated with a RECREATION FEATURE.

**Fold the cost of a MINOR SUPPORT AMENITY into the cost of its related RECREATION FEATURE.** For example: The GRANT SCOPE is “Renovate the campground.” The GRANTEE will have the flexibility to construct or not construct a MINOR SUPPORT AMENITY for the campground such as a fire ring, bench, a sign, and a drinking fountain. The costs of a MINOR SUPPORT AMENITY will be accepted as part of the RENOVATION of the campground. The RENOVATION of the campground is the expected GRANT SCOPE deliverable for PROJECT COMPLETION.

## 2. Providing a Cost Estimate on the Grant Scope/Cost Estimate Form.

See the ELIGIBLE COSTS charts starting on page 39 before creating a cost estimate.

- Provide the concept level estimated cost for each RECREATION FEATURE and MAJOR SUPPORT AMENITY described in the Grant Scope/Cost Estimate Form. The estimated TOTAL PROJECT COST on the Grant Scope/Cost Estimate Form must equal the estimated TOTAL PROJECT COST listed on the Application Form.
- If there is an agreement for CONSERVATION CORPS services, the costs must be built into the lump sum cost estimate; do not include as a separate line item in the Grant Scope/Cost Estimate Form.
- No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs.
- OGALS understands that actual costs may change during the course of a PROJECT. In most cases, a revised Grant Scope/Cost Estimate Form is not required when estimated costs fluctuate during the PROJECT. Contingency for costs can be built into the lump-sum cost estimate; do not include as a separate line item in the Grant Scope/Cost Estimate Form. The GRANT ADMINISTRATION GUIDE explains how actual costs are documented and charged to the GRANT.
- As a reminder, for APPLICATION purposes, limit the PROJECT to what can be completed and open to the public at least three months before the end of the GRANT PERFORMANCE PERIOD. TOTAL PROJECT COSTS are costs incurred by the GRANT plus COMMITTED FUNDS only during the GRANT PERFORMANCE PERIOD. Do not include costs for future phases.

Each RECREATION FEATURE and MAJOR SUPPORT AMENITY listed in the GRANT SCOPE, and their related paths of travel from parking lots and roadsides, must be designed to accommodate persons with disabilities per compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et.seq.). Account for this when preparing your Grant Scope/Cost Estimate.

**GRANT SCOPE/COST ESTIMATE FORM**

Follow the directions starting on page 26. See the ELIGIBLE COSTS charts starting on page 39 before creating a cost estimate.

<b>GRANT SCOPE ITEMS</b>	<b>ESTIMATED COST</b>
<b>RENOVATION:</b> List each RECREATION FEATURE and MAJOR SUPPORT AMENITY.	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Estimated Cost for the RECREATION FEATURES and MAJOR SUPPORT AMENITIES (A)	\$
Total Estimated PRE-CONSTRUCTION COST (B)	\$
TOTAL PROJECT COST (A+B)	\$
Requested GRANT Amount	\$
Estimated amount of the GRANT to be charged to PRE-CONSTRUCTION COSTS (cannot exceed 25% of the GRANT)	\$

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables; all of the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed on this form must be completed and open to the public before the final GRANT payment will be made. The APPLICANT also understands that no more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs.

\_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE Signature

\_\_\_\_\_  
 Date

**FUNDING SOURCES FORM (CHECKLIST ITEM #6)**

- Use the Funding Source Form to identify each MATCH funding source by name and amount.
- Note if the source is state, local city or county, in-kind, federal, or private.
- If the source is a loan, identify the type of loan. Please be mindful of Grant Contract Provision N:

**N. Use of Grant Monies**

GRANTEE shall not use any grant funds (including any portion thereof) for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without: 1) the prior written approval of the STATE; and 2) any financial or legal interests created by any such leverage loan, pledge, promissory note or similar financial device or transaction in the project property shall be completely subordinated to this CONTRACT through a Subordination Agreement provided and approved by the STATE, signed by all parties involved in the transaction, and recorded in the County Records against the fee title of the project property.

- Provide a commitment date for each funding source indicating when it was committed to the PROJECT. All additional funds must be secured within four months after the APPLICATION deadline. See the definition for COMMITTED FUNDS.
- If the funding sources change during the course of the PROJECT, a revised form is required within 30 days.
- The TOTAL PROJECT COST listed at the bottom of this form must equal the estimated TOTAL PROJECT COST listed on the Application Form and at the bottom of the Grant Scope/Cost Estimate Form.

**MATCH Requirement**

As a reminder, the minimum MATCH requirement is at least 25% of the TOTAL PROJECT COST.

**25% MATCH Calculation Example**

TOTAL PROJECT COST = \$1,000,000 x 0.25 = \$250,000 minimum MATCH required

**MATCH Waiver or Reduction Request**

PRC §80073(A) allows for MATCH to be waived or reduced for a DISADVANTAGED COMMUNITY. To request a MATCH waiver or reduction, the response to Project Selection Criteria 7 on page 19 will be used.

**FUNDING SOURCES FORM**

Funding Source	Date COMMITTED	Amount
Locally-Operated State Park Program GRANT Request	TBD	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Grand Total All Funding Sources</b> (Estimated TOTAL PROJECT COST)		\$

The APPLICANT understands that the PROJECT cannot be funded unless the requested GRANT plus the total amount of additional matching COMMITTED FUNDS equals the estimated cost of the PROJECT. If the GRANT is awarded, there will be no need for additional fundraising. The PROJECT must be completed and open to the public before the final GRANT payment is processed. If funding sources change from the time of APPLICATION until PROJECT COMPLETION, the APPLICANT understands this form must be updated within 30 days.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE Signature

\_\_\_\_\_  
Date



## PROJECT TIMELINE FORM (CHECKLIST ITEM #7)

The purpose of the Project Timeline is to encourage APPLICANTS to discuss the PROJECT and create a timeline with each agency that will have approval responsibilities. For example: If another agency is responsible for approving a construction permit, the estimated time period for obtaining the permit, along with the agency's name and a representative's contact information, should be included in the schedule.

- Add any additional task requirements that are necessary to complete the PROJECT. It is acceptable to add items, but do not delete items from the form. If an item is not applicable, please indicate "N/A."
- For each task, identify the agency contact who reviewed the schedule and agreed "the estimated time period set aside to complete the task is reasonable, absent any unforeseen circumstances." If an item is already complete with no issues, the right two columns can state "Item Complete."
- Not all tasks in the form are required to be completed by the time of APPLICATION submittal; however, the form serves as evidence that APPLICANTS are aware of estimated time periods for all PROJECT tasks.

## Format Notes:

A different format may be used to expand the width of each column, and larger sized paper up to 11"x17" may be used. However, the following columns must remain in the same order:

- Tasks
- Start Date Month/Year
- End Date Month/Year
- Lead Agency...contact information
- Notes about potential delays/issues

As stated in the top left corner of the form, the list of tasks may be adjusted or reorganized based on each unique PROJECT.

# PROJECT TIMELINE FORM

## STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION

### PROJECT TIMELINE FORM

<b>TASKS</b> The below list can be adjusted/reorganized with tasks added unique to each <b>PROJECT</b> .	<b>START DATE</b> (MM/YY)	<b>END DATE</b> (MM/YY)	<b>LEAD AGENCY</b> responsible for task and contact information.	<b>NOTES ABOUT ANY POTENTIAL DELAYS/ISSUES</b>
1. Schematic/concept level design with ADA (Americans with Disabilities Act) considerations				
2. Site risk assessment for possible contaminants and other complications				
3. CEQA for the RENOVATION scope				
4. Engineer cost estimate				
5. Construction documents / and approval by State Fire Marshall				
6. Construction permits				
7. Consultation with CONSERVATION CORPS to consider feasibility				
8. Other permits (Note if Department of Toxic Substances Control, Division of the State Architect, US Army Corps of Engineers, or other regulatory permits as applicable to the site are required)				
9. Construction bid package preparation/start bid process				
10. Bid approval for construction				

<b>TASKS</b> The below list can be adjusted/reorganized with tasks added unique to each PROJECT.	<b>START DATE</b> (MM/YY)	<b>END DATE</b> (MM/YY)	<b>LEAD AGENCY</b> responsible for task and contact information.	<b>NOTES ABOUT ANY POTENTIAL DELAYS/ISSUES</b>
11. Environmental cleanup/remediation				
12. Construction period				
13. Grand Opening/completed for public use with GRANT completion package (at least three months before the end of the GRANT PERFORMANCE PERIOD)				
14. 30 years of operation and maintenance for public use				30 years beginning with APPROPRIATION DATE

I certify that the above timeline has been created with input from each agency contact listed in the right column above. The agency contacts for each milestone above have reviewed the PROJECT concept, including its location and scope, and represent that the time period estimated for the step “*is reasonable absent any unforeseen circumstances.*”

\_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE Signature

\_\_\_\_\_  
 Date

### CEQA COMPLIANCE (CHECKLIST ITEM #8)

CEQA is the California Environmental Quality Act as stated in the PRC §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. CEQA law establishes policies and procedures that require entities 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 an entity's proposed PROJECT. For more information, see [opr.ca.gov/ceqa](http://opr.ca.gov/ceqa).

The APPLICANT should check with its local city or county planning agency for CEQA compliance information.

#### Required CEQA documentation:

1. CEQA Compliance Certification Form.
2. Copy of the Notice of Exemption or the Notice of Determination that has been **filed with or stamped by the County Clerk.**

The CEQA compliance documentation listed above demonstrates PROJECT readiness at the time of APPLICATION. If CEQA is not complete at the time of APPLICATION or submitted by the time award recommendations are made, the PROJECT may not be considered for funding. OGALS often asks for updates and documents showing progress to determine if the CEQA analysis is near completion.

The CEQA compliance documentation must give environmental clearance for the actual construction of the PROJECT.



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

## CEQA COMPLIANCE CERTIFICATION

GRANTEE: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Is the CEQA analysis complete?  Yes  No

**What document was filed, or is expected to be filed for this project’s CEQA analysis:  
(check one) Date complete/expected to be completed**

Notice of Exemption **(attach recorded copy, if filed)** \_\_\_\_\_

Notice of Determination **(attach recorded copy, if filed)** \_\_\_\_\_

If CEQA is complete, and a Notice of Exemption or Notice of Determination was not filed, attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

### Lead Agency Contact Information

Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: ( \_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

### Certification

I hereby certify that the above referenced Lead Agency has complied or will comply with the California Environmental Quality Act (CEQA) and that the project is adequately described and with sufficient detail to allow the project’s construction.

I further certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with GRANT funds.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Printed Name and Title)

FOR STATE USE ONLY		
CEQA Document	Date Received	PO Initials
<input type="checkbox"/> NOE <input type="checkbox"/> NOD		

## CONCEPT LEVEL SITE PLAN AND PHOTOS (CHECKLIST ITEM #9)

- Provide a drawing or map showing where the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the Grant Scope/Cost Estimate Form will be located in the park.

To give reviewers a better understanding of the need for the PROJECT, submit photos with captions.

### PROJECT SITE Photos

- Provide photos showing the need for the RENOVATION. Use captions to help orientate the reviewer.
- Please include at least one panoramic photo that captures as much of the PROJECT SITE as possible with a background point of reference for potential “before and after” photos.

## PROJECT SITE CONTROL AND PROPOSAL CERTIFICATION (CHECKLIST ITEM #10)

The purpose of this SITE CONTROL requirement is to ensure the Department will give the APPLICANT permission to construct, operate and maintain the PROJECT, should the GRANT be awarded. Further, it serves as notification that the District Superintendent approves of the APPLICATION submittal.

Provide the California State Parks Project Proposal Certification on the following page.



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

## CALIFORNIA STATE PARKS PROJECT PROPOSAL CERTIFICATION

I certify that I have reviewed the proposal and confirm the following to be true:

- 1) The California Department of Parks and Recreation agrees that the proposed PROJECT scope is related to an aging infrastructure in urgent need of repair within a LOCALLY-OPERATED unit of land of the California State Park system.
- 2) The APPLICANT is a local agency authorized by the California Department of Parks and Recreation to propose the RENOVATION of infrastructure for this locally operated unit of land of the California State Park.
- 3) Should the GRANT be awarded, either the local agency will oversee maintenance of the completed PROJECT scope through 2050. If the operating agreement expires during the 30 year GRANT PERFORMANCE PERIOD, the Department or GRANTEE may negotiate an extension, or a new agreement, based on mutually agreed upon circumstances at that time. **Or**, the California Department of Parks and Recreation will make a good faith effort to operate and maintain the PROJECT scope through 2050 if the local agency's operation is terminated before 2050.

This certification becomes void if the GRANT is not awarded through this Proposition 68 Locally-Operated State Parks Program.

District Superintendent \_\_\_\_\_  
Printed Name Signature

### CONSERVATION CORPS CONSULTATION PROCESS (CHECKLIST ITEM #11)

PRC Section 80016 states, “To the extent feasible, a project whose APPLICATION includes the use of services of the California Conservation Corps or certified community Conservation Corps, as defined in PRC Section 14507.5, shall be given preference for receipt of a grant under this division.”

The California Conservation Corps (CCC) and the California Association of Local Conservation Corps (CALCC) developed this consultation process:

1. APPLICANTS are encouraged to reach out to both the CCC and CALCC as early as possible before the APPLICATION deadline to obtain the required “Proposition 68 Corps Consultation Review Document.” The document and guidance can be provided by the contacts below.
2. Email the “Proposition 68 Corps Consultation Form” **to both** the CCC **and** CALCC emails below.
  - *Keep a record of the email and include it in the APPLICATION.*
3. After completing the consultation process, provide the signed “Corps Consultation Review Document” provided by both of the Corps, and the associated consultation email chain that initiated the consultation.
4. The response to the Special Propoisiton 68 Provisions will also describe the agreed services and cost estimate, if applicable.

#### Consultation Contacts:

- California Conservation Corps Consultation  
Email: [Prop68@ccc.ca.gov](mailto:Prop68@ccc.ca.gov) Phone: (916) 341-3272
- California Association of Local Conservation Corps Consultation  
Email: [Inquiry@Prop68CommunityCorps.org](mailto:Inquiry@Prop68CommunityCorps.org) Phone: (916) 426-9170 x4



### III. Eligible Costs

This section provides rules and examples of ELIGIBLE COSTS for DEVELOPMENT.

#### DEVELOPMENT Costs

DEVELOPMENT includes PRE-CONSTRUCTION COSTS and CONSTRUCTION COSTS.

PRE-CONSTRUCTION is the phase that includes planning, DESIGN, construction documents, and permits necessary before construction can begin. No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION COSTS.

For the purpose of the GRANT, PRE-CONSTRUCTION COSTS occur:

- during the planning, DESIGN, and permit phase of the PROJECT, before construction can begin, and
- end when ground-breaking construction activities such as site preparation, grading, or gutting begin.

CONSTRUCTION COSTS start when:

- ground-breaking construction activities such as site preparation, grading, or gutting begin, after the necessary PRE-CONSTRUCTION phase has concluded.

#### PRE-CONSTRUCTION AND CONSTRUCTION COSTS

The following charts provide examples of ELIGIBLE COSTS for PRE-CONSTRUCTION and CONSTRUCTION COSTS.

PRE-CONSTRUCTION COSTS (Maximum 25% of GRANT amount)	ELIGIBLE COSTS EXAMPLES
Costs incurred during the planning, DESIGN, and permit phase of the PROJECT <u>before</u> construction begins.	<ul style="list-style-type: none"> <li>● <b>Community-based planning MEETINGS/focus groups/DESIGN workshop costs.</b> May include multi-lingual translation, materials, etc.</li> <li>● <b>Plans, specifications, construction documents, and cost estimates.</b></li> <li>● <b>Permits.</b></li> <li>● <b>CEQA.</b></li> <li>● <b>SITES Certification or LEED Certification.</b></li> <li>● <b>Premiums on hazard and liability insurance to cover personnel or property.</b></li> <li>● <b>Fidelity bond premium cost.</b></li> <li>● <b>Bid packages.</b></li> </ul>

## ELIGIBLE COSTS

	<ul style="list-style-type: none"> <li>● <b>Employee services:</b> see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.</li> <li>● <b>PROJECT/GRANT administration (excluding grant writing) and accounting.</b></li> </ul>
--	--

<b>CONSTRUCTION COSTS</b> (Up to 100% of GRANT Amount)	<b>ELIGIBLE COSTS EXAMPLES</b>
<p>Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begin.</p>	<ul style="list-style-type: none"> <li>● <b>Site preparation, grading, gutting, demolition.</b></li> <li>● <b>Foundation work.</b></li> <li>● <b>Purchase and installation of permanent equipment:</b> playground equipment, benches, signs, display boards, sounds systems, video equipment, etc.</li> <li>● <b>Construction supplies and materials:</b> may be drawn from central stock if claimed costs are no higher than supplies or materials purchased elsewhere.</li> <li>● <b>Construction equipment owned by GRANTEE:</b> equipment owned by the GRANTEE may be charged to the GRANT for each use. Rental rates published by the California Department of Transportation may be used as a guide. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE, and must be signed by the operator or supervisor.</li> <li>● <b>Construction equipment rented or purchased by GRANTEE:</b> equipment may be rented or purchased, whichever is the most economical use of GRANT funds. For purchased equipment, the GRANT will pay for the rental price equivalent in proportion to the time the purchased equipment is used on the GRANT SCOPE. (Rental rates published by the California Department of Transportation may be used as a guide.) The GRANT will pay for the total cost of the equipment if the purchase price is less than the rental price equivalent. Any funds earned by the GRANTEE from the sale of</li> </ul>

	<p>equipment purchased with the GRANT must be spent on the PROJECT.</p> <ul style="list-style-type: none"> <li>● <b>Construction management:</b> including site inspections, scheduling mobilization, directing equipment, materials, and construction personnel.</li> <li>● <b>Employee services:</b> see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.</li> <li>● <b>PROJECT/GRANT administration and accounting.</b></li> <li>● <b>Miscellaneous costs:</b> other costs incurred during the construction phase, such as transporting materials, equipment, personnel, communications and landscape establishment periods.</li> </ul>
--	---

## INELIGIBLE COSTS

### INELIGIBLE COSTS

INELIGIBLE COSTS	EXAMPLES OF INELIGIBLE COSTS
<p>Cannot be charged to the GRANT</p>	<ul style="list-style-type: none"> <li>● <b>Outside park/PROJECT SITE boundaries:</b> streets, traffic lights, or other infrastructure not located within the park/PROJECT SITE.</li> <li>● <b>Outside the GRANT PERFORMANCE PERIOD:</b> costs incurred before or after the GRANT PERFORMANCE PERIOD.</li> <li>● <b>PROJECTS imposed on an APPLICANT through legal mitigation.</b></li> <li>● <b>Indirect costs:</b> overhead business expenses <u>of the GRANTEE'S fixed or ordinary operating costs:</u> (rent, mortgage payments, property taxes, utilities, office supplies).</li> <li>● <b>Fundraising.</b></li> <li>● <b>Food.</b></li> <li>● <b>Grant Writing.</b></li> <li>● <b>Operation and Maintenance, moveable equipment.</b></li> <li>● <b>Record keeping discrepancies.</b></li> <li>● Charging employee services without documentation of actual time spent on the PROJECT.</li> <li>● Lack of source documents (no evidence of invoices, bid process, payment receipts, etc.).</li> <li>● See the GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" section for additional guidance.</li> </ul>

## IV. Appendices

### TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the assistance available to APPLICANTS.

To ensure a fair process, California State Parks staff will provide all APPLICANTS with correct and consistent guidance.

All eligible APPLICANTS are encouraged to access the following:

#### Access to Program Experts

LOSPP experts (OGALS, in partnership with Facilities and Development Division) will strive to give outstanding customer service to all APPLICANTS. APPLICANTS are encouraged to call or email when guidance is needed. A list of LOSPP experts will be available at [parks.ca.gov/lospp](https://parks.ca.gov/lospp).

#### Assistance with Incomplete APPLICATION Documents

California State Parks staff may contact APPLICANTS to explain what corrections are needed. An APPLICATION is not automatically disqualified if a document is incomplete or needs a correction, with the exception of the Project Selection Criteria.

#### Strengths and Weaknesses

APPLICANTS that do not receive a GRANT award can get strengths and weaknesses feedback based on the Project Selection Criteria. This feedback may be useful to APPLICANTS if another ROUND of funding is available.

#### Grant Administration Workshop

APPLICANTS who receive a GRANT award will attend a mandatory GRANT administration workshop. During the workshop, OGALS and DPR auditors will provide an in-depth review of the GRANT ADMINISTRATION GUIDE and explain the requirements and forms necessary for administration. OGALS staff are also available to answer administrative questions through PROJECT COMPLETION.

## ADDITIONAL GUIDANCE FOR SPECIAL PROPOSITION 68 REQUIREMENTS

### ADDITIONAL GUIDANCE FOR SPECIAL PROPOSITION 68 REQUIREMENTS

This section gives technical assistance for the Special Proposition 68 Provision Requirements found on pages 20 – 21.

#### A. Employment or Volunteer Opportunities

Proposition 68 PRC §80001(b)(5) encourages PROJECTS that provide workforce education and training, contractor, and job opportunities for disadvantaged communities. This can provide opportunities to help build resumes for career pathways, and encourage a sense of ownership from volunteers that can in turn increase the use, safety, and care for the PROJECT SITE.

Ideas for recruitment for targeting RESIDENTS from the DISADVANTAGED COMMUNITY(S): contact one or more of the following—employment offices, schools, job training programs, or partner with a community organization, etc. Utilizing established resources/volunteer programs is acceptable.

Use the address for the recruitment center, school, community organization headquarters, etc. to determine the income of the surrounding area. The Community FactFinder at [www.parksforcalifornia.org](http://www.parksforcalifornia.org) can provide the area’s median household income. If the facility itself (i.e. unemployment center) is not in a DISADVANTAGED COMMUNITY, however the mission of the organization is to serve underserved RESIDENTS, explain. The income of the individuals served by the employment center is not needed.

A few meaningful volunteer or employment opportunity examples include:

- Training for RESIDENTS provided by contractors.
- Assisting with restoration work (natural habitat, etc.).
- Other employment or volunteer OUTDOOR LEARNING OPPORTUNITIES with DESIGNING, landscaping, or RENOVATING the park.

**The employment or volunteer opportunities must occur by PROJECT COMPLETION.**  
(Not long-term operation/programs after PROJECT COMPLETION.)

B. Advancing Solutions that Prevent Displacement – PRC §80001(b)(1) states: “To the extent practicable, priority for grant funding under this division will be given to a project that advances solutions to prevent displacement.” When an economically disadvantaged area experiences new for-profit real estate investments, RESIDENTS affected by poverty may be priced out of their homes. In the response to the “Advancing Solutions that Prevent Displacement” section on page 20, describe if RESIDENTS may be vulnerable to displacement through the PROJECT.

- If so, describe a plan to partner with an organization(s) that supports housing-related anti-displacement strategies. The Prevention Institute’s report titled Healthy Development Without Displacement: Realizing the

## ADDITIONAL GUIDANCE FOR SPECIAL PROPOSITION 68 REQUIREMENTS

Vision of Healthy Communities for All gives helpful technical assistance. Examples of Housing-Related Anti-Displacement Strategies are listed on page 22 of the Prevention Institute's report.

- If RESIDENTS may not be vulnerable to displacement through the PROJECT, explain why. For example, is the PROJECT unlikely to increase property values? Or, is there a lack of current or planned real estate investments that would price-out economically disadvantaged RESIDENTS from their homes? Or, is there effective affordable housing support already in-place? Or, are the RESIDENTS considered an economically secure community? If there are clear reasons why displacement is not applicable, provide a brief description.

### C. Incorporating sustainable techniques

PRC §80010(a)(2)(A-C) states PROJECTS, where feasible, shall include efficient use and conservation of water supplies, use of recycled water, capture of stormwater to reduce stormwater runoff, reducing water pollution, recharging groundwater supplies, and/or providing safe and reliable drinking water. Describe how the PROJECT will incorporate these sustainable measures, as applicable.

Further, the 2018 Bond Act's PRC §80001(b)(7) encourages measurement of carbon emission reductions and carbon sequestrations for Greenhouse Gas Reduction.

If the PROJECT involves tree planting, provide an estimate of the number of trees to be planted and any other details regarding tree planting known at the time of APPLICATION. If the GRANT is awarded, and before PROJECT COMPLETION, GRANTEES may be required to report the following information about the PROJECT:

- Tree species
- Size of trees at planting
- Information on the distance and direction to the nearest building (if applicable)
- Information on the age and climate control of any nearby buildings (if applicable)
- Information about the tree's growing conditions

The i-Tree site at [planting.itreetools.org](http://planting.itreetools.org) may be used as a measurement tool for GRANTEES.

If the PROJECT does not involve tree planting, state "The PROJECT does not involve tree planting" in the response to Project Selection Criteria 8.

### D. CONSERVATION CORPS Consultation Process

APPLICANTS must follow the Corps Consultation Process for Proposition 68 established by the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC).

## ADDITIONAL GUIDANCE FOR SPECIAL PROPOSITION 68 REQUIREMENTS

Use the instructions on page 38 for Checklist Item 11. **It is recommended that consultation begin more than one month prior to the APPLICATION deadline.**

The cost estimate provided in this response should include the estimated number of Corps members required to complete the agreed upon scope of work multiplied by the Corps' hourly rate.

If either the CCC or CALCC offers to work on the PROJECT, the APPLICANT shall use the CONSERVATION CORPS' offered services. Prop 68 PRC §80016 gives preference to PROJECTS that include the use of CONSERVATION CORPS services.

If either Corps is unresponsive, the APPLICANT should follow up.

If there is no response by the APPLICATION due date, submit the email documentation of the consultation requests with the application.



### DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**APPLICANT** – an entity requesting GRANT funding through a competitive process.

**APPLICATION** – the required attachments listed in the Application Checklist on page 9.

**APPROPRIATION DATE** – begins on July 1<sup>st</sup> of the State fiscal year when program funding is authorized by the legislature.

**AUTHORIZED REPRESENTATIVE** – the position appointed by the APPLICANT’S governing body to sign all required GRANT documents. The AUTHORIZED REPRESENTATIVE can designate an alternate by informing OGALS in writing.

**CEQA** – the California Environmental Quality Act as stated in PRC §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. More information is available at [opr.ca.gov/ceqa](http://opr.ca.gov/ceqa).

**COMMITTED FUNDS** – the APPLICANT has secured all additional funds needed to complete the PROJECT. Secured funds are cash in hand or having a contract or other binding agreement with another entity(s) obligating the additional funds. Future fundraising plans are not COMMITTED FUNDS.

#### **CONSERVATION CORPS –**

- California Conservation Corps (CCC) – a State workforce development program that employs 18-25 year-olds for environmental conservation or enhancement projects, fire protection, and emergency response. More information is available at [ccc.ca.gov](http://ccc.ca.gov).
- California Association of Local Conservation Corps (CALCC) – non-profit organizations certified by the California Conservation Corps to provide community and conservation work, education, and job training. More information is available at [mylocalcorps.org](http://mylocalcorps.org).

**CORPSMEMBERS** – youth enrolled in the California Conservation Corps and/or Community Conservation Corps, as defined by PRC 14507.5

**CONSTRUCTION COSTS** – costs incurred starting when ground-breaking construction activities such as site preparation, grading, or gutting begins, and continuing to the end of the GRANT PERFORMANCE PERIOD.

**CONTRACT** – an agreement specifying the GRANT obligations between the GRANTEE and DPR.

**DESIGN** – preliminary PROJECT concepts and drawings achieved through the community-based planning MEETINGS, before the completion of engineer/construction documents.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**DEVELOPMENT** – RENOVATION of an existing RECREATION FEATURE or MAJOR SUPPORT AMENITY.

**DISADVANTAGED COMMUNITY** - median household income less than 80% of the statewide average. That is, an area with a median household income below \$56,982.

**ELIGIBLE COSTS** – expenses incurred during the GRANT PERFORMANCE PERIOD to complete the GRANT SCOPE approved by OGALS through a fully executed CONTRACT.

**GRANT** – the amount of funds made available to a GRANTEE for completion of the GRANT SCOPE during the GRANT PERFORMANCE PERIOD.

**GRANTEE** – an entity having a CONTRACT with DPR for a GRANT funded by the Locally-Operated State Park Program.

**GRANT ADMINISTRATION GUIDE** – the document titled the “GRANT ADMINISTRATION GUIDE for 2018 Bond Act (Proposition 68)” that provides requirements and forms for GRANT administration.

**GRANT PERFORMANCE PERIOD** – the period of time, starting with the APPROPRIATION DATE, when ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT. The period will be posted at [parks.ca.gov/lospp](https://parks.ca.gov/lospp).

**GRANT SCOPE** – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the Grant Scope/Cost Estimate Form that must be completed prior to final GRANT payment. Also, see the definitions of TOTAL PROJECT COST.

**MAJOR SUPPORT AMENITY** –

1. Parking lot, restroom and shower building, or other non-recreational facility located within a PROJECT SITE.
2. Lighting and landscaping to improve the appearance of the park.

**MATCH** – cost share of at least 25% of the TOTAL PROJECT COST. The cost-sharing requirement may be waived or reduced for a DISADVANTAGED COMMUNITY. The source may come from any other public or private contribution beyond this LOSPP grant program. Any other funding source contribution may qualify as MATCH, or staff hours, volunteer hours, and construction materials.

**MINOR SUPPORT AMENITY** – a permanent support item such as a sign, bench, small fence, or drinking fountain that costs, by itself, less than \$50,000 at the time of APPLICATION.

**PRE-CONSTRUCTION COSTS** – costs incurred before construction during the planning, design, and permitting phase of the PROJECT, limited to 25% of the GRANT amount.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**PROJECT** – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the Grant Scope/Cost Estimate Form to be funded by the GRANT request plus COMMITTED FUNDS.

**PROJECT SITE** – the entire park property.

**PROJECT COMPLETION** – when the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the Grant Scope/Cost Estimate Form are complete and the facilities are open and useable by the public.

**RECREATION FEATURE** – an element that provides active or passive recreational use.

**RENOVATE/RENOVATION** – improve or replace existing infrastructure in need of repair to either increase public use, operating hours, public safety, preservation, energy or water conservation, accessibility compliance, or all of the above. This includes improvement of an existing RECREATION FEATURE or an existing MAJOR SUPPORT AMENITY beyond its original condition.

**RESIDENTS** – the population living within surrounding communities.

**ROUND** – a distinct cycle of APPLICATIONS received and reviewed by DPR through a competitive process.

**SEVERELY DISADVANTAGED COMMUNITY** - median household income less than 60% of the statewide average. That is, an area with a median household income below \$42,737.

**SITE CONTROL** – APPLICANT/GRANTEE has approval by DPR, that allows for PROJECT COMPLETION and public use to fulfill the GRANT obligations.

**TOTAL PROJECT COST** – the combined dollar amount of all funding sources used to complete the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the Grant Scope/Cost Estimate Form.

Thank you for your interest in the Locally-Operated State Park Program!

**Street Address for Overnight Mail:**

Calif. Dept. of Parks and Recreation  
Office of Grants and Local Services  
1416 Ninth Street, Room 918  
Sacramento, CA 95814

**Mailing Address:**

Calif. Dept. of Parks and Recreation  
Office of Grants and Local Services  
P.O. Box 942896  
Sacramento, CA 94296-0001

**MAIN LINE:** (916) 653-7423

**PROGRAM WEBSITES:** [parks.ca.gov/lospp](https://parks.ca.gov/lospp) | [parksforcalifornia.org/communities](https://parksforcalifornia.org/communities)